

# APPENDIX V – 212



**Mexican American Student Services  
Staff Meeting  
1:00 p.m. to 3:00 p.m.  
March 1, 2016**

**PURPOSE:** Updates to specialists for Cesar Chavez Conference for Schools and LULAC Youth Leadership Conference. Multicultural Symposium planning, viewing grant tracker data for month of January and School City access and review.

**AGENDA**

	Welcome	Dr. Maria Figueroa
1:00 p.m.	Pima County Public Library	Michelle Simon
	Multicultural Symposium - Food	TNLogic
	Updates on Cesar Chavez speeches for specialists (Assignments) LULAC update	Specialist Nelson and De La Torre
	A Year In Review	Specialists
	Survey Review from Parent Quarterly Sessions	Specialists/Maria Figueroa
	Grant Tracker Data: Gauging	
	School City – Review	Maria Figueroa
	Closing	
3:00 p.m.		



**Mexican American Student Services  
 Staff Meeting  
 Staff 1<sup>st</sup> Opening of School Year Meeting  
 July 24, 2015  
 Wakefield Bldg. C  
 101 W. 44<sup>th</sup> Street  
 Room C126**

**PURPOSE: Welcome Back, cover items in handbook, evaluations, discuss job description and, Mandatory TUSD trainings such as:**

- a. **Signing in on True North Logic**
- b. **Grant Tracker data and entries descriptors  
How to log in**
- c. **Mandatory reporting power point**
- d. **Child Find Procedures power point**
- e. **Professional Boundaries power point**
- f. **Volunteer/fingerprints**
- g. **Time Clock Plus training and time edit forms  
(continued training on week of July 27-30)**
- h. **Data Collection/Analyze**
- i. **Assignments for school year 2015-2016**
- j. **Updated Multi Tear System of Supports**
- k. **Parent Quarterly Training and scheduling**
- l. **Schedules and due dates (School assignments and Saturday Math).**
- m. **Pima Library/ Read Strong/ Achieve 3000 requirements**
- n. **Set Criteria for Student of the month**
- o. **Benefits enrollment**

**AGENDA**

9:00a.m.	<ul style="list-style-type: none"> <li>• Clocking in</li> <li>• Welcome</li> </ul>	Dr. Maria Figueroa
9:20 a.m.	<ul style="list-style-type: none"> <li>• Signing up for training under True North Logic</li> <li>• Norms</li> </ul> <p><b>TED Talk Video/Expectations</b></p> <ul style="list-style-type: none"> <li>• <b>New Job Descriptions &amp; Distribution of Handbooks</b></li> <li>• Expectations: Recording Student Interventions in <b>Mohave</b> under interventions and time and effort in <b>Grant Tracker. Mr. Butler’s calendars</b> for student follow up.</li> <li>• USP requirements: Parent Quarterly Sessions and documented invites from specialists, Advanced Learning Experiences recorded invitation phone calls from specialists and career and college</li> </ul>	<p><b>“The Work”                  The A, B, C’s of what we do:</b></p> <ol style="list-style-type: none"> <li>1. Attendance</li> <li>2. Behavior/Discipline</li> <li>3. Credit Recovery/Credit Acquisition</li> <li>4. Grades</li> </ol>

	<ul style="list-style-type: none"> <li>Grant Tracker Data, updates and entries</li> </ul>	
9:40 a.m.	<ul style="list-style-type: none"> <li>Handbooks:</li> <li>Evaluations for 2014-15 school year.</li> <li>Administrator Evaluations</li> <li>LOA forms</li> <li>Time clock Plus Training (Continue week of (7/23/))</li> <li>TUSD Mandatory Trainings (power point format)                             <ol style="list-style-type: none"> <li>Protocol for Missing Students from Principals</li> <li>Child Find Procedures</li> <li>Mandatory Reporting</li> <li>Professional Boundaries Training</li> <li>Data collection and entries for monthly reports (gauging). Create folders for students specialists work with.</li> </ol> </li> </ul>	Maria Figueroa
11:20 am 1:00 p.m. 1:30 p.m.	<ul style="list-style-type: none"> <li>Saturday Math Assignments (schedules)</li> <li>Assignments for Specialists' school sites</li> <li>LUNCH Break (clock out-clock in)</li> <li>Review Discipline &amp; Board policies</li> <li>Lap Top Distributions</li> <li>Criteria for Students of the month</li> <li>Assign high school specialists Monthly scholarship postings, website. (Achieve 3000 doc. (Ms. Cuellar and Goodwill Goodguides (Ms. Lawson).</li> <li>Documenting interventions in Mohave</li> <li>MTSS powerpoint</li> <li>Pima Library/ Read Strong/Achieve 3000 <a href="http://www.librarypima.gov">www.librarypima.gov</a></li> <li>Training and Schedule Parent Quarterly Sessions (1<sup>st</sup> quarter)</li> <li>Benefits (enrollment for 2015-2016). Weekly and Saturday schedules due August 21, 2015.</li> <li>School surveys</li> </ul>	
3:00 p.m.		
4:30p.m.	<ul style="list-style-type: none"> <li>Distribution of Student Folders and collect needed supplies list</li> </ul>	



**Mexican American Student Services**  
**Staff Meeting**  
**Staff Training**  
**August 25, 2015**  
**Wakefield Bldg. C**  
**101 W. 44<sup>th</sup> Street**  
**Room C126**

**PURPOSE: Stories that Soar, I Am You 360, Spreadsheets, Parent Quarterly Sessions**

AGENDA		
1:30 p.m.	Welcome	Dr. Maria Figueroa
2:00 – 2:45	Library Cards	Elizabeth Soltero  Desiree Cook
3:00 – 3:30	Scenarios from handbook assessments	
	Stories that Soar	
	The Empowerment Bag Program	
	Spreadsheets	
	Background Information for Discussions	
	<b>Parent Quarterly Sessions Review</b>	
4:30 p.m.		



**Mexican American Student Services**  
**Parent Quarterly Informational Sessions**  
**Training**  
**November 19, 2015**  
**Wakefield Bldg. TUSD Family Resource Center**

**PURPOSE: Training for School Representatives Implementing  
 Parent Quarterly Sessions in TUSD School Sites.**

<b>AGENDA</b>		
2:30 p.m.	<b>Welcome</b>	<b>Dr. Maria Figueroa</b>
	<ul style="list-style-type: none"> <li>• Expect More Arizona</li> <li>• Source: USP</li> <li>• Requirements: ALE's, School Programs, TUSD Stats, Community Resources Agencies, Magnet Programs, Schools' Data (ATI, School City), College Preparation (High Schools).</li> </ul>	<b>Selena Llamas</b>  <b>Dr. Maria Figueroa</b>
	<ul style="list-style-type: none"> <li>• Planning Check List</li> <li>• Advanced Learning Experiences</li> <li>• Documents: Agenda, sign in sheets, parent feedback surveys, Parent Call List, Sample Invitations, Vendor List, Meeting Posters</li> <li>• Parent Recruitment Ideas: Certificates follow through with return mail, phone calls, student performances, school marque, Principal newsletters, and school website calendar.</li> <li>• Arizona 211 – A Service of Community Information and Referral Services <a href="http://www.211arizona.org">www.211arizona.org</a></li> </ul>	
3:30 p.m.	<b>Community Resources:</b>	
4:00 p.m.	<p>Expect More Arizona, Ms. Selena Llamas            520-419-0678 <a href="mailto:selena.llamas@expectmorearizona">selena.llamas@expectmorearizona</a></p> <p>Pima County Enroll Coalition, Ms. Claudia Vazquez            520-603-3185 <a href="mailto:Claudia@mypcap.org">Claudia@mypcap.org</a></p> <p>Pima Community College, Mr. Shawn Graham            520-392-0377 <a href="mailto:sgraham@pima.edu">sgraham@pima.edu</a></p> <p>Closing</p>	<b>Dr. Maria Figueroa</b>