

APPENDIX V – 22

AGENDA

AVID Coordinator Meeting

August 16, 2017

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator



TUCSON UNIFIED
SCHOOL DISTRICT

INTRODUCTIONS

AVID WEEKLY

AVID TRAINING OPPORTUNITIES

1. AVID Path to Schoolwide Training on October 27-28, 2017- AVID Elective teachers/coordinators who were not able to attend SI should attend
2. AVID Elective Teacher/Coordinator Workshop on September 7, 2017- ALE will cover substitutes for AVID Elective Teachers/Coordinators who would like to attend
3. AVID Professional Learning Day November 4, 2017- Any educator may attend and it's free 😊

AVID IMPLEMENTATION PLANS

4. May use this template as a resource to create a plan for your site
5. We will take time in the spring to work on these plans for the 2018-2019 school year

SCHEDULE SITE VISITS

6. Sign up for a site visit
7. Site visits will focus on WICOR strategies and AVID Elective Curriculum (Weeks at a Glance)
8. See attached observation documents

CLASS TITLE CLEANUP

9. Please provide the title of the AVID classes at your site

FIELD TRIPS

10. Email the following information for the field trips you are planning this year: dates, location, costs, and number of students attending

AVID DUE DATES

11. See handout attached

SITE TEAMS

13. Final draft of AVID Site Team Plan due August 31, 2017
14. Be sure to include Sky Saczko on the meeting requests
15. Site teams should be meeting at least once a month
16. Submit site team meeting schedule by September 20th (our next meeting)
17. Site team member stipends- submit names to Sonia Gissart

AVID TUTORS

18. Each site is allotted a specific number of tutor hours each week-Sonia will provide each Coordinator with the allotted hours for their site
19. Tutors should be scheduled to work a minimum of 6 hours a week and no more than 30 hours weekly (this includes all sites the individual tutor is working at)
20. Be sure to turn in all tutor hiring paperwork to Sonia Gissart by August 25th
21. Tutor Training is scheduled for September 16th from 8am-5pm at Palo Verde High School

MyAVID ACCOUNTS

22. Confirm MyAVID accounts for Site Team Members and update roles for your team

SITE PLAN WORK TIME

23. Work in teams to provide each other with feedback

QUESTIONS or CONCERNS

2017 MONTHLY MEETINGS (all meetings are from 4:00-5:30pm at THS in the Library Conference Room)

24. September 20, 2017
25. October 18, 2017
26. November 15, 2017
27. December 13, 2017

AGENDA

AVID Coordinator Meeting

September 20, 2017

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator



TUCSON UNIFIED
SCHOOL DISTRICT

HIGHS & LOWS

DIVERSITY REMINDER (within 15%)

AVID TRAINING OPPORTUNITIES

1. AVID Path to Schoolwide Training on October 27-28, 2017- AVID Elective teachers/coordinators who were not able to attend SI should attend
 - a. Be sure to complete release time forms through your site
2. AVID Professional Learning Day November 4, 2017- Any educator may attend and it's free 😊

SCHOOL WEBSITES

3. Work with Principals to create a spot for AVID on your school's website

AVID TUTORIAL VISITS

4. Middle School visit to Lauffer Middle School: October 3rd 9:30-11:30am
5. High School visit to Cholla High School: October 18th in the afternoon
6. ALE will provide release time

FAMILY EVENTS

7. Review "Family Involvement Ideas That Really Work"
8. How many for the year:
9. Possible events and ideas:

AVID SHAREPOINT

10. Be sure to add documents you have created or used that others could benefit from
11. SharePoint tutorial

FIELD TRIPS

12. Plan at least one field trip for each grade level
13. Email the following information for the field trips you are planning this year: dates, location, costs, and number of students attending

AVID TUTORS

14. Which sites still need tutors? Email other coordinators to see if their tutors may want more hours.
15. For 2nd round, be sure to turn in all tutor hiring paperwork to Sonia Gissart by October 6th
16. 2nd Tutor Training is scheduled for November 4th from 8am-5pm at Palo Verde High School

CCI

18. Evidence Collection Handout
19. CCI FAQ
20. Review Site Team CCI Indicator Quarterly Review

SITE TEAMS

22. Submit site team meeting schedule
23. Be sure to include Sky Saczko on the meeting requests
24. Site teams should be meeting at least once a month
25. Send a list of AVID Site Team members who receive stipends to Sonia ASAP
26. Meeting struggles and success
27. Share out ideas for September or October meeting agendas

WORK TIME

29. Create agenda for next site team meeting

QUESTIONS or CONCERNS

2017 MONTHLY MEETINGS (all meetings are from 4:00-5:30pm at THS in the Library Conference Room)

30. October 18, 2017
31. November 15, 2017
32. December 13, 2017

AGENDA

AVID Coordinator Meeting

October 18, 2017

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Sonia Gissart, ALE Administrative Assistant



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SCHOOL DISTRICT

HIGHS & LOWS (4:00-4:15pm)

AVID TUTORIAL & PRE-CERTIFICATION VISITS (4:15-4:25pm)

1. Sign up for AVID Tutorial visits for each AVID Elective class
2. Sign up for 30 minute pre-certification visits for each coordinator
 - a. Complete SWOT Analysis and CCI with AVID Site Team prior to this meeting

ACT/SAT TESTING (4:25-4:30pm)

3. Provide information concerning when students are provided opportunities to sit for vertically articulated college entrance exams

FIELDTRIP TIMELINE (4:30-4:40pm)

CCI (4:40-5:00pm)

4. Collecting Evidence for CCI
 - a. CCI evidence will be looked at in April or May during Certification visit
 - b. Options for maintaining evidence: Google Doc, binders, etc
5. Score your site for Domain II, Subdomain 3
 - a. What level of rating did you give yourself for this subdomain?
 - b. Discuss with a partner what your site is doing well in this section
 - c. Brainstorm ideas to improve lowest scores
6. QW Reflection: How have/can I use the CCI in my site team meetings?

SITE TEAM PLANS (5:00-5:20pm)

8. Review your plan
 - a. Explain the progress your team has made towards achieving the Site Team's SMART goals submitted in August?
 - b. What needs to be adjusted or added?
 - c. Have you achieved your goals? If yes, are you ready to make a new one?
 - d. Complete SWOT Analysis worksheet during Oct/Nov site team meetings to determine the best course of action to take in reaching SMART goals

AVID TUTORS (5:20-5:25pm)

9. Email a copy of your tutoring schedule to Saczko.
10. Which sites still need tutors? Email Saczko and Gissart with the times, days and how many tutors you still need.
11. For 2nd round, be sure to turn in all tutor hiring paperwork to Sonia Gissart by October 31st
12. 2nd Tutor Training is to be determined based on need and timeliness of tutor hiring

QUESTIONS or CONCERNS (5:25-5:30pm)

ACTION ITEMS	2017-18 MONTHLY MEETINGS	REMINDERS
<ul style="list-style-type: none"> ✓ Complete SWOT Analysis and CCI with AVID Site Team prior to Pre-Certification meeting with Saczko ✓ Email a copy of your tutoring schedule to Saczko ✓ Send link to AVID section of your school's website to Saczko <p>If you haven't completed these yet, be sure to:</p> <ul style="list-style-type: none"> ✓ Email information concerning when students are provided opportunities to sit for vertically articulated college entrance exams (PSAT, SAT, ACT, EXPLORE, etc.) ✓ Email Saczko and Gissart with the times, days and how many tutors you still need. ✓ If hiring more tutors, complete and turn in paperwork to Gissart by Oct. 31st ✓ Send Saczko & Gissart a list of all field trips planned for the SY (include cost, # of students, location) 	<ul style="list-style-type: none"> ❖ November 15, 2017 ❖ December 13, 2017 ❖ January 24, 2018 ❖ February 28, 2018 ❖ March 28, 2018 ❖ April 18, 2018 ❖ May 16, 2018 <p>*all meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>	<p>AVID ON OUR SCHOOL WEBSITES</p> <ul style="list-style-type: none"> • Be sure to work with your admin to create an AVID section on your school's website • Contact Saczko if you need assistance with this process • Feel free to submit ideas, photos or videos to put on the ALE AVID website <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • AVID Path to Schoolwide Training on October 27-28, 2017- AVID Elective teachers/coordinators who were not able to attend SI should attend <ul style="list-style-type: none"> ○ Be sure to complete release time forms through your site • AVID Professional Learning Day November 4, 2017- Any educator may attend and it's free 😊 <p>AVID SHAREPOINT</p> <ul style="list-style-type: none"> • Email any additions or updates to TUSD AVID Team

AGENDA

AVID Coordinator Meeting

November 15, 2017

3:30-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Sonia Gissart, ALE Administrative Assistant



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SCHOOL DISTRICT

HIGHS & LOWS (3:30-3:45pm)

AVID SI 2018 (3:45-3:55pm)

1. Save the Date: TUSD will attend AVID SI 2018 in Denver, CO on June 12-14, 2018 (travel days are June 11-14)
2. Each site will be able to send 5 people
3. Email a list of attendees and the strand they will be taking before the January meeting
4. Work with site Principals and the site team to determine who should attend SI this summer.
5. Summer Institute teams should include:
 - a. An administrator and AVID coordinator
 - b. AVID Elective teachers should attend a summer institute at least once every two years
 - c. A counselor
 - d. Teachers from core subject areas such as math, science, English, or social studies
 - e. Keep in mind that you are trying to maximize the number of AVID trained teachers at your site

CCI (3:55-4:25pm)

6. Score yourself on the indicators of the CCI which are designated by AVID Center to be examined during Q2
7. Reflect on areas of strength and areas for growth
8. Coordinators can begin inputting sections of the CCI on MyAVID.org as they are completed (make sure to click "SAVE")

VOLUNTEER PD OPPORTUNITY (4:25-4:35pm)

9. College Knowledge for Counselors and Arizona ACT Summit
 - a. January 22nd & 23rd at the Desert Willow Conference Center in Phoenix, Az
10. Volunteers will share information with all AVID Coordinators during the February 28th coordinator meeting
11. Let Saczko know if you are interested in attending

**AVID ELECTIVE STUDENT RECRUITMENT PLAN & TRANSITION CALENDAR
(4:35-5:15pm)**

12. Brainstorm with feeder schools what you already do concerning the following:
- Timeline
 - Responsibilities
 - Student recruitment process & selection criteria
 - Transitions for 5th→6th graders and 7th→9th graders
13. Share out to create a district recruitment plan/timeline

SUPPORTING TUTORS (5:15-5:30pm)

15. Norming Binder checks and the TRF
16. Tutor meeting resources on SharePoint

QUESTIONS or CONCERNS (5:30pm)

ACTION ITEMS	2017-18 MONTHLY MEETINGS	REMINDERS
<ul style="list-style-type: none"> ✓ Email a list to Saczko of who will be attending SI 2018 ✓ Email Gissart the names of site team members who will receive stipends <p>If you haven't completed these yet, be sure to:</p> <ul style="list-style-type: none"> ✓ Send Saczko & Gissart a list of all field trips planned for the SY (include cost, # of students, location) ✓ Send link to AVID section of your school's website to Saczko ✓ Complete SWOT Analysis and CCI with AVID Site Team prior to Pre-Certification meeting with Saczko ✓ Email a copy of your tutoring schedule to Saczko 	<ul style="list-style-type: none"> ❖ December 13, 2017 ❖ January 24, 2018 ❖ February 28, 2018 ❖ March 28, 2018 ❖ April 18, 2018 ❖ May 16, 2018 <p>*all meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>	<ul style="list-style-type: none"> • Check in with your team to remind SI participants to complete launches and boosts by January 1, 2018 • Be sure to work with your admin to create an AVID section on your school's website • Please submit ideas, photos or videos to put on the ALE AVID website <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • Save the Date: TUSD will attend AVID SI 2018 in Denver, CO on June 12-14, 2018 (travel days are June 11-14) <p>AVID SHAREPOINT</p> <ul style="list-style-type: none"> • Email any additions or updates to TUSD AVID Team

AGENDA

AVID Coordinator Meeting

December 13, 2017

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Sonia Gissart, ALE Administrative Assistant



HIGHS & LOWS (4-4:15pm)

AVID TRAINED FACULTY (4:15-4:20pm)

1. Check the list of names for accuracy

AVID DATA (4:20-4:40pm)

2. AVID Data reports must be submitted through www.MyAVID.org by February 16th
3. Gathering this data can be tedious so begin collecting it as soon as possible
4. Synergy Bookmarks
5. See attachment for obtaining school and AVID attendance data
6. Grade Level Teams: Words of Wisdom
 - a. Write in the margins: look through AVID Data document and determine "where" to obtain each section's data from

AVID ELECTIVE STUDENT RECRUITMENT PLAN (4:40-5:00pm)

7. Review registration calendar
8. Review ideas generated at last coordinator meeting
9. Solidify TUSD AVID Recruitment Plan

AVID FIELD TRIPS (5:00-5:20pm)

10. For SY 2017-2018, add all of your AVID field trips to the AVID SharePoint
 - a. Be sure to include: school, destination, times and grade level of attending students
11. Sonia will be checking the SharePoint to track fieldtrip paperwork

QUESTIONS or CONCERNS (5:20-5:30pm)

ACTION ITEMS	2017-18 MONTHLY MEETINGS	REMINDERS
<ul style="list-style-type: none"> ✓ Email a list to Saczko of who will be attending SI 2018 ✓ Add all AVID field trips to the AVID SharePoint for the 2017-2018 SY <p>If you haven't completed these yet, be sure to:</p> <ul style="list-style-type: none"> ✓ Send link to AVID section of your school's website to Saczko ✓ Email a copy of your tutoring schedule to Saczko 	<ul style="list-style-type: none"> ❖ January 24, 2018 ❖ February 28, 2018 ❖ March 28, 2018 ❖ April 18, 2018 ❖ May 16, 2018 <p>*all meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>	<ul style="list-style-type: none"> • Check in with your team to remind SI participants to complete launches and boosts by January 1, 2018 • Be sure to work with your admin to create an AVID section on your school's website • Please submit ideas, photos or videos to put on the ALE AVID website <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • Save the Date: TUSD will attend AVID SI 2018 in Denver, CO on June 12-14, 2018 (travel days are June 11-14) <p>AVID SHAREPOINT</p> <ul style="list-style-type: none"> • Add additional items you have which may benefit other coordinators

AGENDA

AVID Coordinator Meeting

January 24, 2018

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Sonia Gissart, ALE Administrative Assistant



HIGHS & LOWS (4-4:15pm)

AVID SI 2018-DENVER (4:15-4:30pm)

1. Submit names and strands to Saczko. Registration opens February 13th.
2. TUSD pays for: registration fees, hotel rooms, and airfare.
3. Upon return, participants will be reimbursed for: food per diem, transportation to and from airport (receipts required for reimbursement), and checked bags (receipts required for reimbursement)
4. Sonia is working on securing hotel rooms for 5 participants from each site. If your site requires additional rooms for attendees being paid for by Title I funds then you must reserve these rooms.

AVID PATH TRAINING-QUEEN CREEK (4:30-4:45pm)

5. See attached flyer for details
6. Each site has been allotted 2 hotel rooms and 3 registrations.
7. Register attendees and send registration info to Sonia and Sky.
 - a. Registration is currently open for this event
 - b. Certain strands may fill up quickly so be sure to register attendees as soon as possible.

RECRUITMENT TIMELINE (4:45-4:55pm)

8. Presentations to feeder schools
9. Additional outreach efforts such as
 - a. speaking to classes with counselors
 - b. gathering teacher recommendations
 - c. sending letters to targeted students
 - d. distributing AVID applications
10. Planning family Workshops

SUPPORTING TUTORS (4:55-5:25pm)

12. AVID Coordinator is required to conduct periodic tutor meetings

- a. On-Site Tutor Training Resources on SharePoint

13. Potential Topics:

- a. Norming Binder checks and the TRF
b. Classroom Management

14. Next Tutor Training → February 17th, 2018 from 8am-5pm at Palo Verde High School in Room 103

QUESTIONS or CONCERNS (5:25-5:30pm)

ACTION ITEMS	2017-18 MONTHLY MEETINGS	REMINDERS
<ul style="list-style-type: none"> ✓ General Data due to AVID Center February 16th ✓ Email a list to Saczko of who will be attending SI 2018 <p>If you haven't completed these yet, be sure to:</p> <ul style="list-style-type: none"> ✓ Send link to AVID section of your school's website to Saczko ✓ Add all AVID field trips to the AVID SharePoint for the 2017-2018 SY 	<ul style="list-style-type: none"> ❖ February 28, 2018 ❖ March 28, 2018 ❖ April 18, 2018 ❖ May 16, 2018 <p>*all meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>	<ul style="list-style-type: none"> • Be sure to use AVID's Site Team Months at a Glance when planning AVID Site Team Meetings • Be sure to work with your admin to create an AVID section on your school's website • Please submit ideas, photos or videos to put on the ALE AVID website <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • TUSD will attend AVID SI 2018 in Denver, CO on June 12-14, 2018 (travel days are June 11-14) • AVID Path Training in Queen Creek, AZ on May 31-June 1, 2018 (travel days are May 30-June1)

AGENDA

AVID Coordinator Meeting

February 28, 2018

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Sonia Gissart, ALE Administrative Assistant



HIGHS & LOWS (4-4:15pm)

AVID PROGRAM MANAGER (4:15-4:30pm)

1. Val Angus

COORDINATOR SHARE OUTS (4:30-5:00pm)

2. Health Awareness- Jennifer Veit (4:30-4:40pm)
3. College Knowledge & ACT Reverse College Fair- Lyndsey Bojorquez & Cate Wilcox (4:40-5:00pm)

RECRUITMENT TIMELINE for MARCH/APRIL (5:00-5:05pm)

4. Continue collecting teacher/counselor recommendations and student applications
5. Find out when school events are occurring to increase interest and hand out applications
6. Review students course requests
 - a. Provide applications to students who have not completed one
7. Schedule and conduct student Interviews

CCI (5:05-5:10pm)

8. Continue to use the "CCI Quarterly Indicator Review" document to determine which indicators your AVID site team should focus on during monthly meetings
9. **HEADS UP!** Domain IV, Indicators 8 & 9
 - a. Requires sites to conduct student and teacher surveys as evidence for scores in this section

4th QUARTER CCI SITE CERTIFICATION CONFERENCE (5:10-5:20pm)

10. Sign up for a CCI Certification meeting (allow one hour)
11. Be sure to garner site team input before submitting the CCI
12. You must have the following completed before your chosen meeting time:
 - a. CCI submitted on www.MyAVID.org
 - b. Evidence for CCI scores

GATHERING SENIOR AVID DATA (5:20-5:25pm)13. AVID senior data due June 8th

14. Suggestions for completing senior data before the deadline:

- a. Make it a graded assignment worth a lot of points
- b. Have students enter their data by the end of April since it can be challenging to have them work on it during May when they are taking IB and/or AP exams
- c. You can include seniors from last semester and have them enter data even if they are no longer in AVID this semester

QUESTIONS or CONCERNS (5:25-5:30pm)

ACTION ITEMS	2017-18 MONTHLY MEETINGS	REMINDERS
<ul style="list-style-type: none"> ✓ Make a plan to have CCI complete before your chosen Certification meeting ✓ Check the recruitment timeline and make plans to ensure targeted students are enrolled in AVID for SY 2018-19 ✓ Create a plan for completing Senior Data before graduation <p>If you haven't completed these yet, be sure to:</p> <ul style="list-style-type: none"> ✓ Send link to AVID section of your school's website to Saczko ✓ Add all AVID field trips to the AVID SharePoint for the 2017-2018 SY 	<ul style="list-style-type: none"> ❖ March 28, 2018 ❖ April 18, 2018 ❖ May 16, 2018 <p>*all meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>	<ul style="list-style-type: none"> • Be sure to work with your admin to create an AVID section on your school's website • Please submit ideas, photos or videos to put on the ALE AVID website <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • TUSD will attend AVID SI 2018 in Denver, CO on June 12-14, 2018 (travel days are June 11-14) • AVID Path Training in Queen Creek, AZ on May 31-June 1, 2018 (travel days are May 30-June 1)

AGENDA

AVID Coordinator Meeting

March 28, 2018

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Sonia Gissart, ALE Administrative Assistant



HIGHS & LOWS (4-4:15pm)

RECRUITMENT TIMELINE FOR APRIL/MAY (4:15-4:30pm)

1. Send out acceptance/regret/wait list letters to students
2. Send a list of students selected to feeder schools
3. Course scheduling -Provide names of selected students to counselors
4. Ensure that students are scheduled into appropriately rigorous college preparatory courses
5. Feeder Visit -Schedule a visit for future AVID students who are scheduled to be in AVID classes for next school year
6. Work with counselors to ensure students are enrolled in AVID by grade level
 - a. For High Schools: AVID 1,2 = ONLY 9th graders; AVID 3,4= ONLY 10th graders; AVID 5,6= ONLY 11th graders; AVID 7,8= ONLY 12th graders

AVID STUDENT ALE & SWEET 16 ENROLLMENT (4:30-4:35pm)

7. Conduct registration checks for all current and future AVID students to ensure appropriate and rigorous course registration for SY 18-19. (CCI, Domain II, Indicators 22, 24, 25, 27, 28)

AVID SUMMER INSTITUTE MEETING PREP (4:35-4:50pm)

8. Check the list and confirm that all information is correct for your site. Check for accuracy of names, strands, room assignments and special travel requests.
9. ALE will provide an AVID SI 2018 FAQ sheet at the April coordinator meeting.
 - a. Coordinators will be able to use this information to conduct an AVID SI 2018 meeting with all SI participants.
 - b. Please submit questions you would like to see on the AVID SI 2018 FAQ.

CCI (4:50-5:00pm)

10. Let me know ASAP if you need support in getting the CCI completed by the certification meeting.
11. Let me know ASAP if you believe your site will not receive a score of "certified" or higher on the CCI.

ONLINE TUTOR TRAINING (5:00-5:15pm)

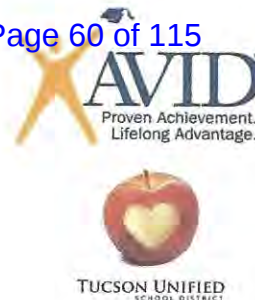
12. All tutors at each site must complete the AVID Tutor Training. If they have not attended a tutor training then they will need to complete the training online.
- Be sure to keep track of the hours it takes tutors to complete the online training and submit to Sonia so that tutors are paid.
 - Online tutor training will take tutors approximately 8 hours to complete.
 - Tutors must complete online tutor training by April 27, 2018.
13. Be sure to continue their tutor training by conducting periodic meetings in order to fulfill the 16 hours required by AVID (CCI, Domain II, Indicators 10, 11 and 12)

AVID PLANNERS FOR 2018-19 SY (5:15-5:25pm)

14. Two options:
- TUSD AVID planner (full size for MS, half size for HS)
 - School planner with AVID pages (sites will be reimbursed for the cost of adding AVID pages through a budget transfer)

QUESTIONS or CONCERNS (5:25-5:30pm)

ACTION ITEMS	2017-18 MONTHLY MEETINGS	REMINDERS
<ul style="list-style-type: none"> ✓ Conduct registration checks for all current and future AVID students to ensure appropriate and rigorous course registration for SY 18-19 ✓ Let Saczko know ASAP if you need support in getting the CCI completed by the certification meeting. ✓ Let Saczko know ASAP if you believe your site will not receive a score of "certified" or higher on the CCI. <p>If you haven't completed these yet, be sure to:</p> <ul style="list-style-type: none"> ✓ Send link to AVID section of your school's website to Saczko 	<ul style="list-style-type: none"> ❖ April 18, 2018 ❖ May 16, 2018 <p>*all meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>	<ul style="list-style-type: none"> • Please submit ideas, photos or videos to put on the ALE AVID website <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • TUSD will attend AVID SI 2018 in Denver, CO on June 12-14, 2018 (travel days are June 11-14) • AVID Path Training in Queen Creek, AZ on May 31-June 1, 2018 (travel days are May 30-June 1)

**AVID Coordinator Meeting**

April 18, 2018

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Sonia Gissart, ALE Administrative Assistant

HIGHS & LOWS (4-4:15pm)**RECRUITMENT TIMELINE REMINDER (4:15-4:20pm)**

1. Send out acceptance/regret/wait list letters to students
2. Course scheduling -Provide names of selected students to counselors
3. Ensure that students are scheduled into appropriately rigorous college preparatory courses
4. **Master Schedule- work with site administration to**
 - a. **Be sure classes are lined up in order to maximize tutor hours**
 - b. **Ensure AVID students have access to ALE courses**
 - c. **Additional suggestions**

AVID SI 2018 & PATH TRAINING (4:20-4:40pm)

5. Review FAQ for SI & Path
6. Implementation Flow Chart
 - a. Discuss plans for AVID growth and refinement at your site for SY 2018-19
 - b. This document should align and support district/site initiatives and the AVID Site Plan
 - c. Teams will begin work during SI but this document will be due in January
7. AVID Site Plans
 - a. QW:
 - i. How will you work with your site team to identify potential goals and create a first draft of the site plan for SI? (keeping in mind the CCI certification metrics)
 - ii. Reflect on the AVID site plan created by your team for SY 17-18. Did your site meet the goals outlined in this plan? Will some of these goals need to be revisited next SY?

TUTOR HIRING FOR 2018-19 SY (4:40-4:50pm)

8. Submit list of returning tutors via the Forms survey sent out by Sonia
9. Tutor posting for SY 18-19 will be up next week
10. Be sure to complete interviews and submit paperwork to Sonia by **June 30th** to ensure your tutors will be ready to start work by the second week of school

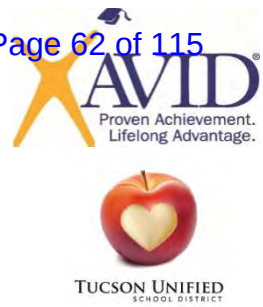
CCI SUBMISSIONS (4:50-5:00pm)

11. CCI is due to AVID by May 18th
12. AVID suggests working on it a little bit at a time
13. Be sure to complete the CCI at least two days before your scheduled certification conference

QUESTIONS or CONCERNS (5:00-5:30pm)

ACTION ITEMS	2017-18 MONTHLY MEETINGS	REMINDERS
<ul style="list-style-type: none"> ✓ Provide time for AVID Site Team to review AVID Implementation Plans and create first draft of AVID Site Plan for 2018-19 SY ✓ If possible, ensure master schedule is conducive to maximizing student enrollment and tutors ✓ Submit list of returning tutors via the Forms survey sent out by Sonia ✓ Be sure to complete interviews and submit paperwork to Sonia by June 30th to ensure your tutors will be ready to start work by the second week of school <p>If you haven't completed these yet, be sure to:</p> <ul style="list-style-type: none"> ✓ Conduct registration checks for all current and future AVID students to ensure appropriate and rigorous course registration for SY 18-19 ✓ Let Saczko know ASAP if you need support in getting the CCI completed by the certification meeting. ✓ Let Saczko know ASAP if you believe your site will not receive a score of "certified" or higher on the CCI. 	<p>❖ May 16, 2018</p>	<p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • TUSD will attend AVID SI 2018 in Denver, CO on June 12-14, 2018 (travel days are June 11-14) • AVID Path Training in Queen Creek, AZ on May 31-June 1, 2018 (travel days are May 30-June 1)

AGENDA



AVID Coordinator Meeting

May 16, 2018

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Sonia Gissart, ALE Administrative Assistant

HIGHS & LOWS (4-4:15pm)

AVID PD JULY 16 & 17, 2018 (4:20-4:35pm)

1. AVID Professional Learning Modules (APLM) Training for TUSD AVID Sites
 - a. This training will be entered into MyAVID.org so teachers who attend both days of training will be considered officially AVID trained for AVID certification purposes on the CCI.
 - b. Interested teachers must register on the Professional Learning Portal
 - c. Only teachers at AVID affiliated sites may attend- teachers will be paid \$25 hr
 - d. Training will take place at Tucson High Magnet School in the Vocational Building on July 16 & 17th.

TUTOR HIRING FOR 2018-19 SY (4:35-4:40pm)

2. Tutor posting for SY 18-19 is not posted yet. Will send an update once it's posted.
3. Be sure to complete interviews and submit paperwork to Sonia by **June 30th** to ensure your tutors will be ready to start work by the second week of school

AVID COORDINATOR ROLE (4:40-4:50pm)

4. AVID Site Coordinator Months at a Glance
5. AVID Coordination Map of Responsibilities & Tasks

AVID SENIOR DATA (4:50-5:00pm)

6. High schools-please provide a timeline for completion of AVID senior data
7. AVID will NOT certify your site unless senior data is entered by completion date

QUESTIONS or CONCERNS (5:00-5:30pm)

ACTION ITEMS	REMINDERS
<ul style="list-style-type: none"> ✓ Recruit teachers to attend the AVID Summer PD ✓ High schools-please provide a timeline for completion of AVID senior data <p>If you haven't completed these yet, be sure to:</p> <ul style="list-style-type: none"> ✓ Provide time for AVID Site Team to review AVID Implementation Plans and create first draft of AVID Site Plan for 2018-19 SY ✓ Be sure to complete AVID Tutor interviews and submit paperwork to Sonia by June 30th to ensure your tutors will be ready to start work by the second week of school 	<p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • TUSD will attend AVID SI 2018 in Denver, CO on June 12-14, 2018 (travel days are June 11-14) • AVID Path Training in Queen Creek, AZ on May 31-June 1, 2018 (travel days are May 30-June 1) • APLM Training July 16-17, 2018 at Tucson High Magnet School