

APPENDIX V – 12

AGENDA

AVID Coordinator Meeting

August 15, 2018

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Jhovanna Kortright, ALE Administrative Assistant



AVID NAME TENTS (4-4:15pm)

AVID SUPPLIES (4:15-4:20pm) Jhovanna

AVID TUTORS (4:20-4:30pm)

1. Jhovanna- Tutor hiring info
 - a. Be sure to turn in all tutor hiring paperwork for this round of applications to Jhovanna Kortright by August 25th
 - b. Turn in tutor transcripts with hiring paperwork
2. Each site is allotted a specific number of tutor hours each week.
3. Tutors should be scheduled to work a minimum of 6 hours a week and no more than 29 hours weekly (this includes all sites the individual tutor is working at)
4. Tutor Training will take place **October 6th from 8am-5pm at Pueblo HS.**

SCHEDULE SITE VISITS (4:30-4:35pm)

5. Sign up for a site visit to each AVID Elective teacher's classroom on your campus
6. Site visits will focus on WICOR strategies and AVID Elective Curriculum (Weeks at a Glance)
7. See observation documents in Coordinator Handbook
8. New AVID Coordinators will also need to sign up for a check-in meeting

AVID TRAINING OPPORTUNITIES (4:35-4:45pm)

9. AVID Elective Teacher Workshop on September 6, 2018 at Catalina HS. Be sure to sign up on MyAVID.org. Open to AVID Coordinators and AVID/Pre-AVID Elective Teachers
 - a. Be sure to complete release time forms through your site
 - b. **Register on MyAVID.org by Friday**
- ~~10. AVID Path to Schoolwide Training on September 28-29, 2018- AVID Elective teachers/coordinators who were not able to attend SI should attend.~~
 - ~~a. **CANCELLED**~~
11. AVID Showcase Visits

AVID STUDENT ALE & SWEET 16 ENROLLMENT (4:45-4:55pm)

12. Conduct registration checks for all AVID students to ensure appropriate and rigorous course registration for SY 18-19. (CCI, Domain II, Indicators 22, 24, 25, 27, 28)
 - a. Remove seniors who on not on track to graduate- advocate to have them placed into credit recovery instead

FIELD TRIPS (4:55-5:10pm)

13. Plan at least one field trip for each grade level
14. Email the following information for the field trips you are planning this year: dates, location, costs, and number of students attending
15. See handout for maximum costs allowed for your site.
 - a. **No field trips scheduled before October**

AVID DUE DATES (5:10-5:15pm)

16. See handout in AVID Coordinator Handbook.

SITE TEAMS (5:15-5:20pm)

18. Final draft of AVID Site Team Plan due August 31, 2018
19. Be sure to include Sky Saczko on the meeting requests
20. Site teams should be meeting at least one hour each month
21. Send outlook site team meeting requests by September 19th (our next meeting)
22. Site team member stipends- submit names to Jhovanna Kortright by September 19th

MyAVID ACCOUNTS (5:20-5:25pm)

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

ACTION ITEMS	2017-18 MONTHLY MEETINGS
<ul style="list-style-type: none"> ✓ Send tutor hiring paperwork to Jhovanna Kortright by August 25, 2018 ✓ Register participants in MyAVID.org and complete release time paperwork for relevant AVID training opportunities. ✓ Conduct registration checks for all current and future AVID students to ensure appropriate and rigorous course registration for SY 18-19 ✓ Plan out field trips for this SY. ✓ Schedule and send invites for AVID Site Team meetings by September 19, 2018. ✓ Submit site team member stipend names to Jhovanna before September 19, 2018. 	<ul style="list-style-type: none"> ❖ September 19, 2018 ❖ October 17, 2018 ❖ November 14, 2018 ❖ December 12, 2018 ❖ January 16, 2019 ❖ February 6, 2019 ❖ March 6, 2019 ❖ April 10, 2019 ❖ May 8, 2019 <p>*all meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>

AGENDA

AVID Coordinator Meeting

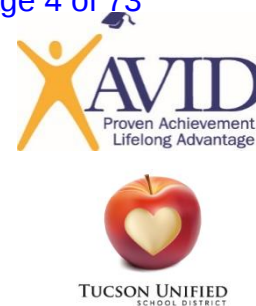
September 19, 2018

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Jhovanna Kortright, ALE Administrative Assistant



HIGHS & LOWS (4-4:15pm)

AVID ENROLLMENT (4:15-4:20)

1. Diversity Reminder- must be within 15% of school population numbers
2. 40th day is when enrollment numbers will be pulled for district reports

AVID TUTORS (4:20-4:25pm)

3. Jhovanna- Update tutor contact info list
4. **DATE CHANGE:** Tutor Training will take place October 27th from 8am-5pm at Pueblo HS.
5. Who still needs tutors? How many?

SITE TEAMS (4:25-4:35pm)

6. Fill in information for all paid AVID site team members. Stipends are paid out in December and May
7. At this time, all AVID Site Team meeting must be scheduled through the end of first semester.

RELEASE TIME REMINDER (4:35-4:45pm)

8. See attached

SCHOOL WEBSITES (4:45-4:50pm)

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

DESIGN RESOURCE (4:50-4:55pm)

10. Danika Kopec is available to design flyers, logos, etc.
11. Allow one week turnaround time
12. Danika.Kopec@tusd1.org

CCI/CSS & AVID SITE PLANS (4:55-5:10pm)

13. Evidence Collection Handout
14. Review Site Team CCI Indicator Quarterly Review
15. How do you incorporate the CCI/CSS into your site team meetings?
16. How do ensure your site is working on the site plan developed at SI?
17. What events has/will your site team plan for AVID families?

AVID COORDINATOR GOALS (5:10-5:25pm)

18. Review AVID Coordinator Months at a Glance for August, September and October.
19. Develop two SMART Goals for tackling the most challenging tasks.
20. Share out.

ACTION ITEMS	2017-18 MONTHLY MEETINGS	REMINDERS
<ul style="list-style-type: none"> ✓ Provide training date and times to new tutors. ✓ Ensure AVID is represented on your school's website. ✓ Communicate new tutor training info to your new tutors. ✓ Begin planning, at least one, parent event for this school year with your AVID site team. 	<ul style="list-style-type: none"> ❖ October 17, 2018 ❖ November 14, 2018 ❖ December 12, 2018 ❖ January 16, 2019 ❖ February 6, 2019 ❖ March 6, 2019 ❖ April 10, 2019 ❖ May 8, 2019 <p>*all meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>	<ul style="list-style-type: none"> ✓ Send tutor hiring paperwork to Jhovanna Kortright by September 17, 2018. ✓ Conduct registration checks for all current and future AVID students to ensure appropriate and rigorous course registration for SY 18-19 ✓ Plan out field trips for this SY. ✓ Schedule and send invites for AVID Site Team meetings by September 19, 2018. ✓ Submit site team member stipend names to Jhovanna before September 19, 2018.

AGENDA

AVID Coordinator Meeting

October 17, 2018

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Jhovanna Kortright, ALE Administrative Assistant



TUCSON UNIFIED
SCHOOL DISTRICT

HIGHS & LOWS (4-4:15pm)

SCHEDULE SITE VISITS & CCI PRE-CERTIFICATION MEETING (4:15-4:20pm)

1. Sign up for a site visit to each AVID Elective teacher's classroom on your campus
 - a. Site visits will focus on **Tutorials**
 - b. See observation documents in Coordinator Handbook
2. Sign up for a 30 minute pre-certification visit for your site
 - a. Complete CCI with AVID Site Team prior to this meeting

AVID TUTORS (4:20-4:25pm)

3. Tutor Training will take place October 27th from 8am-5pm at Pueblo HS.
 - b. Email a list of who will be attending from your site *by Friday*
4. Time Clock- Jhovanna

PAPERWORK REMINDERS- RELEASE TIME & FIELD TRIPS (4:25-4:30pm)

AVID SOCIAL MEDIA (4:30-4:35pm)

5. Please post info for parent events, pics from field trips, etc. on our TUSD AVID social media accounts
 - c. Facebook login: tusconunifiedavid@gmail.com Password: 2007AVID
 - d. Twitter login: @TUSDAvid Password: 2007AVID
 - e. Password is the same for the gmail account as well

CCI (4:35-4:45pm)

6. Collecting Evidence for CCI
 - f. CCI evidence will be looked at in April or May during Certification visit
 - g. Options for maintaining evidence: Google Doc, binders, etc
 - h. CCI Summer Revisions (see attached)

Domain II Systems, subdomain 1, Indicators 3, 4, 7, 8, 9 (pgs 88-89)

TUTORIALS (4:45-5:00pm)

7. Review the "Tutorial Observation and Feedback Tool"
 - i. Highlight terms you are unfamiliar with
 - j. Write questions in the margin

- k. For each tutorial role, what will you be mindful of as you train, coach and build collaborative tutorials?

AVID COORDINATOR GOALS (5:00-5:15pm)

8. Reflect on SMART goals from September:
 - l. What progress have you made?
 - m. What still needs to be accomplished in order to reach your goals?
 - n. Do the goals need to be adjusted? Or have they been completed?
9. Review AVID Coordinator Months at a Glance for October, November and December.
10. Review TUSD Recruitment plan.
11. Develop one or two new SMART goals for tackling the most challenging tasks.

QUESTIONS (5:15-5:30pm)

ACTION ITEMS	2017-18 MONTHLY MEETINGS	REMINDERS
<ul style="list-style-type: none"> ✓ Provide training date and times to new tutors. ✓ Send Saczko a list of who will be attending the new tutor training 	<ul style="list-style-type: none"> ❖ November 14, 2018 ❖ December 12, 2018 ❖ January 16, 2019 ❖ February 6, 2019 ❖ March 6, 2019 ❖ April 10, 2019 ❖ May 8, 2019 <p>*all meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>	<ul style="list-style-type: none"> ✓ Ensure AVID is represented on your school's website. ✓ Plan out field trips for this SY. ✓ Begin planning (at least one) parent event for this school year with your AVID site team.

AGENDA

AVID Coordinator Meeting

November 14, 2018

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Jhovanna Kortright, ALE Administrative Assistant



TUCSON UNIFIED
SCHOOL DISTRICT

Bring lunch or \$
for Dec. 11

HIGHS & LOWS (4-4:15pm)

Guadalupe Gomez

AVID SI 2018 (4:15-4:25pm)

1. Save the Date: TUSD will attend AVID SI 2019 in San Diego, CA on June 24-26, 2019 (travel days are June 23-26)
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

SITE TEAM MEMBER STIPENDS (4:25-4:30pm)

6. Confirm the list of members set to receive AVID Site Team stipends for your site

SUPPORTING TUTORS (4:30-4:45pm)

7. Norming Binder checks and the TRF
8. Tutor meeting resources on SharePoint
9. Share out your experiences and ideas for supporting tutors

AVID COORDINATOR GOALS (4:45-5:00pm)

10. Reflect on SMART goals from October:
 - a. What progress have you made?
 - b. What still needs to be accomplished in order to reach your goals?
 - c. Do the goals need to be adjusted? Or have they been completed?
11. Review AVID Coordinator Months at a Glance for November, December and January.
12. Review TUSD Recruitment plan.

13. Choose a template to develop/ revise one or two SMART goals for tackling the most challenging tasks.

QUESTIONS (5:00-5:30pm)

ACTION ITEMS	2017-18 MONTHLY MEETINGS*	REMINDERS
<ul style="list-style-type: none"> ✓ Send Saczko & Kortright a list of all field trips planned for the SY (include costs, # of students, location) by December 12th ✓ Complete CCI with AVID Site Team prior to Pre-Certification meeting with Saczko ✓ Check in with your team to remind SI participants to complete launches and boosts by January 1, 2019 	<ul style="list-style-type: none"> ❖ December 11, 2018 (8:30am-3:30pm) ❖ January 16, 2019 ❖ February 6, 2019 ❖ March 6, 2019 ❖ April 10, 2019 ❖ May 8, 2019 <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 • Email a list to Saczko of who will be attending SI 2018 • <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • Save the Date: TUSD will attend AVID SI 2019 in San Diego, CA on June 24-26, 2019 (travel days are June 23-26) <p>AVID TEAMS</p> <ul style="list-style-type: none"> • Email any additions or updates to TUSD AVID Coordinator Team page

AGENDA

AVID Coordinator Meeting

December 11, 2018

8:30am -3:30pm

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Jhovanna Kortright, ALE Administrative Assistant



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INTRODUCTIONS/HIGHS & LOWS (8:30-8:45am)

AVID DATA FORMS-PART I (8:45-9:15am)

1. Identify which forms you will need to complete for your site.
 - a. Mark the text by writing questions in the margin
2. Take notes on where to find or who to ask to obtain info for each question
3. Questions

SYNERGY (9:15-9:30am)

4. School attendance percentage
5. Additional reports as needed

MASS (9:30-10am)

6. Lupita Gamez-College & Career Readiness Program Specialist
7. Liz Gaxiola-Advance Learning Experiences Program Specialist

BREAK (10-10:15am)

DATA ANALYSIS (10:15-11:30pm)

9. What type of data is your AVID Site Team currently collecting and analyzing to evaluate program effectiveness and student achievement?
10. Review TUSD Data
 - a. Practice 5 step process together
11. How could you use this process to analyze site data with your AVID site team?
12. Access and email your site's AVID data to yourself

LUNCH (11:30am-12:15pm)

AVID Coordinator SMART Goals (12:15-12:45pm)

13. Reflect on SMART goals from November:
 - a. What progress have you made?
 - b. What still needs to be accomplished in order to reach your goals?
 - c. Do the goals need to be adjusted? Or have they been completed?

- d. Review AVID Coordinator Months at a Glance for December, January and February.
- e. Review TUSD Recruitment plan.
- f. Develop one or two new SMART goals for tackling the most challenging tasks.

AVID STUDENT SELECTION & RETENTION (12:45-1:30pm)

- 14. Review TUSD AVID Recruitment Plan
 - a. Highlight items you have already completed
 - b. Add items you believe should be on there
- 15. AVID Student Selection Matrix
 - a. Review selection rubric
 - b. How to use Selection Matrix
 - c. Updates to Selection Matrix

AVID TRAINED FACULTY (1:30-1:40pm)

- 16. Check the list of names for accuracy *& how to access data graphs*
- 17. How to render a profile "inactive" on myavid.org

WORK TIME (1:40-3:30pm)

- 18. Work time to collect data, complete field trip paperwork, begin entering CCI info, etc.

ACTION ITEMS	2017-18 MONTHLY MEETINGS*	REMINDERS
<ul style="list-style-type: none"> ✓ Send Sky & Jhovanna a list of all field trips planned for the SY (include costs, # of students, location) ✓ Plan to integrate AVID Data analysis into your site team meeting agenda for January ✓ Check district recruitment plan to see what steps to take next 	<ul style="list-style-type: none"> ❖ January 16, 2019 ❖ February 5, 2019* ❖ March 6, 2019 ❖ April 10, 2019 ❖ May 8, 2019 <p>-all meetings are from 4:00-5:30pm at THS in the Library Conference Room</p> <p>*8:30am-3:30pm</p>	<ul style="list-style-type: none"> • Be sure to work with your admin to create an AVID section on your school's website • Check in with your team to remind SI participants to complete launches and boosts by January 1, 2018 <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • Save the Date: TUSD will attend AVID SI 2019 in San Diego, CA on June 24-26, 2019 (travel days are June 23-26) <p>AVID TEAMS</p> <ul style="list-style-type: none"> • Email any additions or updates to TUSD AVID Coordinator Team page

AGENDA

AVID Coordinator Meeting

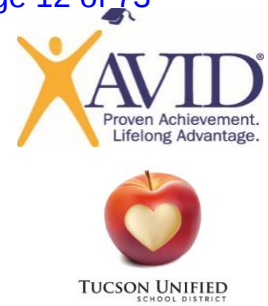
January 16, 2018

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Jhovanna Kortright, ALE Administrative Assistant



HIGHS (4-4:15pm)

1. Quickwrite: List your accomplishments. Focus on all of your achievements—big and small. Take a moment every day to make a list and bask in the little things you do for students daily.

SCHEDULE SITE VISITS (4:15-4:20pm)

2. Sign up for a site visit to each AVID Elective teacher's classroom on your campus
 - a. All classroom visits will focus on **Tutorials**.
 - b. If necessary, schedule additional visits conducive to supporting site goals.
 - c. See observation documents in Coordinator Handbook.

AVID SI 2018 (4:20-4:30pm)

3. TUSD will attend AVID SI 2019 in San Diego, CA on June 24-26, 2019 (travel days are June 23-26)
4. Submit names and all pertinent info to Sky and Jhovanna by January 25th. Registration opens February 12th.
 - a. TUSD pays for: registration fees, hotel rooms, and airfare.
 - b. 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)
 - c. Jhovanna 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 your site is responsible for reserving those rooms.

CERTIFICATION PROGRESS (4:30-4:55pm)

5. Site Team Goals: What progress has your site team made? Do goals need to be modified? Are these goals in alignment with your site's needs based on preliminary CCI scores? Can you use the AVID Site Plan to help determine who should attend AVID SI from your site?
6. AVID Data: What progress have you made in completing AVID Data by the February 15th deadline? Questions or concerns?

SUPPORTING TUTORS (4:55-5:00pm)

7. Next Tutor Training → February 9th, 2019 from 8am-5pm at Pueblo High School in Room 103
8. Communicate this info to tutors who need to be trained and send their names to Sky.
9. How many tutors still need to be trained?

AVID COORDINATOR GOALS (5:00-5:15pm)

10. Reflect on SMART goals from December:
 - a. What progress have you made?
 - b. What still needs to be accomplished in order to reach your goals?
 - c. Do the goals need to be adjusted? Or have they been completed?
11. Review AVID Coordinator Months at a Glance for January and February.
12. Review TUSD Recruitment plan.
13. Choose a template to develop one or two new SMART goals for tackling the most challenging tasks.

QUESTIONS (5:15-5:30pm)

ACTION ITEMS	2017-18 MONTHLY MEETINGS*	REMINDERS
<ul style="list-style-type: none"> ✓ Email a list to Sky of who will be attending SI 2018 ✓ Communicate Tutor Training info to tutors who need to be trained and send their names to Sky. 	<ul style="list-style-type: none"> ❖ February 5, 2019 (8:30am-3:30pm) ❖ March 6, 2019* ❖ April 10, 2019* ❖ May 8, 2019* <p>*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"> • Save the Date: TUSD will attend AVID SI 2019 in San Diego, CA on June 24-26, 2019 (travel days are June 23-26)

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AVID Coordinator Meeting

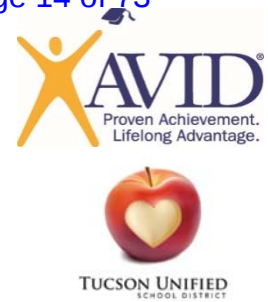
February 5, 2019

8:30am -3:30pm

Dan Erickson, ALE Director

Sky Saczko, AVID District Coordinator

Jhovanna Kortright, ALE Administrative Assistant



--BUILDING CAPACITY WORKSHOP--

INTRODUCTIONS-Name Tents (8:30-8:35am)

BUILDING CAPACITY (8:35-9:50am)

1. Characteristics of High-Quality Professional Learning
2. #GreatTeacher and Characteristics of Adult Learners
3. AVID Professional Learning Practices

BREAK (9:50-10:00am)

BUILDING CAPACITY (10:00-11:30am)

4. Art of AVID
5. APLM Syllabus Review
6. Closure and Reflection

LUNCH (11:30am-12:30pm)

--AVID COORDINATOR MONTHLY MEETING--

HIGHS & LOWS (12:30-12:45)

MAINTAINING THE BALANCE (SECONDARY) (12:45-2:15pm)

7. Reflecting on our Work so Far
8. Considering our Impact
9. Maximizing Our Impact
10. Reflection

BREAK (2:15-2:30pm)

SUMMER INSTITUTE FAQ (2:30-2:45pm)

11. Provide feedback and suggestions
12. Once it's finalized, you will receive an electronic copy to share with attendees from your site
 - a. If you are sending participants using Title 1 funds, be sure to add those details before sharing with your team

DEEPENING ECCI KNOWLEDGE (ELEMENTARY) (12:45-2:15pm)

7. Mark the Text
8. What score would your site receive if you had to complete this today?
9. Identify 4 areas (one from each domain) to focus on this summer when creating your site plan.

13. Decide how you will share this information with your site

AVID COORDINATOR SMART GOALS (2:45-3:05pm)

14. Reflect on SMART goals from January:

- a. What progress have you made?
- b. What still needs to be accomplished in order to reach your goals?
- c. Do the goals need to be adjusted? Or have they been completed?
- d. Review AVID Coordinator Months at a Glance for December, January and February.
- e. Review TUSD Recruitment plan.
- f. Develop one or two new SMART goals for tackling the most challenging tasks.

DATA COMPLETION (3:05-3:25pm)

15. Questions concerning AVID data reports

16. AVID Data must be submitted by February 15th

17. If data is not submitted on time, then your site cannot be certified. Please contact Sky ASAP if you are struggling to submit the data reports on time.

QUESTIONS (3:25-3:30pm)

ACTION ITEMS	2018-19 MONTHLY MEETINGS*	REMINDERS
<ul style="list-style-type: none"> ✓ Submit AVID Data forms on MyAVID.org no later than the end of the day on February 15, 2019 ✓ Decide how you will share AVID Summer Institute information with attendees (special meeting, email, etc.) 	<ul style="list-style-type: none"> ❖ March 6, 2019 ❖ April 10, 2019 ❖ May 8, 2019 <p>*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 • Check district recruitment plan to see what steps to take next • Plan to integrate AVID Data analysis into your next site team meeting agenda <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • Save the Date: TUSD will attend AVID SI 2019 in San Diego, CA on June 24-26, 2019 (travel days are June 23-26) <p>*Email any additions or updates to TUSD AVID Coordinator Team page</p>

AGENDA

AVID Coordinator Meeting

March 6, 2019

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Jhovanna Kortright, ALE Administrative Assistant



4th QUARTER CCI SITE CERTIFICATION CONFERENCE

(4:00-4:05pm)

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

GATHERING SENIOR AVID DATA (4:05-4:10pm)

4. AVID senior data due June 8th (BUT DON'T WAIT UNTIL JUNE!)
5. 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/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

DESEG ORDER, DUE PROCESS & AVID REQUIREMENTS (4:10-4:30pm)

6. AVID Requirements are located in *Implementing AVID Secondary at Your School* on pages 16-18, 20-25, 30, 35-36.
7. Please review AVID Requirements and Deseg Documents by marking the text:
 - a. Placing a star beside items that you feel are most important
 - b. Writing questions in the margin

DEMISTIFYING USP (4:30-5:00pm)

8. Q & A Session:
 - a. Martha Taylor- Sr. Director of Desegregation
 - b. Sam Brown- TUSD Legal Counsel

BRAINSTORM (5:00-5:25pm)

9. Share out of essential ideas for
 - a. AVID Contract
 - b. AVID Probation Process
 - c. AVID Exit and Reentry Processes

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

ACTION ITEMS	2018-19 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 	<ul style="list-style-type: none"> ❖ April 10, 2019 ❖ May 8, 2019 <p>*meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>	<ul style="list-style-type: none"> • Check district recruitment plan to see what steps to take next • Plan to integrate AVID Data analysis into your next site team meeting agenda <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • Save the Date: TUSD will attend AVID SI 2019 in San Diego, CA on June 24-26, 2019 (travel days are June 23-26) <p>*Email any additions or updates to TUSD AVID Coordinator Team page</p>

AGENDA

AVID Coordinator Meeting

April 10, 2019

4:00-5:30 p.m.

Dan Erickson, ALE Director

Sky Saczko, AVID District Program Coordinator

Jhovanna Kortright, 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. Conduct registration checks for all current and future AVID students to ensure appropriate and rigorous course registration for SY 19-20. (CCI, Domain II, Indicators 22, 24, 25, 27, 28)
5. 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 2019 (4:20-4:40pm)

6. AVID Site Plans QW:
 - a. Review AVID's SI Checklist for Experienced Site Coordinators and the AVID Site Plan from this past school year.
 - b. Highlight ideas you plan to work on before SI.
 - c. How will you work with your site team to identify potential goals and create a first draft of the site plan for SI?

BRAINSTORM (4:40-5:25pm)

7. Share out of essential ideas for
 - a. AVID Exit and Reentry Processes
 - b. AVID Contract
 - c. AVID Probation Process

AVID COORDINATOR GOALS (5:20-5:25pm)

1. Reflect on SMART goals from February:
 - a. What progress have you made?
 - b. What still needs to be accomplished in order to reach your goals?
 - c. Do the goals need to be adjusted? Or have they been completed?
2. Review AVID Coordinator Months at a Glance for April and May.

3. Review TUSD Recruitment plan.
4. Choose a template to develop one or two new SMART goals for tackling the most challenging tasks.

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

ACTION ITEMS	2018-19 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 2019-20 SY ✓ If possible, ensure master schedule is conducive to maximizing student enrollment and tutors 	<p align="center">❖ May 8, 2019</p> <p>*meetings are from 4:00-5:30pm at THS in the Library Conference Room</p>	<ul style="list-style-type: none"> • Check district recruitment plan to see what steps to take next • Conduct registration checks for all current and future AVID students to ensure appropriate and rigorous course registration for SY 19-20 • 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>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • Save the Date: TUSD will attend AVID SI 2019 in San Diego, CA on June 24-26, 2019 (travel days are June 23-26) <p>*Email any additions or updates to TUSD AVID Coordinator Team page</p>

AGENDA

AVID Coordinator Meeting

May 8, 2019

4:00-5:30 p.m.

Sky Saczko, AVID District Program Coordinator

Jhovanna Kortright, ALE Administrative Assistant



HIGHS & LOWS (4-4:15pm)

TUTOR HIRING FOR 2019-20 SY (4:15-4:20pm)

1. Tutor posting for SY 19-20 is posted but there are not many applicants at this time. Be sure to share the posting and encourage potential tutors to apply. Current tutors are the best recruiters! Please send the posting to them so they can share it with their friends.
2. Be sure to complete interviews and submit paperwork to Jhovanna by June 21st to ensure your tutors will be ready to start work by the second week of school.

AVID Tutor Update (4:20-4:30pm)

3. Starting in 2019–20, the definition of an AVID tutor is that AVID tutors are trained in the AVID Tutorial Process, support students' WICOR skill development, and serve as a role model for AVID Elective students. Options for AVID tutors* include – IN PREFERENTIAL ORDER:
 - a. Current college-aged students (Demo/Sites of Distinction are still required to have all college-aged tutors. National Demonstration Schools are AVID's institutions of teaching and learning and should model the highest level of implementation fidelity.)
 - b. Cross-aged students or adults
 - c. Peers from the same grade level including but not limited to students in the AVID Elective class

*Each of these types of tutors can be face to face or serving as eTutors.

AVID SENIOR DATA (4:30-4:40pm)

4. High schools-please provide a timeline for completion of AVID senior data
5. *AVID will NOT certify your site unless senior data is entered by the completion date*
6. Upon completion of their AVID Senior Data, students can receive their 2019 AVID Elective Graduate digital badge. Click [here](#) for more information and FAQs. This is on [avid.org](#).

BRAINSTORM (4:40-5:20pm)

7. Share out essential ideas for
 - a. AVID Probation Process
 - b. AVID Exit and Reentry Processes

AVID COORDINATOR GOALS (5:20-5:25pm)

1. Check in with your accountability partner from the April meeting. Share out responses to the following questions:
 - a. What progress have you made?
 - b. What still needs to be accomplished in order to reach your goals?
 - c. Do the goals need to be adjusted? Or have they been completed?
2. Review AVID Coordinator Months at a Glance for May and the summertime.
3. Review TUSD Recruitment plan.
4. Choose a template to develop one or two new SMART goals for tackling the most challenging tasks.

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

ACTION ITEMS	REMINDERS
<p>✓ Provide time for AVID Site Team to review AVID Site Plans from this year and create first draft of AVID Site Plan for 2019-20 SY. Be sure to keep in mind the goals outlined in your site's Integrated Action Plan (IAP).</p>	<ul style="list-style-type: none"> • Check district recruitment plan to see what steps to take next • Conduct registration checks for all current and future AVID students to ensure appropriate and rigorous course registration for SY 19-20 • Let Saczko know ASAP if you need support in getting the CCI completed by the certification meeting. • If possible, ensure master schedule is conducive to maximizing student enrollment and tutors <p>AVID TRAINING OPPORTUNITIES</p> <ul style="list-style-type: none"> • Save the Date: TUSD will attend AVID SI 2019 in San Diego, CA on June 24-26, 2019 (travel days are June 23-26)