

Alignment Jackson Middle School Team Meeting
September 25, 2014
United Way

Members Present: Kamper Floyd, M.Fran Bridges, Malkie Schwartz, Chinelo Evans, Brandie Finley, and Amy Burks-Berry

Meeting **commenced** at 11:07 a.m.
Welcome and Introductions
Minutes tabled for time

The Middle School Draft Tool-Kit Discussion

How can we shorten this document so that parents will use it?

- Can we shrink the document down to 40 pages? 20 pages front and back?
- Lighten up the material
- Executive summary magazine-only print this one
- Large document is intimidating for educators
- Make information available to all who may want to read it
- Smaller talking points for parents / large doc will go to the teachers
- Pull out the sections that are not needed

Goals

- Make information available
- Shared documents to discuss
- Build relationships-use it as a tool to facilitate professional development

Other ideas for distribution of tool-kit

- Power point document
- hand out junk drive
- Media

Tool kit includes

- Intro verbiage
- Articles
- Graphs that promote mind-set, common core, and middle school brain

How will it be packaged?

- Magazine
- Print digest version
- Media file
- Provide the information in segments and then divide it up
- Digital Newsletter (each week a different topic)
- 8-10 modules that can that can be added to a notebook. Give it in digestible chunks.

Incentives Discussion

- Provide the parents with a completion certificate. Make it user and reader friendly. Maybe an electronic document.
- Provide CEU's through MS College and parents get certificate
- If parents compete modules some sort of scholarship for the students or recognition at PTA meetings

- Opportunities to partner with engineering camps and a paid admission to summer programs
- If the program is completed than we will pay for your child to complete a summer program
- How many parents do you think realistically will finish? 186 students and a reasonable target is 10-15 parents. \$200/300-per student/5,000 as a monetary cap
- Amy will underwrite JSU camp and allocate 15 slots, Fran-will bring one of the brochures for last year's camp
- Parents have an opportunity to go to JSU. If JSU acknowledges that the parents finished the 10 modules then they will get a certificate.
- Kamper will review budget for Get2College for 15 slots
- What if you have a lot of parents that come to those meeting that are not participating in the modules? Some are the actual APTT and the other ones are the modules

Malkie: I think that what we really want is as many parents from the APTT meetings to come. I think we are creating a middle man. Is there a way to incentivize the 6th grade parents?

Chinelo: Could we also think about incentivizing teachers? Maybe we can create a rubric and then have the teachers will come and work on Saturdays and they can influence other teachers at the school. Parents and teachers are available at different times

Update

- Approved the tactical plan for the APTT and tool kit
- Tabled the other tactical plan
- Met with Dr. Bradley at Blackburn
- Small working group which worked on the toolkit
- Talked about having some initially training for teachers on Nov 3
- Original idea was to have the toolkit ready to disseminate to the teachers so that they can have the information for the APTT

APTT

Parent's participation in APTT meetings.

Can we condense the document, extract what we need from the document, and include bullet points

How do we move in that area? Can we have the links to get to the full document?

Copies in the library and parenting center

Reference the larger document

Northwest Meeting Agenda

Chinelo stated that the 6th grade parents came to Northwest on Monday during the planning period. We had about 100% participation from the parents. We began with the intro, mission, wildly important goals, and then we received input for the parents for the mission/vision.

We taught the teachers how to read the reports

We developed a behavior chart so that the parents know what is satisfactory and what is not satisfactory.

Prepare for Nov.3

What do teachers need to know?

What teachers need to conduct these meetings?

Indoctrinating teachers can facilitate APTT meetings

For each APTT meeting we need to meet with the teachers before the meetings. Some of the toolkit needs to be incorporated.

Test on Acronyms

Goal Discussion

The goal and the purpose was to improve relationship between teachers and students. Then add academic growth and the strategy was diving into using the APTT model and format.

Kamper: The real goal is improvement of literacy and we do that with the improvement of relationships.

Anthony: We know that the 76 pages does not meet our needs

Kamper: Some parents really want this information and it should be used as a resource.

Bettye: Let's just condense it

Malkie: Have we looked at another district that has developed APTT?

Anthony: The tool kit needs to be condensed to 10 pages

when we are having these teacher trainings we need to reference that material during the trainings with the teachers. Teachers are getting a deeper dive into the materials to prepare them for the meetings.

Chinelo: We need a representative for the school?

Kamper: We invited a parent to participate in the small group meeting.

Fran: Can you are Anthony send me information notebook and tab

Anthony: We need to focus on Nov 3. When do we calendar meetings with teachers?

Amy: Who's leading the training?

Anthony: Kamper can do some training and we will work with others and their schedules. Some committee members can do the first training for the teachers. The goal with the three meetings is for teachers to be prepared to conduct the APTT meetings

Amy: Are we skilled enough to conduct these APTT meetings?

Anthony: Yes, it's not a shift if the preparation is done beforehand.

Next Steps

- Agree to format for the smaller tool kit 5-10 pages
- Information, strategy, and three to five take aways (parents/teachers)
- Agenda for APTT meetings mirror the Northwest agenda
- Incorporate Northwest agenda as starting point (draft)
- Three meetings with teacher in October before Nov 3-Kamper will identify dates
- Acronyms, Fidelity script for teachers to follow, and what to say/what not to say
- Create Agenda with Alignment Jackson logo
- Look at 76 pages and create a format with Mindset, Common core, and APTT
- Format, strategy, and key take away
- Simple tips
- Brain, mindset, resources, APTT

Meeting adjourned: 12:50 p.m.

Next Meeting: October 24, 2014