

Alignment Jackson High School Committee Meeting Minutes

Tuesday, May 20, 2014 (9:00 am-10:30 am)

Facilitator: Anthony Davis, Alignment Jackson Interim Director

Recorder: LaKisha Boykin, Alignment Jackson Assistant Director

Members Present

Tameka Garrett	Bridget Townsend
Yolanda Kirkland	Deyanna Jenkins
Nsombi Lambright	LaKetia Marshall Thomas
Rolanda Alexander	Freddrick Murray
William Trammell III	Cynthia Buchanan

Members Absent

Jed Oppenheim	Curnis Upkins III
Greg Riley	Arthur Sutton
Calvin Lockett	Angela Griffin
Elaine Hayes-Anthony	Tait Kellogg
Carolyn Jollivette	Shae Williams
Marquis Lowe	Natalie Collier
Marquis Loving	Brenda Jackson
Juanyce Taylor	Ingrad Smith
Rebecca Starling	Justin Burch
Shemeka S. McClung	Shmea Kelly
Ramona Williams	Malcolm Harvey
Kimberly Hilliard	

Guest in attendance: Mahala Lowe, Kenneth Green, Kimberly Warfield, Bobby D. Brown, and Elbert Smith

Meeting commenced at 9:00am

Welcome and Introductions

The minutes from the meeting scheduled on April 22, 2014, were approved by Tameka Garrett and second by Bridget Townsend.

Career Exploration Fair Subcommittee Report

Alignment Rockford has a Career Exploration Fair scheduled on September 16, 2014. Dr. Essex has agreed to send a group from JPS to the career fair in Rockford, IL. During the last Career Fair subcommittee meeting task force groups were established:

- Communication and Recruitment Task Force
- Planning and Scheduling Taskforce
- Facility and Logistics
- Volunteers Taskforce
- Hospitality Taskforce
- Finance and Sponsorship-Jed set a budget of \$136,000 and vendor sponsorship levels.

Career Exploration Fair timeline and commitment dates

We are in the process of planning our Career Exploration Fair and we are working with dates in October and December. October 21 is the date that was mentioned during the meeting with the Jackson convention center. We must make sure the day the career fair is scheduled is not a test day and not a district test week.

The goal and outcome for the career fair is to provide an interactive opportunity for all 9th grade students that are housed in the academies. The students are being provided with an opportunity to interact with media stations, robotic arms, stimulators, and other vendors in MS. The students will learn about the Career Exploration Fair in their freshman seminar class. The class will provide a vision so that the students are able to make a decision about which academy they have an interest in learning more about. Anthony and Bridget met with Mica Allen (Jackson Convention Center) and they were offered 2 options. One option is to let the mayor's office handle the convention center and the second option is that we partner with the convention center. We are hoping for the second option so that we are able to partner with the convention center. Mica will be in contact with her supervisor and they will make the decision and get back with us. We are still working on labor cost for the convention center. The convention center has asked that we do not bring outside food rather schedule lunch times before or after the career fair. One option is that we schedule student lunch times earlier so that everyone will be able to attend and we are able to rotate schools.

Some things still need to be worked out and the budget still needs to be tweaked. The convention center allows no more than 800 people in the venue at one time. If we have more than 800 people in the venue than an extra medical cost is triggered. A schedule must be created so time can be blocked out so that everyone to have the opportunity to attend the career fair.

Did you ask about the curtains?

It seems that the curtains, pipes, and drapes are the most expensive things in the budget. We have heard that it's somewhere in the range of about \$70,000. The convention center works with outside company.

Do they allow you to bring in someone? I think it's a question worth asking but they prefer to work with the company that usually does the set up.

We have added the set up into the budget. If anything else has to be added than we have a plan to generate the funds.

Tactical Plan/Invitation to Participate Discussion

Does the tactical plan represent our latest understanding of where we are?

1. The first phase is developing a tactical plan
 2. The second phase is community engagement
 3. The third phase is the pilot and to look at data.
- The Small learning communities are the academies
 - Underneath that umbrella are the freshman academies
 - Underneath the last umbrella are the career fair and the college tours.

Under the tactic we need to add some things to identify the process. We are talking about scaling up and we will need to get to this done in 4 years. We need to focus and make sure that the freshman seminar class has the support it needs.

We want the freshman seminar class to look the same at every high school. Apart of what we are doing is making sure we have a strong freshman seminar class. This is where much of the conversation will take place and we must assign a strong person to this position.

Does that person have to work with JPS? Yes, because it will be a certified class and the teacher will have to be certified

The pilot should have been approved by MDE in late spring but we are currently waiting for the curriculum code. The curriculum code must be set up thru MDE before we start the class. Hopefully it will be approved soon so that everyone can use it statewide. As soon as we have access to the code we will get that information to the principals. If all else fails we are ready to start working on our own model.

How do we provide community support for the freshman seminar class?

- Create an (ITP) for speakers.
- Part of one the (ITP) is figuring out how we recruit the colleges in Jackson, it will depend on funding and it will be done through a period of time. JPS already has a model for the college tours.
- Use college board resources like [get 2 college.org](http://get2college.org)
- Inspirational speakers (people from the district and home schools)
- A JPS alumni day alumni from all district schools

Can we set some goals that all students have set up an account in ICAP? The students start ICAP in the 8th grade and this is a part of the students 5 year plan. The student's ICAP is then transferred to the student's high school and they can then start selecting there courses. Each year they go in and mark those courses and the counselors go back in and approve the ICAP. When we develop the freshman seminar class the electives will change and the students will be updating and selecting new courses.

In previous meetings we all had the understanding that ICAP is not being completed by all 8th graders and there was no component of parents being mentioned, parents need to be involved in the ICAP process because they should be made aware of what courses their child is taking.

The parent involvement comes with the choice card. Whatever choices the parent and the student make is what the counselors plug in to the system.

All of this will be discussed with the JPS communication/media meeting so that parents are aware of what is going on with JPS.

Is there a way we can capture these log-ins so we can push and maybe start getting some data. If every student is registered then every parent should have an email.

Is there a way to connect active parent with ICAP? We have the capability to upload to active parent. We must do a better job communicating because most parents have no knowledge or access to active parent. Each high school has a website so maybe we can put this information on each website.

We need to look at it from a leadership standpoint. This was the first year and there was not a lot of knowledge about active parent. All parents that have an incoming 9th grade student that attends Summer Bridge will be advised to sign up for active parent.

Meeting Adjourned at 10:10am

Next Meeting

Tuesday, June 10, 2014