Damon Dean

From: Damon Dean
Sent: Friday, August 23, 2013 11:37 AM
To: Alicia Brown; Veronica Robinson; Lou Gregorio
Cc: 'BWood@csd.k12.ar.us'; Barbara Garner; Pam Pevy
Subject: ACSIP : Principal Planning Meeting

Dear Principals,

As Dr. Wood notified you, we will meet shortly after the Century 21 Project meetings planned by Jan Sellers to discuss ACSIP. I know you have had an extremely busy week.
I hope a few notes on our topics will help prepare you for the meeting.

NOTE: DOCUMENT ALL OF THE MEETINGS BELOW AS YOU GO: (agendas, sign-ins, minutes or summaries)

Schedule, Prepare For and Conduct your School Title I Meeting: (CES, CMS)
Usually in the fall, these meetings are planned after the school year begins.
You can have either an **exclusive** Title I meeting (in which you may provide refreshments and/or activities using Title I funds)
OR clearly **include** your Title I meeting points among your others on the agenda for a general public/patron meeting.
You need INPUT from parents on planning the program, and this is a critical inclusion in your Title I meeting points.
(Do NOT use Title I funds to provide refreshments or activities if you are also addressing state or mandated requirements. We might get by with it, but it could be used as "mingling" state and federal funds).
Be sure that either type of Title I meeting you conduct during the year has Title I items in the agenda.

Update your Title I Parent Information (online, paper, memos) (CES, CMS)
There are likely few changes on your online materials, unless dates are included in your information. Continue to have copies in Spanish available. These materials include Parent/Teacher/Student Compact, Title I Parents Right to Know, etc.

Schedule, Plan For and Conduct your ACSIP SCHOOL Planning Team Meeting (CES, CMS, CHS)
Review info collected from parents, team members, etc. on changes in the plan that are needed. Document this meeting.

Update plans accordingly (CES, CMS, CHS).
I have begun listing in RED notable places in your plan where changes may occur. I will delete these 'red' notes before submitting.
Be sure to list new or updated persons responsible; updated dates; change 'new' programs from last year to 'ongoing' if continued; delete projects or programs if they are not continuing; make changes on funding sources where needed; include new projects either in actions or with new actions; update research-based sources where needed; update supporting data tables where needed. See the **WORKING ON YOUR PLAN** section below.

Plan for the DISTRICT PLANNING MEETING (CES, CMS, CHS)
Around 2nd week in September we will have a DISTRICT PLANNING meeting.
Would be good to have as many from the District Team present as possible. We will discuss the district plan and major changes.

Board Approval will be sought for the DISTRICT PLAN at the September meeting for the substantial draft, along with pre-approval for any minor changes that will be discovered and made in the peer review meeting. Board approval is not required for the school plans, but we will have copies there for them of the plan at that time.

Plan for the subsequent PEER REVIEW meeting (CES, CMS, CHS)

At some point in the 3rd week in September, we will meet again prior to the submission of the plan by September 30th to review the plans in a PEER REVIEW meeting, going over the required components with a checklist and asking any questions.

Notify Parents that the ACSIP Plan is available (online website access and hard-copy at the school). **(CES, CMS, CHS)** You often send out a letter or notices in Wednesday folders. Continue this with any updates for the 13-14 school year plan.

WORKING ON YOUR PLAN

Continue to clean up and de-clutter your plans. Much was accomplished last year in the revision. A simple plan is much more useful and effective than a complicated plan. Don't feel the necessity to repeat actions in both Literacy and Math priorities. If it addresses one are more than the other, include it there.
Feel free to create a new priority aimed at general "Instructional Improvement" if you have activities or actions that cover both Literacy and Math areas, or move actions under a general role priority.

Clearly address your school's AMO status if it isn't clear in priority or intervention statements, and point your interventions and actions toward that status where indicated.

Data tables are in need of update with last year's scores. Update **trend statements** accordingly.

Remember that **every intervention needs evaluation**. Be sure that evaluation components are included for interventions.

Take Out any discontinued activities that you aren't doing anymore (classroom walk-throughs? building audits? Instructional facilitators?)

Update Professional Development activities. Include *only approved* travel for state or national meetings, delete any that will not be repeated. If PD opportunities develop over the course of the year that have not been included in the plan, they may be added in the April 2013 revision. Be sure to describe in actions the benefits of the PD activities and how they will be implemented and evaluated.

Address Parental Involvement in your plans; *if you can for CES and CMS,* distinguish between Title I Required activities and State Required activities…I know this isn't easy, but *perhaps use a separate action* for any activities funded by your parental involvement funds. This is one area that is vague, particularly as to how we use Title I funds. Your Title I funds for parental involvement must provide for activities 'above and beyond' the state requirements.

Update actions that are continuations of something begun last year. (Read 180/System 44; technology bought last year, continued use this year)

Add new projects and programs (tech/computer labs; 21st Century; library upgrades (CES); any new parent involvement programs; etc.)

NOTE: The 21st Century project for After School is funded from Title IV Part B funding.
As far as Elementary and Middle School:
The FUNDING will *not* be included in your ACSIP plan,
but the ACTIONS *will be* listed within an intervention. You include the actions in your plan. Update your after school actions to reflect the new program.

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