## CATEGORICAL DIRECTORS/COORDINATORS MEETING FEBRUARY 11, 2011

TIME CONVENED 10:15 A.M. / TIME ADJOURNED 12:15 A.M.

## **ATTENDEES**

Linda Aceves, Santa Clara COE
Mary Akin, Franklin-McKinley SD
Blanca Baltazar-Sabbah, Salinas Union HSD
Ruth Bareket, Campbell Union SD
Karen Barrett, Cupertino Union SD
Mindy Bolar, Milpitas Unified SD
Mary Ann Burke, Santa Clara COE
Brenda Carrillo, Santa Clara COE
Bill Conrad, Santa Clara COE
Nguyet Dinh, East Side Union HSD
Mariann Engle, Mount Pleasant SD
Audrey Fong, Milpitas Unified SD

David Freed, Los Gatos Union SD
Danae Gray, Palo Alto Unified SD
Trish Hernandez, Santa Clara COE
Linda Herschbach, San Jose Unified SD
Barbara Johnston, Berryessa Union SD
René S. Jones, Cupertino Union SD
Lisa Lorona, Union SD
Martha Martinez, Santa Clara COE
Cynthia Medina, Alameda COE
Tony Monreal, Latino College Preparatory
Edy Mourtos, Santa Clara COE
Greta Nash, Alameda COE

Tim Nguyen, East Side Union High SD Susie Pierson, Campbell Union High SD Lani Potts, Cambrian SD Jesse Ramos, Santa Clara COE Aseneth Rodriguez-Quaid, Monterey COE Heather Scharer, Moreland SD Amy Sinnott, Santa Clara COE Kris Stanga, Santa Clara Unified SD Lorena Tariba, Gilroy Unified SD Chelsea Toller, Campbell Union SD Sherry Warp, Santa Clara COE Denise Williams, Evergreen SD

**1. Welcome, Introductions and Announcements** – *Mary Ann Burke, Santa Clara COE* Introductions were made and Mary Ann reviewed agenda and packet materials.

Two districts in Santa Clara County will participate in the Categorical Program Monitoring (CPM) online review. All other districts in Cycle C will not be required to upload documents THIS YEAR.

A CPM/CAIS Webinar is scheduled for February 23, 2011 from 1:30 to 3:00 p.m. in the RTC Network Training Lab (CISCO Lab) at the Santa Clara COE.

2. Categorical Updates – Mary Ann Burke, Martha Martinez & Yee Wan, Santa Clara COE
Mary Ann reviewed some of the changes and requirements on the Title I (Compensatory Education)
Instrument and gave examples of supporting documents and activities.

Participants compared the Instrument with items listed on the Categorical Compliance Checklist (pages 3-36 of packet) and made notes for possible follow-up support or training needed.

Martha reviewed Categorical Program Monitoring requirements on the Title I (Compensatory Education) Instrument for LEAs and schools in Program Improvement and shared additional resource documents: Additional Mandatory Title I Descriptions and School Plan for Student Achievement Requirements Reference Guide.

Yee reviewed changes on the English Learner (EL) Instrument:

- EL-1 no change
- EL-2 (h) new
- EL-3 no change
- EL-4 (h) new
- EL-5.4 (d) and 5.4 (e) new
- EL-6.1 and 6.2 new
- EL-7 no change
- EL-8 no change

- EL-9 no change
- El-10 ELD is the core
- EL-10.1 new (was EL-12)
- EL-11 no change
- EL-12 no change (was EL-13)
- EL-13 no change
- EL-14 no change

- EL-15 no change
- EL-16 no change
- EL-17 no change
- EL-18 no change
- EL-19 no change
- EL-20 no change
- EL-21 new

Mary Ann pointed out that CPM documentation for Uniform Complaint Procedures is included on pages 121 to 131; the UCP 1 – Policy and Administrative Regulations checklist on pages 133 to 138; and a sample annual notification letter for on page 139.

**3.** Single Plan for Student Achievement Online Tool – *Bill Conrad & Trish Hernandez, Santa Clara COE*Bill shared background history and announced the SARC portion of the Single Plan and Accountability Report Card Suite (SPARCS) is available for free.

If not currently a SPARCS (formerly known as PRM) user, register to use free SARCS:

- Go to the SChool Plan web page <a href="http://www.sccoe.org/schoolplan/">http://www.sccoe.org/schoolplan/</a>
- Select FREE SARCs button to register

Trish demonstrated key elements of the Single Plan for Student Achievement (SPSA) online tool, including:

- Educational Practices page (enter narratives)
- Budget page (add funding resources from State list that are going to be used for expenditure funds for goals/actions; add and define local funding resources)
- Goals page (create and add new goals and goal statements)
  - Form A –Planned improvements in student performance (specific to school site/goal).
     Four new questions for Form A:
    - 1. What data did you use to form this goal?
    - 2. How does this goal align to your LEA plan?
    - 3. What did the analysis of the data reveal that led you to this goal?
    - 4. Which stakeholders were involved in analyzing data in developing this goal?
    - 5. Actions to improve achievement to exit Program Improvement (if applicable)?
  - Form B Centralized support for planned improvements in student performance, (program support goal).
- Actions section (actions/tasks to reach goal, personnel assigned, start and completion dates, expenditures)
- Approval page (approvals and assurances, school site council members)
- Evaluate page (updated throughout the year, self-monitoring and evaluation of progress and effectiveness of completing actions and reaching goals)
- Reports page (generate and print reports)
- **4.** Parent Engagement Conferences and Workshops Mary Ann Burke, Santa Clara COE Upcoming Parent Engagement conferences and workshops include:
  - Effective Strategies to Support Students' Success scheduled March 5, 2011
  - Develop Parent Leaders K-8 Trainer-of-Trainers scheduled June 7-9, 2011
  - Develop Parent Leaders Secondary Trainer-of-Trainers scheduled June 21-23, 2011
- 5. Title IV/Health and Wellness Mandates Brenda Carrillo, Santa Clara COE

Brenda reported that the Tobacco Use Prevention Education (TUPE) grant has been released. There are 13 LEAs in Santa Clara County eligible to apply.

Upcoming FREE trainings include:

- Bullying Prevention scheduled March 14, 2011
- The Power of Positive Thinking Asset Development with Clay Roberts scheduled May 20, 2011
- 6. Closure and Evaluation Mary Ann Burke, Santa Clara COE

The next Categorical Directors/Coordinators meeting is scheduled for March 25, 2011.