AVID Pre-Certification Meeting Agenda Sample

Agenda Template

Required Participants: site administrator, lead coordinator, district liaison (if applicable)

Suggested Participants: AVID elective teachers, counselor

Please bring a copy of the site's 2011-2012 AVID Site Plan and Initial Self Study.

Supplies/ Handouts	Discussion Items	Facilitator	Estimated Time
	1. **Introductions**	All	2 minutes
	2. **Purpose**	AVID Regional Coordinator	3 minutes
10-11 CSS Summary Report	3. **Review CSS Commendations & Recommendations**	AVID Regional Coordinator	5 minutes
Site Plan Chart Paper or Matrix	4. **Discuss AVID Site Team Plan and ISS Essential Focus Areas** ▪ Based on the ISS, what would be the focus areas for your site? ▪ Based on your AVID Site Team Plan, what are your focus areas for your site? ▪ Why did the team select the essentials and indicators?	AVID Site Team	15 minutes
AVID Team Site Plan	5. **Discuss areas of focus** *(for group meetings)* *open dialogue around questions below* ▪ Where there common areas? ▪ What action will occur to accomplish the goals? ▪ How will the site team be involved?	AVID Site Team	30 minutes
Multi-Year Data Reports	6. **Review Multi-Year Data Reports** ▪ What trends do you notice? ▪ How might this data influence/support the site plan? ▪ School or district specific data (where necessary)	AVID Site Team	10 minutes
	7. **District Liaison Information** *(if applicable)*	AVID District Liaison	5-10 minutes
	8. **Support** *(for group meetings)* ▪ How might the site team support the site plan goals and certification process? (i.e professional development, evidence collection, etc) ▪ How might the AVID Regional Coordinator support the growth of the schools in this cohort? ▪ How might the district support the site?	AVID Site Team	15 minutes
	9. **Additional Discussion** ▪ Are there any other areas of focus or concern that have not yet been mentioned?	AVID Site Team	5-10 minutes
	10. **Collect signed copies of the site plan** ▪ Ensure that the site plan form is filled out completely**.** ▪ Provide a signed copy to the AVID Regional Coordinator.	AVID Regional Coordinator	

45 minutes if single site   1.5 hours if group meeting

AVID Pre-Certification Meeting Agenda Sample

School: Insert School Name
Date: Insert Date

Pre- Certification Meeting
Attended: Insert Names

Topics	Notes
1. Introductions (__)	
2. Purpose of Meeting (__)	
3. CSS (__)	
4. AVID Site Plan (__)	
5. Common Focus Areas (__)	
6. Multi Year Site Data (__)	
7. District Liaison Info (__)	
8. Support (__)	
9. Additional Discussion (__)	
10. Signatures (__)	

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Pre-Certification Meeting Matrix

School	Goal #1	Goal #2	ISS Comments	Year 2 Focus Areas
Lathrop	Essential 5.1 & 5.5 We want to increase implementation of strong, relevant writing and reading curriculum in the AVID classroom.	Essential 11.7 To increase awareness of AVID strategies and instructional methodologies by Lathrop staff.	2-documenting processes 8.6 – tutorial training for teachers 10.4 – SI 11.7 – staff awareness	
Mendez	Essential 5.5 We will create and implement grade specific lessons to improve reading comprehension	Essential 11.1 Expanded site team will meet monthly for 30 minutess after the second staff meeting of the month	2-documenting processes 5.1-write to learn 5.4-learning logs 10.4-SI	Essential 10 - All teachers will attend Summer Institute Essential 6 - Vertically integrate WICR strategies in all AVID elective classes
Sierra				
Villa	Essential 5 To be more proactive and forthright in implementing this essential into the daily AVID curriculum	Essential 2 To make the AVID program more accessible and more appealing to our students.	1.2-recruitment plan 1.3-recruitment process 2-documenting processes 4.1-rigor 6.4-SS/PC 7.2-projects 8.2-tutor training plan 8.5-tutor recruitment plan 8.6-tutorial training for teachers 10.6-AVID part of School plan 10.5- Training for non-AVID teacher 11-All	Essential 1.2 – Improve school's plan for recruitment process using timelines and forms Essential 7.1 – Increase student willingness to participate in AVID
Willard	Essential 11.6 Develop protocol for parental inclusion on the AVID site team and have parental representation on the 2010-11 site team.	Essential 1.3 Develop and maintain a systematic student selection process that is created and revised (annually) by the AVID site team.	2-documenting processes 4.8-college testing 6.4-SS/PC 8.5-tutor recruitment 10.5-Training for non-AVID teacher	Maintain or increase involvement Build external support