

Browning Public Schools
Board Agenda Request
Meeting to Be Held: April 26, 2017



Recognition: ☐ Students ☒ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☐ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
 This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

Date: 5/2/17

To: Corrina Guardipee-Hall
Superintendent

From: John Salois
Title: Principal

Subject: Out of State Travel: AVID Summer Institute.

Description: Request approval for Melody Small to travel to AVID summer institute in Minneapolis, MN on July 24-28, 2107. Ms. Small will replace Cheryl Tailfeathers at the conference. The staff involved are instrumental to the continued implementation of AVID schoolwide at BHS.

Financial Impact: \$481.95

Funding Source (Budget/grant, etc.): BHS discretionary budget

Attachment(s): travel request, conference agenda

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



2017 AVID Summer Institute Strands

Schedule

Check-In: You may pick up your Summer Institute materials between 2:00 pm and 6:00 pm the day before the Summer Institute begins. Materials will also be available the first day of the Institute.

2017 Summer Institute Schedule			
Day 0	Day 1	Day 2	Day 3
Check-In/Help & Info Desk 2:00 – 6:00 pm	Check-In 6:30 – 8:00 am	Morning Coffee 7:00 – 8:00 am	Morning Coffee 7:00 am – 8:00 am
AVID Merchandise Sales 2:00 – 6:00 pm	AVID Merchandise Sales 6:30 am – 3:30 pm	AVID Merchandise Sales 7:00 am – 4:00 pm	AVID Merchandise Sales 7:00 am – 10:00 am
	Help & Info Desk 6:30 am – 5:00 pm	Help & Info Desk 7:00 am – 5:00 pm	Help & Info Desk 7:00 am – 3:00 pm
	Grab-n-Go Breakfast 7:00 – 8:00 am	Strands 8:00 am – 12:00 pm	Strands 8:00 am – 12:00 pm
	Site Teams 8:00 – 9:30 am	Coffee Break 9:30 – 10:00 am	Coffee Break 9:30 – 10:00 am
	Coffee Break 9:30 – 10:00 am	Lunch on Own 12:00 – 1:15 pm	Lunch on Own 12:00 – 1:15 pm
	Strands 10:00 am – 12:00 pm	Site Teams 1:15 – 3:30 pm	Site Teams 1:15 – 3:00 pm
	Lunch on Own 12:00 – 1:15 pm	General Session 4:00 – 5:00 pm	Conference Ends 3:00 pm
	Iced Tea & Snack Break* 2:30 – 3:15 pm		
	Strands 1:15 – 5:00 pm		

*Iced Tea, Lemonade, and Snack Break staggered in 15 minute increments.

Please Note: Dallas Summer Institute will have an alternate schedule. Please click [here](#) for the Dallas Summer Institute schedule. Due to the 4th of July holiday, the Anaheim Summer Institute Schedule is subject to change

AVID Elementary Strands

AVID Elementary: Foundations Implementation (Grades K–2)

This strand is designed for elementary educators, grades K–2, new to AVID Elementary. The strand focuses on the strategies outlined in *AVID Elementary Foundations: A Schoolwide Implementation Resource* (provided to participants), which emphasizes the use of WICOR methodologies and strategies as a tool for success and college readiness beginning in the K–2 classroom. This strand aligns with the AVID Elementary: Foundations Implementation (Grades 3–6) strand, but is designed with developmentally appropriate on-ramps as seen through the lens of a primary classroom. As a result of this strand, participants will develop a clear understanding of WICOR, AVID Elementary Essentials, and the role of the K–2 classroom in the AVID Schoolwide system, in order to differentiate instruction for students and create an environment that promotes a culture of student success.

Prerequisite: Contracted AVID Elementary member site for the upcoming school year

Curriculum: *AVID Elementary Foundations: A Schoolwide Implementation Resource*

AVID Elementary: Foundations Implementation (Grades 3–6)

This strand is designed for educators of grades 3–6 who are new to AVID Elementary. Participants will practice and discuss strategies, activities, and lessons focused on WICOR methodologies, in order to facilitate students' access to rigorous academics across all content areas. As a result of this strand, participants will develop a clear understanding of WICOR and their role in an AVID Schoolwide system that provides differentiated instruction to students to help develop a culture of student success, academic achievement, and college and career awareness.

Prerequisite: Contracted AVID Elementary member site for the upcoming school year

Curriculum: *AVID Elementary Foundations: A Schoolwide Implementation Resource*

AVID Bridges

This is a first-year strand designed for elementary and secondary sixth grade teachers who are on a campus that does not offer the AVID Elective in sixth grade. Bridges may also be appropriate for teachers at AVID Elementary K–8 sites. Participants will be trained in AVID WICOR methodologies and strategies in order to facilitate students' access to rigorous content. This strand will provide activities to make Site Team connections that create an environment promoting a culture of student success, academic achievement, and college readiness.

Curriculum: *Bridges: Implementation Resource*

AVID Elementary: Just WICORize It!

This strand is designed for experienced AVID Elementary educators and Site Teams, with guidance and support for developing engaging and rigorous instruction within their daily lessons through incorporation of embedded AVID Elementary methodologies and WICOR strategies. Teams will engage in the process of identifying effective AVID Elementary WICOR strategies and routines and will plan lessons that embed best practice and address integrations for instruction across core content. Educators/teams are supported during the process, with resources and guidance, as well as opportunities for collaboration, and will leave with experience and greater expertise in developing differentiated WICOR-ized lessons that facilitate students' access to rigorous content.

Prerequisite: Successful completion of AVID Elementary Foundations, Bridges, or Leadership strands

Curriculum: *AVID Elementary Foundations: A Schoolwide Implementation Resource*

AVID Elementary: The Art of Inquiry

The Art of Inquiry is designed for experienced AVID Elementary educators who are ready to delve deeply into strengthening their students' and their own abilities to think critically and question systematically across content areas. Teachers should have at least one year of implementation experience to scaffold to this next level of metacognition and inquiry. Participants will examine ways to build an inquiry-rich classroom culture and use WICOR strategies to implement new inquiry techniques. Participants will explore ways to support the focus of their Site Team in the development of inquiry across all content areas and levels.

Prerequisite: Successful completion of AVID Elementary Foundations, Bridges, or Leadership strands

Curriculum: *AVID Elementary Foundations: A Schoolwide Implementation Resource*

AVID Elementary: Leadership for Implementation

This strand is reserved for AVID Elementary Site Administrators or Central Office Administrators overseeing the implementation of AVID Elementary within active AVID Elementary sites. As instructional leaders, AVID Elementary Administrators will focus on the AVID Elementary Essentials, initial implementation, and core strategies to guide implementation toward a strong AVID Elementary system. The roles and responsibilities involved in site implementation will also be explored with opportunities to engage in conversations and activities to promote leadership and implementation with fidelity.

Prerequisite: Must be AVID Elementary Site Administrator or Central Office Administrator new to AVID Elementary and overseeing the implementation of AVID Elementary within an active AVID Elementary site

Curriculum: *AVID Elementary Foundations: A Schoolwide Implementation Resource*

AVID Elementary: Leadership for Advancing

This strand is reserved for experienced AVID Elementary Site Administrators and Central Office Administrators overseeing the implementation of AVID Elementary within active AVID Elementary sites. As instructional leaders, AVID Elementary Administrators will build upon their experience with the AVID Elementary Essentials, with the goal of moving AVID implementation forward toward AVID certification. Participants will develop a deeper understanding of how instruction, culture, leadership, and systems impact schoolwide student success. Conversations and activities to maintain implementation and develop the skills and tools necessary to lead change will also be explored.

Prerequisite: Must be experienced administrator, with at least one year of leading implementation at an AVID site; and Completion of either an AVID Elementary: Foundations Implementation or AVID Elementary: Leadership for Implementation strand

Curriculum: *AVID Elementary Foundations: A Schoolwide Implementation Resource*

AVID District Leadership (ADL) K-12 Session 1

Understand AVID/ACRS: This strand focuses on understanding the roles and responsibilities of the District Director, AVID's mission, and certification and data collection. The session also explores coaching for AVID implementation, WICOR, and AVID research-based resources. A panel presentation is included and supports the discussion, training, and resources in this session.

Prerequisite: Signed district contract naming participant as the District Director

Curriculum: *AVID Critical Thinking and Engagement: A Schoolwide Approach*

AVID District Leadership (ADL) K–12 Session 4 – NEW!

Expansion of AVID/ACRS: This strand focuses on building systematic structures to support college readiness and success for all students. District Directors will also engage in strategic planning to refine district implementation to build and sustain mature AVID sites. District Directors will identify strategies to leverage influence with key decision-makers. This fourth ADL session also reviews culminating work that the DDs have done over the three previous ADL sessions. A panel presentation is included and supports the discussion, training, and resources in this session.

Prerequisite: Signed district contract naming participant as the District Director; *and* Completion of ADL 1, ADL 2, and ADL 3

Curriculum: *AVID College and Careers Teacher Guide*

Advancing the District Director Role

This strand is designed for experienced and veteran AVID Elementary and Secondary District Directors (DDs) who have completed all AVID District Leadership (ADL) for Elementary and/or Secondary sessions. The focus of this strand is on the continuation of deepening leadership and expansion strategies, as related to AVID's College Readiness System and Path to Schoolwide, through professional learning and collaborative discourse. The strand will also have an extended study of the new Coaching and Certification Instrument (CCI) that is rolled out for the 2017–2018 year. The strand includes updates on AVID curriculum and initiatives to meet the needs of returning District Directors.

Prerequisite: Successful completion of some (1–2) or all (1–4) AVID District Leadership (ADL) for Elementary and/or Secondary sessions

Curriculum: *AVID College and Careers Teacher Guide*

AVID Secondary Strands

Implementation: High School

This strand is reserved for first-year AVID Elective classroom teachers and AVID coordinators who teach the AVID Elective class and may also coordinate the AVID College Readiness System at their school site. This strand focuses on WICOR strategies used to implement the AVID curriculum and the skills needed to effectively advocate for AVID students and AVID Schoolwide in order to provide increased college-readiness opportunities for all students.

Prerequisite: None

Curriculum: *AVID Critical Thinking and Engagement: A Schoolwide Approach* and *Focused Note-Taking CD*

Implementation: Middle School

This strand is reserved for first-year AVID Elective classroom teachers and AVID coordinators who teach the AVID Elective class and may also coordinate the AVID College Readiness System at their school site. This strand focuses on WICOR strategies used to implement the AVID curriculum and the skills needed to effectively advocate for AVID students and AVID Schoolwide in order to provide increased college-readiness opportunities for all students.

Prerequisite: None

Curriculum: *AVID Critical Thinking and Engagement: A Schoolwide Approach* and *Focused Note-Taking CD*

Tutorology

This strand is designed for experienced AVID Elective teachers, AVID coordinators, and designated Site Team members. Participants will learn to train, monitor, and coach tutors and students in implementing rigorous tutorials that increase student achievement. Please note that if you have already been trained in the 2012 Tutorology materials to meet certification requirements, AVID recommends that you take a different strand.

Prerequisite: Successful completion of AVID Summer Institute Implementation strand (either High School or Middle School) or a beginning strand appropriate for your Site Team role

Curriculum: *AVID Tutorial Guide* with *AVID Tutor Workbook*

Advancing the AVID Elective: Middle School and High School

This strand is reserved for experienced AVID Elective teachers and focuses on continuous improvement of the AVID Elective class through advanced implementation of WICOR methodologies and instructional practices that support all students. Participants will explore methods of evaluating the student success rate of the AVID Core Elements and help students get to the “Why” of what they are learning by increasing the rigor of tutorials and Collaborative Study Groups (CSGs). Participants will increase their practice of vertical articulation, as well as clarify the roles of teacher, student, and parent leaders, through implementation of the AVID Secondary Coaching and Certification Instrument (CCI) for grades 6–12 at their site through increased fidelity, both within the AVID Elective class and schoolwide.

Prerequisite: Successful completion of AVID Summer Institute Implementation strand (either High School or Middle School), Tutorology strand, or equivalent training in the 2012 AVID Tutorology materials

Curriculum: *AVID Critical Thinking and Engagement: A Schoolwide Approach* and *AVID College and Careers Teacher Guide*

Essential Academic Skills for College Readiness

This strand is designed for high school teachers experienced with AVID methodologies and focuses on literacy across the disciplines, including the four academic skills essential for college readiness: analyzing a prompt; selective and purpose-driven reading; focused note-taking; and integrating sources into texts. Participants will model ASFI skills for students using a variety of sources to explain the complex academic demands of college so that students fully engage in the EASCR curriculum and evidence these skills in the AVID Elective and other academic classes. Participants will incorporate targeted scaffolding strategies into their instructional practice so that students develop the academic writing processes and skills (ASFI) necessary for college success. The text provided (*AVID College Readiness: Working with Sources Grades 11–12 Teacher Guide*) was written primarily for high school juniors and seniors, but the practical resources and strategies are applicable to enhancing reading, writing, and critical thinking skills at all secondary grade levels.

Prerequisite: Successful completion of AVID Summer Institute Implementation strand (either High School or Middle School) and Tutorology strand, or equivalent training in the 2012 AVID Tutorology materials

Curriculum: *AVID College Readiness: Working with Sources Grades 11–12 Teacher Guide*

Leadership for Implementation: High School (combined strand with Leadership for Implementation: Middle School)

This strand is designed for AVID Secondary Site Administrators, AVID site coordinators, and district administrators who have no prior AVID experience. It is appropriate for leaders from new AVID sites or leaders who are new to existing AVID sites. The focus of this strand is providing leadership that will ensure fidelity of implementation in the secondary AVID Elective and a strong distributed leadership model through the AVID Site Team. Participants will be introduced to the secondary Coaching and Certification Instrument (CCI) for the purpose of developing a deeper understanding of how instruction, systems, leadership, and culture impact schoolwide change.

Prerequisite: None

Curriculum: *AVID Elective Essentials for High School*

Leadership for Implementation: Middle School (combined strand with Leadership for Implementation: High School)

This strand is designed for AVID Secondary Site Administrators, AVID site coordinators, and district administrators who have no prior AVID experience. It is appropriate for leaders from new AVID sites or leaders who are new to existing AVID sites. The focus of this strand is providing leadership that will ensure fidelity of implementation in the secondary AVID Elective and a strong distributed leadership model through the AVID Site Team. Participants will be introduced to the secondary Coaching and Certification Instrument (CCI) for the purpose of developing a deeper understanding of how instruction, systems, leadership, and culture impact schoolwide change.

Prerequisite: None

Curriculum: *AVID Elective Essentials for Middle School*

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Melody Small

Employee # _____

Building Browning High School

Substitute Name _____

LEAVE REPORT

Date of Leave

July 23-July 28, 2017

Hours

0

Type of Leave

Employee Signature _____

Date _____

☐ Approved; Condition upon the specific leave being available for the specific employee ☐ Not Approved

Principal/Supervisor _____

Date _____

TYPE OF LEAVE

AN Annual

SL Sick Leave

*EX/SR Extra-Curricular/School Related

PL Personal Leave

JD Jury Duty (attach verification)

NG National Guard

FN Funeral _____

(Master Contract) Relationship

ALWO Approved Leave W/O Pay

ULWO Unapproved Leave w/o Pay

SWP Suspended w/Pay

SWOP Suspended w/o Pay

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference Name/Meeting/Activity AVID summer institute

Location Minneapolis, MN (Attach documentation for Hotel, Airlines & Conference Agenda)

Departure Date 7/24/17

Return Date 7/28/17

Departure Time 8:00 AM

Return Time 11:30 PM

Transportation: ☐ District Vehicle

Per Diem \$12L + \$15D + 4 days @ \$90 = \$414.00

☒ Personal Vehicle

Mileage 254 @ .535/2 = \$ 67.95

Attachments: ☒ Professional Development Form

☒ Hotel ConfirmationPurchase Order # _____ = \$836.00

☒ Airline ItineraryPurchase Order # _____ = \$750.00

☒ Conference Schedule/Registration...Purchase Order # _____ = \$760.00

SUBTOTAL \$2827.95

BUDGET 226-60-150-2213-582 (100%) \$ \$481.95

CHECK TOTAL \$481.95

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____