

**Administrative Team & Via Evaluation
Kick-Off Meeting
Meeting Minutes
April 5, 2019**

- **Meeting Held from 9:00 am-11:00 am on 4/5/19**

Welcome & Introductions

Grant Overview

Project Goals & Objectives

- A presentation of the goals and objectives for year one were given and a discussion on the role each individual would play in the grant

Mapping out the Project

- Discussion about the flow of the project and timelines. Also discussed how we would measure outcomes

Needs Assessment

Discussion:

- Where have we started?
 - Staff discussed a previous needs assessment given to the staff last year that indicated staff not being comfortable with technology and needing more training
- How do we fully capture our baseline and needs?
 - The LTG Evaluator discussed the kinds of questions that we should ask the staff in order to get proper results. A draft of an example survey to be sent out to the staff.
 - Questions to consider would include, comfort level, frequency, and comfort of use.
- “Prerequisites” – PD supports in advance of new technology
 - One participant mentioned that there are several professional development opportunities scheduled through BOCES to support staff in areas of technology weaknesses

Resource Center / Menu of Supports

- The LTS and Data Collector will begin to collect websites and software links that the staff are already using.
- A participant mentioned that we need to have a comprehensive place for all of our resources to be displayed.

Staff Survey & Follow-Up Visits

- Once the Evaluator sends us the Needs Assessment we will send it out using a website like “survey monkey.” LTG Staff will compile the information through a database to share with the rest of the group. Follow-up visits should be done with each staff member to get more pointed results.

Professional Learning Community (PLC)

Conveying our plans to all in target audience

- The LTG Specialist is currently working on a PowerPoint Presentation with all of the grant information to present to the target audience.

Intermediate-Middle School (Grades 4-7)

Discussion: Recruiting active members for program design and input

- A draft of an invitation letter with a program description and the objectives of a PLC.
- Discussion amongst group about what staff members should be recommended for the PLC. LTG Administration will compile a list of staff who would be a good fit for this group

SiLAS and NAO Robot- Technology entry points

- Information was presented on the new purchase of SiLAS as part of our grant. The use of the NAO Robot was also discussed as a means to meet our goals
- A Participant briefly described the program and its use with students
 - Discussed the technology as being available for use with the School counselors who work with our target audience.

Establish schedule and plans for school year and summer 2019

- The LTG Specialist will be receiving emails from interested PLC members and setting a date for the first meeting sometime in May.

Professional Learning Plans

- Liberty Partnership provided copies of a Student Readiness Report and briefly described the objectives of the Liberty Partnership

Program in using PLP's in student goal setting. Stated that it is part of the requirements of their program to use goal setting.

- The Group agreed that we would look more at what L.P. is currently doing considering their familiarity with PLP's

Discussion: Consolidating our visions of PLP's

Design and Collaboration Work

Professional Development and Rollout

Summer Work Plan

Design and Development Targets

- The LTG Coordinator discussed the timeline for various tasks and our need to meet these various milestones.
- The Evaluator stated that compared to the other districts who have also received this grant that we are ahead of the game in many ways and seem more organized than most.

Professional Development

- A participant mentioned that we need to train staff by the end of June in the use and design of PLP's. There are also several BOCES technology trainings available to the staff

Summer Program Opportunities

- Liberty Partnership presented information on the STAR Program which will begin in July.
- The LTG Coordinator mentioned the Summer Reading Program and Summer School

Summer Showcase- Project and SED Leads

- Liberty Partnership discussed the Summer Showcase and the desire to present this grant and PLP progress to various stakeholders for L.P. Also discussed the Ready, Set, Go workshops