

From: School Operations
Sent: Friday, October 09, 2009 5:01 PM
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Cc: Tosado, Daniel; ALL_REGIONAL_CENTER_SUPERINTENDENT; ALL_REGIONAL_CENTER_DIRECTORS; Williams, Gretchen H.; Regueira, Eva M.
Subject: SELECTED SCHOOLS: AVID Events Update

Briefing ID #: 6845

SELECTED SCHOOLS: AVID Events Reminder

Category: Upcoming Events

Audience: Selected Principals, Assistant Principals, AVID Site Coordinators and AVID Data Collection Specialists

Due Date: n/a

Meeting Date(s): October 20, 2009, November 4, 2009

Attachment(s): [AVID Administrator Open House Event Registration \(2\).doc](#)
[Oct 20 Florida Regional Training Registration.doc](#)

The purpose of this Briefing is to inform AVID stakeholders of current events, requirements and procedures.

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- **AVID Administrators' Open House**
 - o **Date:** November 4, 2009
 - o **Time:** 9:30 AM - 2:00 PM
 - o **Location:** Miami Beach Senior High School (AVID Site Principal: Dr. Rosann

Sidener)

- o There is no fee, but registration is mandatory. Please see the attached registration form to be faxed back to the AVID Florida Office (Fax: 407-425-2553).

- **AVID Regional Training**

- o Audience: All middle and high school AVID Site Coordinators and Elective Teachers
- o Date: October 20, 2009
- o Time: 8:30 AM - 3:00 PM
- o Location: Palm Beach Lakes Community High School
- o Registration will be paid by the District's AVID office
- o Please see the attached registration form to be faxed to the AVID Florida office (Fax: 407-425-2553). Carpooling is encouraged.
- o Substitute funding structure: **Homestead Feeder Pattern only**
§ Fund- 0100 / Loc- (varies) / Prog- 9419 / Obj- 5149 / Func- 5100
- o Substitute funding structure: **for all other AVID schools**
§ Fund- 0420 / Loc- (varies) / Prog- 3757 / Obj- 5149 / Func- 5100

- **AVID Tutors for middle and high schools** should all be placed under job code 4007 or 4011.

- o If they have less than 60 college credits, they should be making \$10/hour and on Step 3.
- o If they have 60 college credits or more (including retirees), they should be making \$12/hour and on Step 5.
- o Budget transfers are currently being processed for schools that already have tutors hired. Enough funds for 10 complete weeks are being transferred.
- o **Hourly fund structure for Homestead Feeder Pattern only:**
§ Fund- 0100 / Loc- (varies) / Prog- 9419 / Obj- 5150 / Func- 5100
- o **Hourly fund structure for all other AVID schools:**
§ Fund- 0420 / Loc- (varies) / Prog- 3757 / Obj- 5150 / Func- 5100

- **Mandatory Initial Tutor Training**

- o Audience: All AVID tutors (old and new)
- o Date: October 23, 28 and 29, 2009
- o Time: 8AM-2:30PM, with half an hour for lunch
- o Locations: TBA
- o Each tutor is responsible for attending only one of the training days.

- **District AVID Student Council**

- o AVID middle and high schools should choose one student representative who will become part of the official council and work collaboratively with the District Curriculum Specialist/AVID District Director and student representatives from all secondary AVID school sites.
- o This team will provide the student voices necessary to work on AVID initiatives at the District and speak to the successes and needs of their respective sites.
- o The District AVID Student Council will meet once a month. Students who are chosen should be committed to volunteering time and energy to the AVID program's students in MDCPS.
- o All middle and high school student representatives should be selected and their pertinent information forwarded to Ms. Eva M. Regueira by November 2, 2009, at emregueira@dadeschools.net.

- **Budget Transfers**

- o Transfers will only be done the first week of each month, as needed, to schools.
- o Individual emails will be sent to each school administrator disclosing the amount of the transfer to your specific school with a detailed explanation.
- o AVID funds may only be used for AVID purposes.

- **Reimbursements for Summer Institute** attendees are currently being processed. Questions may be directed to Bayview Foundation at SonyaHamilton@bayviewfinancial.com

- **School Site Team meetings** should be taking place about once a month. Please have your Coordinator forward Ms. Eva M. Regueira a calendar for these meetings so that she can make arrangements to attend Site Team meetings. Inversely, if you need her to attend a meeting, please contact her.

- **An online virtual college fair** will take place on November 4-7, 2009. Hundreds of colleges will be participating. This fair is geared towards college focused students and their parents. Information about this fair can be found at <http://www.collegeweeklive.com/>. Please encourage your AVID students attend.

- **For any questions or concerns**, please contact Ms. Eva M. Regueira, Curriculum Specialist / AVID District Director, via email at emregueira@dadeschools.net and by phone at 305 995-1877, respectively.

Contact: Gretchen H. Williams, Administrative Director (305 995-1877)
Department: District/School Operations