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| **Agenda:** IC Building Coach MeetingDate: September 5, 2014Time: 1:00 PMLocation: Central Office Conference Room | IMG_0986 |
| Meeting Purpose: | Knowledge Transfer (Infinite Campus) |
| Meeting Called by: | Instruction / Technology  |
| Next Meeting: | TBD |
| Central Office Attendees *(x indicates attendance)*  |
| Deanna Ashby | x | Marty Cline | x | Brad Johnson | x | Laura James | x |
| Shari Winstead | x | Jennifer Luttrell | x | April Willett | x |  |  |
| School Attendees  |
| **ADT**: Ashley Gaines  | **James Madison**: Andy Belcher, Karen Solise |
| **BSMS**: Wendy Eaves, Cindy Ray, Traci Lutz | **North Hopkins**: Michael Zimmer, Crystal Carlton |
| **Central**: Laura Latham, Casey Winstead | **Pride**: Stacey Snyder, Justin Hundley |
| **Earlington**: Wendy Mitchell, Scott Moore | **South Hopkins**: Tara Cardwell, Susan Ainsworth |
| **Grapevine**: Tanya Walker | **Southside**: Mauretta Gillespie, Connie Holmes |
| **Hanson**: Amy Polley | **West Broadway**: Melissa Parker |
| **Jesse Stuart**: Jeannie Mayes, Kertrenia Bursztynski | **West Hopkins**: Melissa Lipe, Jennifer Long |
| **Agenda Items** |
| **Topic** | **What I need to know in my role** |
| **Welcome:**  *Shari Winstead / Deanna Ashby** Role of building coach in the support process
* Website with documentation for your reference: [www.hopkins.kyschools.us/ic](http://www.hopkins.kyschools.us/ic)
* [KDE Data Standards](http://education.ky.gov/districts/tech/sis/pages/ksis-data-standards.aspx)
* Release of E.1434 on Wed, Sept. 10th 7PM:
	+ In-Progress Grades Calculator
	+ New Missing Assignments Report
* Poll
 | Sending the release notes to IC coaches.See POLL results at the end of this document. |
| **CIITS access related to IC:** *April Willett** When is data pulled from IC to CIITS?
* How to verify staff are set up to allow appropriate CIITS access (IC Building Coaches can now see the District Assignments tab.)
 | Data is pulled from IC to CIITS on Mondays – viewable on Tuesdays.IC coaches were asked to check the staff “District Assignments” tab for those at their school. Let April know if changes are needed. |
| **‘Progress Report’ / ‘Grades’ discussion:** *Jennifer Luttrell / Marty Cline** Portal/Grades tab/ Teacher gradebook views likely differ based on posting procedures
 | We have a plan! |
| **Intervention tab:** *April Willett** For your review: [KDE Intervention tab video](http://mediaportal.education.ky.gov/technology/student-information-system/2014/01/infinite-campus-intervention-tab/)[KDE Intervention data standards](http://education.ky.gov/districts/tech/sis/Documents/Data_Standard-Intervention.pdf) [Recorded ESS Lync Session for Intervention Tab](http://media.education.ky.gov/video1/web1/ESS_Lync_Session_5-14-2014.mp4)
* How to enter information on the tab (Laura James)
* ESS and KSI and ….
* Required for 2014-15: All novice students for third year focus schools and all senior high school students who did not meet ACT benchmarks
* Who will enter this data?
 | IC coaches have rights to this tab, but we need to determine who will enter data. Recommend completing in groups. IT staff need to know who needs access to this tab.  |
| **Behavior (Restraint & Seclusion):** *Laura James** [KDE Behavior Data Standards](http://education.ky.gov/districts/tech/sis/Documents/DataStandardBehavior.pdf)
* Pilot for SWIS integration with IC
* Demonstration of how R&S can be entered in the behavior referral process
* *Discussion*: Should the referral include R&S or should the principal be responsible when entering the resolution?
 | Schools can determine if they want teachers to enter this in the referral process, but appeared most do not. We cannot hide the option to enter the R&S information. Most schools will tell teachers not to check that box. |
| **Updates on laptops:** *Shari Winstead** Any laptops must be logged in with a teacher account to get Windows updates. Student accounts are restricted and can’t force updates.
* Work orders submitted – make sure updates are installed first and include asset tag on ticket.
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| **PD sheets – employee #*** Teachers need to know their employee #
 | IC coaches can also look this up in IC now since they have rights to view the staff Demographic tab. |
| **Next meeting (2nd trimester):*** 2nd trimester is November 10th through February 22nd
* Topics? (Teacher Messenger, ?)
 | We decided to meet on Friday, January 9th, but the conference room is booked. The meeting will now be Tuesday, January 6th. We hope the new ‘progress report’ will be ready by then.Suggested topics for next meeting were: setting up parent portal, Teacher Messenger, Student Groups |
| *Middle/high coaches are dismissed. Elementary coaches need to stay for the final discussion.* |
| **Opening / closing grading window:** * Elementary schools: *Jennifer Luttrell*
* How to: *Laura James*
 | Elementary IC coaches can now do this at their schools.  |





