

Pampa ISD

Educational Showcase Meeting

Training Room PISD Admin bldg.

Thursday
September 14, 2017

Meeting by: HR/Family & Community Engagement

Type of Event: Showcase planning meeting

Facilitator: Nathan Maxwell

Note taker: Charlene Gee

Time: 4:15 PM

Attendance: 14

Attendees: Pampa ISD Staff

Sign ins located in the Pampa ISD District Title I Book at the Pampa ISD Administration Building 1233 N. Hobart, Room HR-7

Information Given or offered: Agenda, What is the Showcase, Showcase Subject Rotation Schedule & sign in rotation, Parent letter English, Color Coded Map, Sign in for Campus Sign in Table Volunteers, Things to Consider: Showcase Survey Results from 2016-2017, 2016-2017 Schedule flyer for example, 2017-2018 Pre-Flyer examples

Staff directed to sign in and each staff received a meeting packet. Welcome by Nathan Maxwell and theme and showcase explained to staff. Date, time and place stated. Staff are not to set up before 2:30 PM to allow for maintenance and custodians to clean up and set up. This was reiterated by Heath Parker. Nathan suggested that the 'What is the Showcase' be given at their next faculty meeting to familiarize the new staff. Nathan went over each handout in the packet. Responsibilities of the campus reps reviewed as: art, sign-in table volunteers, communication with their campus, parent letters, checking the map, number of tables their campus will need, and any electrical needs. Heath Parker stated that if staff can, please bring their own cords. Facilities does not have enough cords for everyone. We will also need to know who needs it so those booths can be placed closer to an outlet. In regards to art, Charlene Gee will send campus reps pictures from last year as an example to see. It was expressed that Pampa ISD would like the booths student led. The Parent letters provided must go home with each student participating. The map will be sent to all reps and will be available as usual at the showcase. For map changes contact Charlene Gee or Susan Furgason. Charlene Gee will contact GT Coordinator Stephanie Malone regarding her tables on the map. An example for the elementary flyer and secondary flyer reviewed. Charlene Gee stated that information regarding booths, esp. for Jr. high and High school will need to be turned in and finalized before the next meeting to help with translation. Heath stated they are good on set up and clean up and they will just need the number of tables and electrical needs. Charlene Gee will take care of advertisement. She will send out the pre-flyer October 12th and 19th and the schedule flyer out October 26th and a schedule flyer will be given the day of the showcase and posters will be put around town the week of October 9th. Molly Brinkley will take care of surveys/incentives. Nathan Maxwell offered assistance in the donation of the i-Pad if Molly needs it. Charlene Gee stated to reps to let their campus know that staff are to park behind the CAV. Valentina Perez will be getting bilingual support and student helpers. Jana Williamson will have subject signs and Charlene Gee will have directional signs up the day of the event. The sign in sheet campus volunteer sign-ups reviewed and explained by Charlene Gee. Jana Williamson will check on dress code for event. Nathan Maxwell thanked staff for attending and the next meeting was set for Thursday, October 12th 4:15 PM

**Event
Advertised:**

