

2010 Principal & Leadership Team Forums

**Tuesday,
February 2, 2010**

Hilton, Los Angeles/Glendale

100 West Glenoaks Blvd.
Glendale zip: 91202

1-800-HILTONS

www.glendale.hilton.com

**Wednesday,
February 17, 2010**

Hilton, Long Beach

701 W. Ocean Blvd.
Long Beach zip: 90831

1-800-HILTONS

www.hiltonlongbeach.com

**Tuesday,
February 23, 2010**

Doubletree, Berkeley Marina

200 Marina Blvd.
Berkeley zip: 94710

1-800-445-8667

www.berkeleymarina.doubletree.com

Hello Principals and Leadership Team Members!

Enclosed, please find registration materials for the one-day **California GEAR UP Principal & Leadership Team Forums**. You will find:

- Registration form for the Forum
- Leadership Team guidelines and Forum outcomes
- Hotel information for teams requiring overnight lodging at a hotel. (Site Contacts are responsible for making reservations for their Leadership Team.)
- Reimbursement information
- List of Regional Coordinators and school assignments

Please select your choice of dates as soon as possible to ensure that you get your preferred location. Deadlines are provided for you depending upon which location you select; however, it would be wise to register before the deadline. All arrangements are first come, first served.

Registration materials must be completed and returned no later than the deadlines noted on the registration form on page 2. Late submission will jeopardize your participation in the Forums.

If you have questions or need assistance, please contact your GEAR UP Regional Coordinator on the list enclosed or call Ms. Blaze Farrar at 510-587-6129.

Please return your completed registration to Ms. Blaze Farrar by email: blaze.farrar@ucop.edu (after scanning the completed form on pg. 2) or by FAX: 510-587-6354

1: Register Your Team for the 2010 Forums!

Middle School:	School District:
GEAR UP Site Contact:	
Phone: ()	Fax: ()
Email:	

2: Select one of the following:

	<u>Location</u>	<u>Date</u>	<u>Registration Deadline</u>
<input type="checkbox"/>	Hilton, Los Angeles / Glendale 100 West Glenoaks Blvd. zip: 91202 1-800-HILTONS	Tuesday February 2, 2010 7:30 am–4:00pm	Tuesday, January 12, 2010
<input type="checkbox"/>	Hilton Long Beach 701 W. Ocean Blvd. zip: 90831 1-800-HILTONS	Wednesday February 17, 2010 7:30 am–4:00pm	Tuesday, January 26, 2010
<input type="checkbox"/>	Doubletree, Berkeley Marina 200 Marina Blvd. zip: 94710 1-800-445-8667	Tuesday February 23, 2010 7:30 am–4:00pm	Wednesday, February 3, 2010

3: Team Members sign up below. Your signature is your commitment to attend.

You may add up to 2 additional team members on separate sheet.

<u>Name</u> (as you wish it to appear on your name tag) Legible handwriting is appreciated	<u>Title</u>	<u>Signature</u>
	PRINCIPAL <i>(Presence is Required)</i>	
	SITE CONTACT <i>(Please add your Position Title here)</i>	
	COUNSELOR	
	LANGUAGE ARTS TEACHER	
	MATHEMATICS TEACHER	
	PARENT <i>(an important part of your team)</i>	

4: Your Site Contact will be making the following overnight accommodations: (check one)

- We do not plan to stay overnight, because our members will drive to the site.
- We are more than 50 miles from the hotel and plan to stay overnight. Reservation info on page 4.

5: Please submit your registration before the appropriate deadline above to Ms. Blaze Farrar at California GEAR UP by email (after scanning): blaze.farrar@ucop.edu or by FAX: (510) 587-6354. Call with questions: 510-587-6129.

Instructions for Participants

Please complete the registration & submit it *no later than the deadline*. Please do not wait until the last minute, as you may miss out on the location you prefer or the reduced guestroom rate. Spaces will be filled on a first come, first served basis.

Preparation for the Forum

Please meet with Leadership Team members to review registration materials and expectations. In addition, orient any new team members to familiarize them with GEAR UP goals and expectations. If you need assistance with this, please contact your Regional Coordinator (see page 5).

What to Bring to the Forum

- Your school's "Best Strategies" for timely interventions and support for struggling students to share with other schools
- Personal Calendars (including the academic school calendar)
- Current and comprehensive School-Site Plan (for planning and reference)

Leadership Team Participation

Each GEAR UP school must send a multidisciplinary team of up to 8 members.

Suggested team members include:

- Principal (**participation is required**)
- Counselor
- Two lead teachers (particularly from mathematics and language arts)
- One parent representative (**Parents are an important part of the Leadership Team. They will be recognized during the opening general session.**)
- A GEAR UP site contact (who makes certain the Team has program information and is participating fully)
- A university representative. (If a federal GEAR UP Partnership is in place at this time, the university or district representative can be counted as the 9th person on the leadership team)

Forum Outcomes

Working as a Professional Learning Community, Leadership Teams will focus on the School Self Assessment Rubric (SSAR) Condition # 1, which is related to Creating a College-Going Culture. Teams will:

- Build a common background by participating in professional readings and dialogue
- Determine communication steps to move the GEAR UP message forward with school staff and community
- Revisit Professional Development Action Plan (PDAP). Assess next steps in achieving goals using California GEAR UP School-based Services
- Have a clear understanding of California GEAR UP Expected Outcomes, as described on the one-page document "Expected Outcomes"

Questions regarding programmatic content? If you have questions regarding the programs, please contact **Ms. Gina Rodriguez**, Professional Development Manager.
Email: Cynthia.Rodriguez@ucop.edu or **Phone:** (323) 363-1757.



*Success is the sum of
small efforts, repeated
day in and day out.*

Hotel Information

For schools that are more than 50 miles from the hotel, each school’s appointed GEAR UP Site Contact will be responsible for coordinating rooming arrangements and special accommodations. **Please book rooms well in advance since hotels may fill up quickly.** A special GEAR UP rooming rate has been negotiated. California GEAR UP will reimburse the district for these expenses if requested as part of the Professional Development Action Plan (PDAP).

For hotel accommodations, please contact the hotel to make your Leadership Team’s reservations. Reduced California GEAR UP rates are first come, first served, so don’t delay in making your reservations!

Program Costs

<p>Hilton Glendale: 1-800-Hiltons</p>	<p>Call the hotel and request the California GEAR UP room rate using a credit card to make individual or group reservations. Check in on 2/1 and check out on 2/2. Please note that check out is 12 Noon. Check outs after that may be subject to additional charges and will not be reimbursed.</p>
<p>Hilton Long Beach: 1-800-Hiltons or http://www.hilton.com/en/hi/groups/personalized/LGBLHHF-UOC-20100216/index.jhtml</p>	<p>Call the hotel and request the California GEAR UP room rate using a credit card to make individual or group reservations. Check in 2/16, check out 2/17. Please note that check out is 12 Noon. Check outs after that may be subject to additional charges and will not be reimbursed.</p>
<p>Doubletree, Berkeley Marina: 1-800-445-8667</p>	<p>Call the hotel and request the California GEAR UP room rate using a credit card to make individual or group reservations. Check in on 2/22 and check out on 2/23. Please note that check out is 12 Noon. Check outs after that may be subject to additional charges and will not be reimbursed.</p>

Registration, program materials, continental breakfast and lunch are provided at no cost to participants.

Items Qualifying for Reimbursement (One invoice per school will need to be submitted to California GEAR UP for all qualifying expenses incurred between now and August 31.)

- **Substitute Teachers:** The cost of substitutes can be reimbursed by California GEAR UP if included on PDAP. Each school should check on the district procedures to make sure that all the appropriate paperwork and documentation are done prior to the workshop to assure that reimbursement can be done in a smooth and timely manner.
- **Parking, Mileage, and Rental Cars:** The cost of parking, mileage, and rental cars can be reimbursed by California GEAR UP if these expenses are included on your school’s PDAP.
- **Parent Representatives Stipends:** You are invited and encouraged to bring a parent as a member of your leadership team. Parents who are **not** paid school employees or California GEAR UP staff may receive a stipend of \$100 for each day of conference participation (maximum of \$200) if this expense is included on your school’s PDAP.

Items that do Not Qualify for Reimbursement

- **Meals:** California GEAR UP is pleased to provide breakfast and lunch for Leadership Team members who are participating in the Forums. (Other meals are on your own.)

*We are what we
repeatedly do.
Excellence, therefore, is
not an act but a habit.*

Regional Coordinator Contact Sheet

Northern California

Jill Campbell

Ph. 916 996-2997 Fax: 916 551-1759

Email: jill.campbell@ucop.edu

Middle Schools:

- Brannan
- Einstein
- Harris
- Hoover
- King
- Parks
- Rivera
- Tenaya
- Wood

Sandy Carpenter-Stevenson

Ph. 510-368-4141 Fax: 510-562-7063

Email: sandy.carpenter-stevenson@ucop.edu

Middle Schools:

- Edison
- Everett
- Harden
- La Paz
- Robertson

Don Mar

Ph. 510-845-4111 Fax: 510-848-4031

Email: donald.mar@ucop.edu

Middle Schools:

- Cali Calmecac
- Davidson
- Edendale
- Franklin
- Solano

Ann Carnes

Ph. 818-884-1053

Email: ann.carnes@sbcglobal.net

Middle Schools:

- Burcham
- Butler
- Franklin Classical
- Jefferson
- Liechty
- Monroe
- Tincher
- Twain
- Wilmington

Frank Holmes

Ph. 858-578-0528 Fax: 858-578-0528

Email: frank.holmes@ucop.edu

Middle Schools:

- Dana
- Hill Classical
- Hoover
- Kucera
- La Cumbre
- Mesa Linda
- Upland

Gina Rodriguez

Ph. 323-363-1757 Fax: 323-478-1662

Email: cynthia.rodriguez@ucop.edu

Middle Schools:

- Pio Pico

Robert Van Zant

Ph. 858-279-8456

Email: robert.vanzant@ucop.edu

Middle Schools:

- Cactus
- Chavez
- Mesa Intermediate
- Pixley
- Pleasant View
- Stratford
- Yermo

Southern California

Sean Brennan

Ph. 415-948-9262 Fax: 415-874-9975

Email: sean.brennan@ucop.edu

Middle Schools:

- Henry
- Porter