

Date	Category	Event	Goal	Comments
6-Mar	Title I	Title I planning meeting	Meet Title I staff; discuss april training meeting	
7-Mar	AIES	Planning teleconference for American Indian Education Summit	Discuss round table discussion on Family Engagement	
9-Mar	Title I	Planning meeting for Title I family engagement presentation	Create presentation for Title I meeting in April	
12-Mar	PIFE Summit	Create draft PowerPoint for PIFE Summit	Discuss AB224 requirements	
14-Mar	Mentor	Shadow/interview D'Lisa Crain, WCSD Family Engagement Administrator	Discuss goals, contacts, reference materials, etc.	Assisted in focusing duties
15-Mar	Stakeholders	Make contact with RPDP regions	Introduce myself & discuss meeting time	AB224 RPDP requirement re: Training
	Education	Review and study AB224 requirements	Brainstorm priorities prior to report deadline this year	Ongoing
16-Mar	PIFE Summit	PIFE Summit Planning Committee meeting	Assign duties to organize PIFE Summit/check on progress	Met Committee members
3/19&20	AIES	American Indian Education Summit	Co-facilitate round table discussion on family engagement	Gathered input from brief survey of participants
20-Mar	Mentor	Meet with Barbara Clark	Discuss AB224 goals and expectations	Brainstorm/ongoing
21-Mar	Stakeholders	Email/call 17 school districts	Identify PIFE contact and introduce myself	Built contact database/ongoing
	Information	Meet with Lori Johnson	Advisory Council agenda, members, meetings	Ongoing
	Information	Meet with IT staff	Discuss website updates/overhaul	Ongoing
3/22&23	Communication	Website updates	Re-do formating/requests	Ongoing
23-Mar	Communication	Contact U.S. Senators	PIRC Funding	email, phone calls & fax
	Advisory Council	Continue attempted contacts for Advisory Council members	Attendance of meetings	Ongoing--email/calls
26-Mar	Special Education	Rules, Relationships & Results pre-conference	Learn about RRR and Special Education Office	Background information
	Stakeholders	Contact Nevada Cooperative Extensions areas	Learn about parent/family training; create contact database	Ongoing
27-Mar	Special Education	Rules, Relationships & Results Planning meeting	Plan speakers, topics, and agenda for Fall RRR Conference in LV	
	Communication	Website updates	Re-do formating/requests	Ongoing
	PIFE Summit	Proof PIFE Summit flyers	Submit suggested changes	

EXHIBIT I-1 - EDUCATION
Document consists of 5 pages.
Entire document provided.
Meeting Date 05-09-12

Date	Category	Event	Goal	Comments
28-Mar	Mentor	Meet with D'Lisa Crain re: Presentation at CD Education Summit	Focus PowerPoint & discuss desired outcomes from presentation	
	Advisory Council	Continue attempted contacts for Advisory Council members	Attendance of meetings	Ongoing--email/calls
	Communication	Website updates	Re-do formating/requests	Ongoing
	Advisory Council	Transition Advisory Council administrative assistant	Lori Johnson to Connie Torres	Ongoing--email/calls
29-Mar	Education	Organize/discuss Parent Involvement Plans from 17 school districts	Work with Janie Lowe	
	Stakeholders	Contact major NV universities/community colleges	Check for teacher prep courses re: PIFE	Ongoing
30-Mar	Communication	Website updates	Re-do formating/requests	Ongoing
	Advisory Council	Continue attempted contacts for Advisory Council members	Attendance of meetings	
	Advisory Council	Identify and reserve Advisory Council meeting location	Worked with Connie and Lori	Several days of emails and calls
2-Apr	Information	Department meeting with Dr. Guthrie	Learned background and goals for NDE	
	Information	Plan April Travel	NPTA Conference	
	Education	Begin PIRC webinar series on PIFE	Define family engagement	Ongoing
3-Apr	Mentor	Meet with Assemblywoman Debbie Smith	Discuss AB224 goals and expectations	PR possibilities discussed for my office & Summit
	Mentor	Follow up with Marcia Calloway, my acting director	Press releases for PIFE Office and PIFE Summit	
	Advisory Council	Continue Advisory Council business	Location/agenda	Work with Connie Torres
4-Apr	Mentor	Meet with Assemblywoman Teresa Benitez-Thomas	Discuss AB224 goals and expectations	Secure her AB 224 presentation for Advisory Council
	Stakeholders	Preparation for RPDP Council Meeting	Creation of folders of AB224 requirements, letter of introduction	
5-Apr	Stakeholders	Meet with RPDP Council	Discuss training program per AB224	Funding and personnel issues
	Advisory Council	Finalize Advisory Council agenda	Discuss posting with Connie/Submit to NDE website	
6-Apr	Communication	Meet with Denise Hedrick/Education Alliance	Discuss PIRC website	Possibility of continuing website through NDE PIFE office
6-Apr	Education	Meet with Denise Hedrick/Education Alliance	Discuss RPDP working with PIRC trainers/training program	Possibility of fulfilling AB224 RPDP requirements
6-Apr	PIFE Summit	PIFE Summit Planning Committee meeting	Assign duties to organize PIFE Summit/check on progress	Finalize duties

Date	Category	Event	Goal	Comments
9-Apr	Communication	Begin Draft of PIFE Press Release	Make outline; email stakeholders for comments	Ongoing
	Communication	Begin conversation with NDE about PIRC website	To have NDE maintain PIRC website	
10-Apr	Communication	Meet with Kathy Robson	Discuss PIFE pamphlet creation	Address Title I and PIFE Office
	Stakeholders	Contact remaining school districts	Determine PIFE contact	Ongoing
11-Apr	Advisory Council	Create binders/packets for Advisory Council meeting	Get copies of originals/discuss organization	Work with Connie Torres
	Information	Review Office goals to date	Summary for Advisory Council	
12-Apr	Communication	Website updates	Re-do formatting/requests	Ongoing
	Information	Review Office goals to date	Summary for Advisory Council	
	PIFE Summit	Create AB224 section for PIFE Pamphlet		
16-Apr	PIFE Summit	PIFE Summit Planning Committee meeting	Assign duties to organize PIFE Summit/Check on Progress	Finalize duties
	PIFE Summit	Email registration information to NDE & School District contacts	Spread information about PIFE Summit	
	Advisory Council	Arrange for lunch for Advisory Council	Work with PIRC	
17-Apr	Advisory Council	Create binders/packets for Advisory Council meeting	Work with Connie to prepare for tomorrow's meeting	
	PIFE Summit	Work on newsletter about NDE PIFE for PIFE Summit	Work with other departments to provide information	
18-Apr	Advisory Council	Advisory Council on Parent Involvement & Family Engagement	Meet Council, address items on agenda, set goals	Set future meetings and agenda items
19-Apr	Advisory Council	Planning for next meetings & travel	Create list of needs with Connie (locations, times, flights)	
	Communication	Newsletter	Continue corrections and meeting with contributors	
	Title I	Pre-planning meeting for presentation on Monday	Discuss parts of presentation	
20-Apr	Communication	Change formatting on newsletter	Make final changes	
	Stakeholders	Meet with Lorie Johnson to discuss LCE presentation	List of requirements and due dates	
	Title I	Follow up meeting on presentation	Prepare for Monday's presentation	
23-Apr	Title I	Introduce myself to Title I Directors & give brief overview of Summit	Improve Summit attendance	
	PIFE Summit	Finalize Newsletter for printing	Begin printing process	

Date	Category	Event	Goal	Comments
	PIFE Summit	Create and edit advertisement for Summit Program	Let stakeholders know how I can help	
	Stakeholders	Email/call Denise Hedrick and Chelli Smith	Plan RPDP/PIRC meeting to discuss PIFE training program	
	Stakeholders	Begin report for Legislative Committee on Education	Inform committee of progress	
24-Apr	PIFE Summit	Finalize Newsletter for printing	Make last minute changes from Early Childhood Education	
	Stakeholders	Finalize report to Legislative Committee on Education	Put together packet for my office and Advisory Council	
	Stakeholders	Call/email RPDP about PIRC training opportunities	Schedule meeting with RPDP and PIRC	
25-Apr	Communication	Change formatting on newsletter	Make formatting changes	
	PIFE Summit	Send email updates about Summit	Improve attendance	
	Communication	Meet with Lori Johnson about press releases	Get information out about Summit and my office	
26-Apr	Stakeholders	Spend day with Eva Melendrez CCSD PIFE Coordinator	View FERC; Attend Hispanic Round Table	
	Stakeholders	Attend PTA Conference	Make contacts	
27-Apr	Stakeholders	Attend PTA Conference	Make contacts & attend workshops	
	Stakeholders	Meet with Eva Melendrez and D'Lisa Crain	Discuss Summit and AB224	
28-Apr	Information	Attend Maria Peredes training at elementary school	Learn about family engagement strategies	
	Stakeholders	Attend PTA Conference	Make contacts & attend workshops; attend Superintendents' panel	
	Stakeholders	Attend PTA Conference	Meet with National PTA specialist in Family Engagement	
30-Apr	Stakeholders	Meet with RPDP in Reno	Discuss training with Dave Brancamp and Dawn Hagness	
	Stakeholders	Schedule RPDP meeting	emails about meeting concerning training	
	Advisory Council	Meet with NDE staff on budget matters	Discuss goals/funding	
1-May	PIFE Summit	Summit Planning Committee Meeting--all day	Finalize plans for May 18th	
		Ongoing Duties		

Date	Category	Event	Goal	Comments
Ongoing	Education	Reading PIFE research, books, articles	Learn PIFE programs within state and nation	Learn best practices
Ongoing	Stakeholders	Making PIFE contacts	Within districts and NV; in other states	
		Upcoming Events		
April 26-28	Stakeholders	Nevada PTA Conference--Las Vegas	Make contacts	
9-May	Stakeholders	Report to Legislative Committee on Education	Update on PIFE progress	
17-May	Advisory Council	2nd Advisory Council Meeting--Las Vegas		
	Stakeholders	Superintendents' dinner	Make contacts/introduct myself	
18-May	PIFE Summit	PIFE Summit and presentation	Introduce myself and AB224	