



Bootcamp Basics for Project Directors

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Welcome to Bootcamp

Welcome to Bootcamp.

Structure of the session. Year 1. A in CHAMPS

- ▶ Topic Intro and inspirations
- ▶ Battleground stories.
- ▶ Procedures and structure.
- ▶ Covering your aspirations with relevant documentation.
- ▶ C-H-M-P of CHAMPS



Beginning Thought

- ▶ Always have a nemesis or “adversary”. S/he will pressure you through competition beyond what you ever thought you could achieve. Seek them out and engage them in battle.
- ▶ Always have a mentor or “drill sergeant”. Your mentor will model appropriate action, inspire, support, lead and “feed” you during tough times or “battles”.



I. Who is coming to dinner and what do you serve them?

- ▶ Who Needs Your Services and What do They Need?

- ▶ Quote: "To give real service you must add something which cannot be bought or measured with money, and that is sincerity and integrity. "

- ▶ [Don Alden Adams, President Watch Tower Bible and Tract Society of Pennsylvania](#)



Story time

Is this a “planning meeting” or “OMG, we have to get this done, now who can do it” meeting!



Procedure Time

So...

Set aside your meeting times, be consistent.

- Plan what to plan. Start with reading your grant with your staff.
- Do a Needs Assessment. This should be in your grant the first year.
- Do an Asset Inventory. Determine who has bought in and who has not? Who can give you things the grant cannot? Who will help you reach your programmatic goals?
- Create your Project Plan and Campus Plans.



Documentation

- ▶ Process for meeting and collaboration, when, where, frequency. (Plan to plan)
- ▶ Campus needs assessment–Quantitative and qualitative. (Plan)
- ▶ Asset Inventory (Plan)
- ▶ Project and Campus Plans (Do)
- ▶ Internal monitoring–Supervision (Study)
- ▶ Meet regularly, review plans. (Act–revamp, retool, rethink)



II. Let Your Light Shine



Storytime



Procedure

Promote through program– Parent Information Table, Bus Roadeo, CAT, Facebook

Promote through campus–PTA, Staff meetings, website, announcements, newsletters.

Promote through district–Board meetings, websites, social media.

Promote through community partners–newspaper, local politicians.

Promote throughout state– lights on, presentations.

Promote nationally–associations, presentations.



Documentation/Meeting Notes

- ▶ CAT recruitment notices
 - ▶ CAT meetings (lists, agendas, minutes)
 - ▶ CAT involvement in program
 - ▶ CAT team minutes
 - ▶ Logic model incorporation
 - ▶ Sustainability talks
 - ▶ Press releases, Bus Road-ee, Electronic Newsletter, Herald Banner
 - ▶ CAT members per campus
 - ▶ PIT Contests
- YMCA Partner Activities
 - Boys & Girls Club Partner Activities
 - Outreach
 - Law Enforcement Projects
 - Virtual STEM Mentorship
 - ROTC
 - Daily Short
 - Weekly Brief
 - Board Recognition
 - ACE Website
 - New Superintendent Report
 - Mentors
 - Rock and Roll Meetings

III.

What will you be famous for?

And does it align with identified needs?

- ▶ Quote: “There was a leader who, in word and deed, filled space with clear and consistent messages about how customers were to be served.”
- ▶ Wheatley, Margaret J. Leadership and the New Science, 2006, Berrett-Koehler Publishers, page 55.



Story

“Every campus has to
have a **THING!**”



Procedures

OR How to make your THING happen?

Do

1. Intentional hiring based on needs and skills.

2. Get them materials.

3. Train our SCs to train staff.

But then....

1. We put them in the computer lab. ☹️

2. Other people use materials for unplanned activities.

3. They never do.



So I sent a message.....

Computer
Room Blues

Observe,
Conversate,
Change

Missing
Materials

Bin Bonanza, Label,
Check In/Out

TOT is OUT

DT of Frontline

Study
through direct observation.

ACT
Revamp, Revisit, Revise

Documentation

- ▶ MOUs
- ▶ Alignment of school day–document
- ▶ Center Project Plan
- ▶ Direct Observations
- ▶ ORCA
- ▶ Program schedule, activity log, attendance
- ▶ Snack Lists
- ▶ Safety Self Assessment
- ▶ Transportation Plan



IV

Recruiting participants.

Quote: These boots are made for walking.
(Nancy Sinatra)

OR

Kids vote with their feet.....



Storytime

“I didn’t sign up for a sales job!”



Procedure

- ▶ Weekly (you got it) meetings, consistent time and place.
 - Goals, set them, review them, revise them.
- ▶ Student Opinions and Parent Feedback
 - Ask for it and use it in a way they can SEE!
 - Surveys, focus groups, butcher paper feedback, phone calls.
- ▶ Publicize
 - All your media.
- ▶ Partners



Documentation

- ▶ Intentional student recruitment meeting notes
- ▶ Student Recruitment Materials
- ▶ Student Voice and Choice evidence
- ▶ Family Voice and Choice evidence



V.

Mechanics and Structure

- ▶ Quote: “Getting an audience is hard. Sustaining an audience is hard. It demands a consistency of thought, of purpose, and of action over a long period of time.”
–Bruce Springsteen



Storytime

“No drama”



Procedure

Intentional Hiring:


Can they do the job?

Will they love the job?

Can we live with them?



Johanna's Messages to Staff

- ▶ No drama
 - ▶ Content, Delivery, Classroom Management, Assessment
 - ▶ STEM
 - ▶ PIT
 - ▶ CHAMPS, Tribes, Skillstreaming (If you don't have a positive, pro-social structure, you will not have a program).
 - ▶ We grow people
 - ▶ Families are our customers, and we love our customers.
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Documentation

- ▶ Staff Manual
- ▶ Center Meetings
- ▶ Project Plan
- ▶ Staff Meetings, Trainings
- ▶ TEA, Contractor Trainings, Meetings
- ▶ Job Descriptions–Intentional Hirings, no good ol' boy network
- ▶ Staff implementation of training



VI. Data is King

Quote: “What gets measured,
gets done.”



Storytime



Procedure: Gather data, analyze or study

PEIMS coordinator

TX21st

Pre and Post Tests

Surveys

CPP

Activity Plans



Documents

- ▶ Independent Evaluation
- ▶ TAPR report (state report)
- ▶ Skill Assessments
- ▶ TX21st
- ▶ Pre/post assessments of students
- ▶ State Assessments
- ▶ ACE 100
- ▶ Red folders
- ▶ Campus referrals
- ▶ Skyward
- ▶ Facebook Contests
- ▶ PIT Contests
- ▶ Surveys
- ▶ KWLS
- ▶ Unit Tests
- ▶ State Assessments
- ▶ Weekly Reports

Quantitative

Qualitative

VII.

Sound Fiscal Management

Quote: You are remembered for the rules you break. Douglas MacArthur

http://www.brainyquote.com/quotes/quotes/d/douglasmac100483.html?src=t_rules



Storytime

“What will get me into trouble?”



Procedure to keep everybody honest.....

- ▶ Become an expert record keeper.
- ▶ Make lots of copies.
- ▶ Have your staff make lots of copies.
- ▶ Keep e-mails. Keep text messages.
- ▶ Tell EVERYBODY you make copies, keep e-mails, and text messages (even if you forget once in a while).
- ▶ If all else fails, pull the state or federal card.
(The state made me do it ! The honest way)



Documentation

- ▶ Program and Center Budgets
- ▶ Travel budget, POs, reports, receipts
- ▶ Supply and Equipment budget, POs, receipts
- ▶ Initial what you approve, make copies
- ▶ Payroll records, timesheets and budget
- ▶ Other financial resources
- ▶ Time and effort
- ▶ Financial reports for PD



Thank you for being active participants!



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