

**CAP PLANNING TEAM
AUGUST 9, 2007
MINUTES**

Members Present: Gayle Jackson, Thanda Maceo, Traci McCaudy, Ric Shrubbs

Agenda Items:

1. Grant Review:

Thanda reviewed all of the grant components including the budget. The CAP Planning Team is required to meet on a monthly basis for planning purposes. College awareness activities must also take place on a monthly basis.

2. Participants:

The team decided that there will be no criteria (except minority status) to be part of CAP.

3. Program Dates:

PD Days – September 19, October 18, November 26, January 22, February 19, April 11

Additional dates may include December 15th, March 8th, May 9th

4. September 19th Activity:

Plans were made for the first program to take place at Terra. An emphasis was placed on including parents with all of the activities. Gayle and Traci will meet with Ross H.S. counselors to involve them with the program and the student recruiting efforts.

Draft Program Agenda

9:00 a.m. – 12:00 noon at Terra

1. Welcome & Introductions
2. Overview of Program
3. Student Contract
4. Brainstorming Sessions (parents and students separate)
5. Future Program Activities & Dates
6. Lunch
7. Sharing from Sessions

5. Tasks:

Program Brochure & Application	Thanda
Meet with Counselors	Traci & Gayle
Invitation for September 19 th	Traci
Set up Orientation Meeting & Meet w/Students	Traci & Gayle
Arrange Transportation	Traci
Inform Staff and Administrators about Program	Traci & Lesly
Refreshments	Ric
Terra Room Arrangement	Ric
Student Contract	Gayle
Program for September 19 th	Thanda

NEXT MEETING: September 5th at 11:00 at Traci's office