

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

Members Present: Ric Shrubb, Juanita Sanchez, Brenda Bilal, Traci McCaudy, Gayle Jackson, Thanda Maceo (phone)

Members Absent: Tia Trent, Iesha Gray, Lesly Blanton

Agenda Items:

1. Program Dates:

Thursday, November 29	Full Day @ Terra
Thursday, January 31	Heidelberg
Thursday, February 28	Terra
Friday, April 11	Full Day @ Heidelberg
Friday, May 2	Closing Celebration @ Terra
Week of June 16 or June 23	Summer programming

2. Heidelberg visit from October 30th:

- Dr. Dottavio would like to meet CAP students at next visit.

Gayle reported:

- Forty-six students attended. Tia & Iesha did a wonderful job planning for the day. The students enjoyed the tours with their “peer buddies”. Students would like tours again because all kids did not get to see all of Heidelberg. Can some of the peer buddies come to Terra Program? The cultural activity was great! More kids at Ross want to join the program.

Brenda reported:

- The peer buddy took kids to radio station. The kids loved the radio station. Kids are telling friends about the program.

Juanita reported:

- Joe Worthy did a great job as a tour guide. The kids loved the program.

3. November 29th at Terra:

- Ric will try to get 25 peer buddies for Terra for 4 hours per month to work with our CAP students.

Depart Ross H.S. 8:00 a.m.
Arrive at Terra 8:15 a.m.

Activities

Lunch at Terra

Activities

Depart Terra 2:00 p.m.
Arrive at Ross 2:15 p.m.

Ideas for Terra

- Computer lab and career awareness
- Hands-on experiences
- See Music Department / Eunice Givens
- Fill out application forms, financial aid forms, etc.
- Plan for 80 students
- Scholarship and grant appt.
- Lesly can present Ross HS Scholarship info
- Tour building
- Photo shoots

4. Tasks:

√	Send updated roster to CAP Planning Team	Lesly
√	Present info on Ross H.S. scholarship opportunities during Terra visit	Lesly
√	Permission slip	Traci
√	Busses	Traci
√	Complete name tags (Lesly, we need roster)	Linda
√	Schedule Photographer	Gayle
√	Distribute & collect field trip notices	Lesly, Juanita, Gayle
√	Planning program & lunch	Ric
√	Solicit chaperones	Lesly, Gayle
√	Recruit peer buddies	Ric
√	Invite Heidelberg peer buddies	Thanda
√	EMAs	Lesly
√	Inform Ross teachers & administrators	Lesly
√	Email Terra agenda to CAP Planning Team	Ric

NEXT MEETING: Wednesday, November 28, 8:00-8:30 a.m.; Traci's office