

**Literacy Round Table Committee Meeting: School Age Children
March 31, 2009**

Members Present

Annette Gadsden
Adrienne Lauder
Betsy Middleton
Dana Mong
Tammy Simmons
Tonetta Watson-Coleman
Elicia Jackson
Joanne Calhoun
Clara Heinsohn

Welcome New Members:

Tonetta Watson-Coleman, Directions Group
Clara Heinsohn, CCSD Director of Volunteers and Public Affairs
Joanne Calhoun, Charleston Book Buddies
Elicia Jackson, Charleston Boys & Girls Club

Meeting Goals:

1. Reviewed and made revisions to the survey and calendar.
2. Calendar will be available on CCSD website for the month of May 2009 and will be located under the literacy roundtable link.
3. Asset survey and cover letter explaining the purpose of the survey will be sent to Mary Reynolds and Dr. Doug Gepford for approval. Survey will be distributed to all principals via Principal's Packet and electronically by April 17th. May 1st will be the due to return the survey to Annette Gadsden. The purpose of the survey is to find out what's happening at each school and to highlight the schools' accomplishments.
4. Discuss next steps for the next Literacy Roundtable meeting scheduled for April 15, 2009.

Revisions for Assessment Survey are to:

- Bold the first paragraph and make the font larger.
- Under *School Leadership*, change the name literacy volunteer liaison to literacy volunteer contact and below that add an additional line for media contact.
- List the literacy volunteer contact job description in italic.
- Under *Other Considerations*, change the wording to "What are your schools' literacy needs?" and add below that line "Does your school need additional literacy volunteers?"

Revisions for Resource Calendar are to:

- Add National Volunteer Week.
- Add below the calendar to contact Tammy Simmons if you would like to add information to the calendar.
- List a description of each event along with relevant contact information.

Next Steps:

Share draft survey and cover letter with Literacy Roundtable Committee on April 15, 2009.

Next Meeting:

April 21, 2009. Tammy Simmons will email committee meeting reminders.