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# GUIDELINE

## Procedures for Coordination of Monitors

1. Task Force members should visit each of their assigned schools and meet with the principal prior to the beginning of the second semester.

2. There should be a meeting of all monitors as a group with their assigned Task Force member one week after the first day of the semester. At this meeting the Task Force member should have an airing of the monitors' first week experience to determine how things are going. Monitors' problems, if any, should be discussed and resolutions sought. The Task Force member should seek suggestions from the monitors that could be helpful to the Task Force.

3. The Task Force member should hold a meeting of all monitors two weeks after the first day of the semester. The purpose of this meeting is to discuss the programs at each of the schools. Each monitor should report to the group what part of the integration plan is present at her/his school.

4. Subsequent meetings should be held with monitors as often as necessary, at least once a month. It is important that Task Force members be extremely supportive of the monitors they are coordinating and be available to give them the direction they need.

5. Monitors should keep a log of activities during each school visit and submit a written report to the chairman of the Task Force at the end of each month.

6. The Task Force member will review the monthly monitor reports and will be responsible for bringing problems contained in the reports to the attention of the Task Force.

7. Each Task Force member will give a brief progress report to the Task Force at the first meeting of the month.

8. The Task Force member is expected to visit her/his assigned schools occasionally to insure a good understanding of those schools.

9. Emergency problems should be brought to the attention of the Task Force member immediately who will report those problems immediately to the chairman or vice chairman.

10. A form is provided to the Task Force member to record their meetings with monitors, visits to schools and meetings with civic and community organizations.

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San Diego Integration Task Force

MONITOR LOG

Name: _____

School: _____ Date: _____

Objective of Visit: _____

Observations: _____

Persons Interviewed:

| Name | Position | Comments |
| --- | --- | --- |
| | | |

Comments: _____