

# Opportunities in Math and CTE Workshop

## Preworkshop Action Items

Regions participating in the Opportunities in Math and CTE Workshop will spend the day learning and planning with a diverse group of individuals all working to support student mathematics achievement throughout the state. Some of the day will center around current strategies across the region and others will be new or improved strategies. Teams will leave with a cross-disciplinary action plan to implement within the region.

To make the most effective use of time, several action items will need to be completed prior to October 7. Below is a list of those action items and communication samples.

- ❑ If you have not already reviewed math achievement data, please review. [CTEIS](#) reports, [MiSchool Data](#) reports and the 2024 [CLNA](#) are data sources.
- ❑ Regions send the October 7 PREWORKSHOP TEMPLATE (Math Improvement Strategies Regional Poll) worksheet to Operating Agencies (OAs) and Career Education Planning Districts (CEPDs) within the region and provide a deadline for return such that the region will have time to compile all responses prior to October 7.

### Sample e-mail wording to participants for your convenience:

*Greetings,*

*Thank you for agreeing to participate in the Opportunities in Math and CTE workshop on October 7. As part of leveraging multiple resources and strategies towards cohesive programming to improve student mathematics achievement, please complete the PREWORKSHOP TEMPLATE (Math Improvement Strategies Regional Poll) attached and return to me by \_\_\_\_\_. Note there are examples in gray and a sheet containing explanation of the worksheet column headings in the workbook.*

*Additionally, please plan to arrive with a general understanding of your data and the ability to electronically access that data. As such, please bring a laptop to access any relevant data to your role (CTE: CTEIS, CLNA, etc.) as well as MiSchool Data (Overall Agency: enrollment, mathematics achievement, etc.).*

*Again, thank you,*

**Sample e-mail wording to non-participants for your convenience:**

*Greetings,*

*As part of our Regional Improvement Plan to increase math achievement, our region will be participating in a workshop on October 7 designed to assist us in leveraging multiple resources and strategies towards cohesive programming to improve student mathematics achievement.*

*As participants are limited, only a small representative team will be attending but, this work will inform further plans within our region after the workshop. It is important that all members of the region have an opportunity to share current strategies and be included in the process of planning. Please complete the PREWORKSHOP TEMPLATE (Math Improvement Strategies Regional Poll) attached and return to me by \_\_\_\_\_. Note there are examples in gray and a sheet containing explanation of the worksheet column headings in the workbook.*

*Again, thank you,*

- OAs, CEPDs, and Regions record the strategies/activities (one per line) being implemented or planning to be implemented to improve mathematics achievement and complete the remaining columns for each strategy. Please reference the examples in gray.
- Entities return completed Preworkshop Template worksheets to the region.
- Regions paste preworkshop poll responses and compile a single worksheet for the region which contains all responses gathered from OAs, CEPDs and the region.
- Regions share the compiled worksheet results with regional respondents, particularly members of their October 7 team, prior to October 7.

General notes for arriving prepared on October 7:

**All participants:** Please arrive with a general understanding of your data and the ability to electronically access that data. As such, please bring a laptop to access any relevant data to your role (CTE: CTEIS, CLNA, etc.) as well as MiSchoolData (Overall Agency: enrollment, mathematics achievement, etc.).

**Regional Administrators:** Please arrive with your compiled PREWORK TEMPLATE (Math Improvement Strategies Regional Poll) and be sure your team has access to a copy.