**PYP Fall Administrator/Coordinator Meetings**

**October 25, 2019**

**Georgetown, Texas**

**Facilitator:  Leah Lieurance**

**This session was held for schools that are authorized or in the late candidacy phase of the I. B.  Primary Years Program.**

1. Welcome & Icebreaker - 29 people were in attendance representing 27 schools. The participants were able to network through a PYP Coordinator "Bingo." The goal was to find others in the room who they might want to connect with later based on demographics or school location.

2. Discussion of Tech Sharing Platform - Several ideas were suggested including Google Classrooms, Padlet, or a Facebook Group. They wanted something that would "come to me." For example, it would send an e-mail or notification if something new was added rather than having to check it all the time.

3. Discussion of Coordinator Roles - Using resources and guiding questions from the new Coordinator Resources on the Programme Resource Center, participants rotated freely between tables to discuss topics such as the role of the coordinator, collaboratively creating policies, preparing for a visit, mapping curriculum requirements, and planning professional development.

4. Opportunity for Burning Questions - Participants were given the opportunity to pose other burning questions to the group as a whole. No one had anything extra to ask, so the group was released to stay or go as needed.