



# Sauk Prairie Area Literacy Council Tutor Exchange/Refresh

September 30, 2021

# Agenda

1. Introduction of SPALC Board Members
2. Objectives and achievements of SPALC
  - a) Tutors share current experience or status
3. Monthly Tutor Reports
4. Intercambio Materials/Videos
  - a) Check-out Process at GCCL
  - b) Assessment Tool Available
5. Other Tutor Resources Available
  - a) Virtual Tutoring Support
  - b) SPALC Facebook Page
  - c) Updated SPALC Tutor Handbook
  - d) Website Resources

# SPALC Board of Directors

## OFFICERS

- Renee Thums, President
- Karen Peterson, Vice President & Secretary
- Terri Winscher, Treasurer

## MEMBERS

- Terri Broxmeyer
- Terri Hanson
- Jeff Ochsankehl
- Laurie Pfiffner
  
- Board Liaison/Coordinator: Heather Cole




# Working Committees

Executive Committee

Finance Committee

Census Team

Tutor Educational Support Team



Interested in joining our Board –  
now or in the future, or just want to explore?  
We'd love to talk to you!

Reach out to Renee  
[prthumsg91@yahoo.com](mailto:prthumsg91@yahoo.com)



# Objectives and Achievements of SPALC

## Current Tutor Experience and Status

Optional to share:

- Your name
- How long you have been tutoring
- What you are currently doing or planning with your student (in-person class, virtual, starting soon, nothing)
- Any specific concerns or questions we can help with

# Monthly Tutor Reports

## Jeff Ochsankehl

- Submit reports with # of hours tutored by the 5<sup>th</sup> of the month for the prior month
- Jeff emails out reminder around the 25<sup>th</sup> of each month – do not reply to this
- As shown on the report ALWAYS send to: [monthlyreports@saukprairieliteracy.org](mailto:monthlyreports@saukprairieliteracy.org)
  - *This allows everyone on the Census Team to receive the report at the same time to record our total hours (sending a reply to just Jeff's reminder creates confusion)*
  - *Paper reports can be dropped off at the circulation desk at GCCL*
- The Report Form is linked on the SPALC website in various locations

## Check-Out Process at George Culver Community Library (GCCL)

### Tutor Resource Material

Teacher Books: Return when done

Student Books: Consumable – students keep their books

- Our Teacher/Student Intercambio Confidence and Connection materials are purchased using Council funds.
- For tracking purposes and knowing we are making the most of our investment, materials **MUST** be checked out following the simple process in the 3-ring binder - the explanation and correlating sheets for each book level to indicate what you're taking is in the binder.
- LOCATION OF TUTORING MATERIALS: Consumable Intercambio student books and returnable teacher books are located in the GCCL Literacy area on the first floor of the library, past the circulation desk. [In the event that one of the Intercambio levels is gone, there are additional workbooks in a small file cabinet in the back corner of the GCCL meeting room.] In addition to the consumable materials, there are also general tutoring materials available for check out on your library card at both the George and Ruth Culver Community Libraries. *Both libraries are fine free.*



# OTHER HELPFUL RESOURCES

- ❑ Virtual Tutoring Support –  
Contact Karen Peterson for one-on-one overview or to ask questions  
Visit Intercambio Website for video tutorials  
[Distance and Online Learning Resources](#)
- ❑ SPALC Facebook Page  
For those with Facebook accounts, we encourage you to “Like” and “Follow” our SPALC Facebook Page – we’ll be adding more information and other news here
- ❑ Updated “Handbook for Tutors” – electronic version will be available soon  
Please contact: Terri Hanson to request a copy via email: HANSCANT@msn.com  
We also plan to add it to the SPALC Website Tutor Resource page.
- ❑ Website Resources
  - <https://www.saukprairieliteracy.org/>
  - <https://wisconsinliteracy.org/>
  - [Teacher & Program Tools - Intercambio](#) – Videos and more!
  - Assessment Tools <https://intercambio.org/curriculum-and-resources/admin-teacher-tools/confidence-and-connections-placement-tests/>

❖ **COVID 19 information is available for students on the <https://wisconsinliteracy.org/resources/health-resources/health-resources.html> site under health resources. Some of the materials are also in Spanish.**



**THANK YOU FOR ALL YOU DO FOR SPALC!**

**and**

**THANK YOU FOR COMING!**