

Leadership Team Minutes

October 12, 2016

Welcome: From Debbie Sioui

Members welcomed: Nancy Baum (St. Mary's College), Carmen Burks (Albany USD), Kim Burris (Orinda USD), Charise Calone (CCCOE), Jessica Conkle (Martinez USD), Margaret Coughlan (Moraga SD), Stacy Freeman (Walnut Creek SD), Anneka Harper-Knox (San Lorenzo USD), Kristi Kaufenberg (John Swett USD), Audrey Miles-Thomas (Emery USD), Kathy Perez (St. Mary's College), Marty Schimbor (Acalanes UHSD), Sati Shah (Piedmont USD), Rob Siltanen (Alameda USD), Debbie Sioui (CCCOE), Tina Skuce (Lafayette SD), Carolyn White (Piedmont USD), Georgia Wood (Berkeley USD)

Connecting Activity: Charise had everyone share a picture from their smartphone with the person next to them.

Introduction

- Special introductions made: Rob Siltanen as the Alameda Liaison, and Jessica Conkle from Martinez

Mentor Trainings Updates

- It was noted that we have 52 new Year 1 mentors.
- FAS Year 1 training is currently going on with Jan Knight and Charise Calone co-presenting.
- FAS Year 2 training will only be two days instead of three.
- All Mentor Seminar 1 Cohorts are co-presented by Sarah Young and Charise Calone. The theme is Mentoring for Equity.
 - Much of the discussion is on goal setting for Mentors and PTs
 - Discussion held on how the smartphone can be used as the 'third eye' by recording about 15 minutes of your conversation with your PT. Tina Skuce noted this is very helpful.
 - Tip sheet for recording a mentoring conversation handed out.
- Request was made for the recording tips and mentor goals be sent out electronically to everyone.
- Note: New this year is the Year 3+ Advanced Mentor Training scheduled for November 17 from 8:30 am-3 pm at CCCOE. This is *optional*.
 - Suggestion was made to possibly offer this in the summer, end of school year or early August.

Site Administrator Commitment Letter

- The Site Administrator Commitment Letter to be sent out electronically for the District Coordinators to distribute and then collect the signed letters.
- Suggestion was made to try to attend a principal's meeting to introduce yourself and hand out commitment letters. Principals are only to sign if directly connected with a teacher.
- Bring back the letters to the 11/16 Leadership Meeting
- Please note that the Site Administrators Breakfast is scheduled for 11/10 from 8-9 am
- Thank you was given to Charise Calone for preparing and sending out the Site Administrator newsletter.

PT Letter of Commitment

- Debbie Sioui stated that any teacher who has chosen not to begin induction must submit documentation that they are not participating by initialing the second line on the PT Commitment Letter and signing the form.
- There has been confusion by PTs in completing the PT Letter of Commitment. Many are initialing all three statements and if they are participating this year they are not to initial the second line. Please look over your forms carefully before handing them in.
- Suggestion was made to reword or change layout of the PT Letter of Commitment so less confusion when completing the form.

Early Completion Option

- Debbie and Charise have reviewed the applications, sent out the approval emails to the PT, mentor and coordinator/liaisons. Due date was September 30.
- List of ECOs applications given to group. If a PT was not on the list, please let Debbie Sioui know.

- Debbie Sioui noted to be mindful to the fact that this is for exemplary experienced teachers.

Individual Learning Plans (ILPs)

- All ILPs are due October 31.
- Teachers are to name three goals, (six goals if ECO).
- Districts can send in by paper or electronically. If using the Learning Zone; make a pdf and send it in.
- ILPs can be emailed directly to CCCOE or the district can collect all of them and then submit to CCCOE. Districts may want to make copies. Districts are to let their PTs and mentors know who to send it to.
- Request was made to email a sample of an ILP with goals.

Education Specialist Individual Induction Plans (IIPs)

- IIPs are distributed, completed and collected at the Advisement meetings. IIPs to be signed by the teacher *and* the district Coordinator (or Special Ed Director).
- Copies will be made and emailed back to the PTs.
- Due by October 31

PT Portfolio Building Workshops

- Workshops are mandatory for Year 1 teachers and Year 2 teachers new to the program.
- Please note that the Oct 19 date is at the Alameda District Office
- Please note that the Oct 20 date is at Grant ES library not Bohanan MS
- Any PT that has not signed up needs to let Debbie Shelby know their choice of date
- Debbie Sioui and Charise Calone noted that the discussion has been very rich in the workshops already held.

St. Mary's College Professional Development Updates – Kathy Perez

- CEUs are available from SMC for the Induction work of the mentor and teacher during their weekly meetings. Each district decides if they will honor CEUs or not.
- Updates given by K. Perez on the Distinguished Speaker Series and Hybrid Course

End Of Year Survey Results: Mentor Survey Results Expert Groups

- Expert groups formed, discussion held and then shared

Announcements

- See calendar list of dates on agenda for upcoming orientations, FAS Year 1 Day 1 trainings, Ed Spec Advisement meetings, and Mentor Seminar Cohorts.
- Note: Nov. 2 Special Ed Advisement Meeting at CCCOE has been canceled

Appreciations

- Led by Charise Calone