

Leadership Team Minutes

November 16, 2016

Welcome: From Debbie Sioui

Members welcomed: Nancy Baum (St. Mary's College), Kim Burris (Orinda USD), Charise Calone (CCCOE), Jessica Conkle (Martinez USD), Stacy Freeman (Walnut Creek SD), Aneka Harper-Knox (San Lorenzo USD), Kristi Kaufenberg (John Swett USD), Audrey Miles-Thomas (Emery USD), JoEllen Roesti (Pittsburg USD), Marty Schimbor (Acalanes UHSD), Jo Ann Severson (Benicia USD), Sati Shah (Piedmont USD), Debbie Sioui (CCCOE), Tina Skuce (Lafayette SD), Carolyn White (Piedmont USD), Sandy Wong (Alameda USD), Georgia Wood (Berkeley USD)

Welcome and Introduction

CCCOE Teacher Induction Program Site Administrator Information/Updates

- Fall Site Administrator Breakfast
 - 12 in attendance
 - Discussion held at the breakfast on the new Induction Standards and the SAs participated in focus groups.
 - The slides used at the breakfast are in the packet of information today and may be used to present information to district personnel if needed. Request was made to send out the power point to the group in electronic form.
 - CCCOE TIP have most of the revised Preconditions in place, may need to improve on in just a few areas.
- Leadership Team Focus Groups
 - Leadership group was split into 4 focus groups to review Standards 2 & 3 that highlight areas that pertain to the role of the site administrator. After a time of discussion, each group shared their ideas with the entire group. Will be using all feedback from the focus groups in revising requirements to reflect the role of the site administrators. Recorded ideas from each group given to Debbie Sioui.
 - Suggestions made after sharing out:
 - Sandy Wong suggested using 'GoToMeeting' as a way to allow the SAs to participate more frequently and in an easier fashion. Many SAs are unable to leave their site.
 - Nancy Baum suggested presentations be made at the Principal meetings.
- Site Administrator Commitment Letters: send to CCCOE
 - Reminder was made to please hand in all SA commitment letters to Debbie Shelby or Mary Louise Vander Meulen soon.
 - Some changes will be needed on the list of SA for Acalanes, Orinda, Pittsburg, San Lorenzo, and Private/Charter.
- Site Administrator Communication
 - Breakfast PowerPoint and information is on the website.
 - Charise will be sending out the SA Newsletter soon.
- End of Year Survey: Site Administrator Survey Results Expert Partnerships
 - Expert groups formed, and given different questions to read from the SA Survey. Discussions held with the recording of the strengths, growth areas, and questions. Time of sharing held. Ideas recorded and given to Debbie Sioui.

Individual Learning Plan and Education Specialist Individual Induction Plan

- Due at the end of October, a few still coming in.
- If Mentors are using the Learning Zone, they can make the ILP into a pdf and send it in; or let us know that it is ready so that we can download it and print it off.

Inquiry Action Plan

- It is time to be working on IAPs which are due on January 31.
- Charise Calone gave pointers on what makes a good inquiry question. Samples of well written IAPs included in today's packet of materials, ranging from Kindergarten to High School.

Mentor Training: FAS Year 1, FAS Year 2, Mentor Seminar Training Updates

- Charise Calone gave a quick update on Mentor Seminar trainings, and the Consultancy Protocol.

Teacher Induction Program Funding Updates

- Debbie Sioui informed the group that the invoices for 2016-17 will be sent out to all districts and private/charter schools by the middle of December.
- The contact person for each district was reviewed and resulted in one change:
 - Audrey Miles-Thomas to be the contact person for Emery USD.
- Reminder that half of the payment is due by Feb 15 and the other half of the payment is due by May 30. A late fee of 1% of unpaid balance will be applied after May 30, 2017.

Announcements, Information and Dates

- No Leadership Team Meeting in December.
- Brief review of dates:
 - Nov 17 – PT PD (Special Education)
 - Dec 3 – SMC Distinguished Speaker Series
 - ❖ Single session sign-ups can be done up to the day of the event. Sign-ups for the series of all six seminars are due by Dec 3rd
 - ❖ Reminder of the Masters programs available thru SMC for teachers with 5 years experience or more, as well as teachers and mentors in our program.
 - Dec 14 – FAS Year 2 Day 1
 - Jan 11 Next Leadership Team Meeting
 - Jan 31 – Inquiry Action Plans due

Appreciations and Affirmations

- Led by Charise Calone
- Thank you from Tina Skuce for the information received at the Mentor Seminars.