

## Leadership Team Minutes

September 14, 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), Michael Gardner (Benicia USD), Anneka Harper-Knox (San Lorenzo USD), Kristi Kaufenberg (John Swett USD), Audrey Miles-Thomas (Emery USD), Margo Olson (CCCSP), Kathy Perez (St. Mary's College), JoEllen Roesti (Pittsburg USD), Marty Schimbor (Acalanes UHSD), Sati Shah (Piedmont USD), Debbie Sioui (CCCOE), Tina Skuce (Lafayette SD), Carolyn White (Piedmont USD), Georgia Wood (Berkeley USD)

**Connecting Activity:** Charise led a sharing activity.

**St. Mary's Video of the Hybrid Course Option and Distinguished Speakers Series presented and shown.**

- The link to the videos can be sent out this week.
- Registration is due 10-10-16.
- Distinguished Speakers Series: Limited to 200 teachers with breakfast and lunch. Held on Saturdays at SMC. Entire series is \$275.00. Graduate Academic Credit and Continuing Education Units available.

### Early Completion Option

- Debbie S. emphasized that all programs must make an Early Completion Option available for PTs who have been a teacher of record for 2 or more years before beginning Induction. This allows the PT to do two years of induction in one year. This is beneficial to interns and teachers from private schools. She went over the criteria and reminded everyone that the due date for submission is very soon, 9-30-16.
- Note: Applications and documents needed are to be reviewed by the district coordinator and signed by the district coordinator before submission to CCCOE. Included in the information today is a sample of the Early Completion Option Application Letter of Recommendation.

### Professional Development

- New Online Professional Development Option is about ready to go live (hopefully next week). This is what the teacher is planning to do for their Professional Development. It is not registration.
  - Option form sent to teachers via email, they submit their choice of option online by October 31<sup>st</sup>.
  - District approval will be done online this year by either coordinator or liaison.
  - **NOTE:** This is not registration for the trainings/sessions that they plan to attend. Links to registration for SMC and CCCOE seminars are included in the online PD Option Form to make it easier for PTs to register.
- **Three Options:**
  - **Option 1:** St. Mary's College
    - Distinguished Speaker Series and/or Hybrid Online Course
    - Request was made to add a note to be sure to register by October 10.
  - **Option 2:** CCCOE After School Seminars
  - **Option 3:** Other Professional Development
    - This is a mix and match of Option 1 & 2. Remind PTs they will need to register on their own. Links will be added for easy registration.
    - This will also need to be approved to make sure it meets the teacher and district goals.

### Education Specialist Advisement Meetings

- These meetings are to be attended by special education teachers EACH year of induction.
- Review of the Special Education Teacher Requirements
- Level I Credentials have extra requirements to meet: competency requirements, health, and technology
- Note: IIP will be collected at end of the Advisement meeting, and available at next Leadership team meeting for district signature.

### Website

- <http://www.cccoeteacherinduction.org>
- Helpful to teachers, mentors, and Leadership Team
- Contains: Google calendar, online registration for PD, and has a video on Teacher Induction

### **CCCOE Teacher Induction Portfolio Update**

- There are three choices for Teacher Induction Portfolio: paper, flash drive provided by CCCOE, or the Learning Zone
- If using a flash drive to submit portfolio; the flash drives are distributed at Orientations and/or FAS Year 1 Trainings
- Leadership Team may request a flash drive as well
  - A request for 5 flash drives was made. Instructed to see Charise Calone.

### **PT Portfolio Building Workshops**

- Reminder this workshop is for Year 1 and new Year 2 teachers. Mentor attendance is optional.
- Content: Specifics of what is required in the portfolio, Inquiry Action Plan questions are discussed
- Note: Please ask your PTs to email Debbie Shelby with their choice of date at [dshelby@cccoe.k12.ca.us](mailto:dshelby@cccoe.k12.ca.us)
- Coordinators and Liaisons would like to be copied on the emails

### **End of the Year Survey Results**

- Expert groups were formed. Each group was given different questions from PT/SP survey. The group was to highlight strengths and growth areas. Group sharing done and recorded. Each expert group shared their results with the doc camera.

### **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.

### **Appreciations**

- Led by Charise Calone