

Leadership Team Minutes

May 17, 2017

Welcome: From Charise Calone

Members welcomed: Nancy Baum (St. Mary's College), Carmen Burks (Albany USD), Kim Burris (Orinda USD), Charise Calone (CCCOE), Jessica Conkle (Martinez USD), Stacy Freeman (Walnut Creek SD), Michael Gardener (Benicia USD), Anneka Harper-Knox (San Lorenzo USD), Anjali Kamat (Emery USD), Audrey Miles-Thomas (Emery USD), Margo Olson (CCCSP), JoEllen Roesti (Pittsburg USD), Marty Schimbor (Acalanes USHD), Sati Shah (Piedmont USD), Debbie Sioui (CCCOE), Tina Skuce (Lafayette SD), Carolyn White (Piedmont USD), Sandy Wong (Alameda USD), Georgia Wood (Berkeley USD)

Connector: Consensus Overview

- The group was asked to write about a success in Teacher Induction this year, and the steps that supported this success. This was written on a cut-out key. Sharing was done amongst the group and the keys were gathered together on a key ring by Charise Calone.
- Charise shared successes from the last meeting using consensus!
 - Incorporated 5-6 single documents into one!
 - Selection of 2 goals for the Participating Teacher which allows greater depth and breadth across CSTPs.

Coming to Consensus for Program Requirements:

- Charise reviewed the meaning of consensus and what worked for Leadership:
- Overarching question:
 - How will our program document both 'just in time' mentoring and longer-term analysis of teacher growth?
- Today's essential question:
 - How will our program document a participating teacher's demonstration and competence of growth in the California Standards of the Teaching Profession within the Individualized Learning Plan?
- Focus Question:
 - Which FAS tools will be required by our program and which tools will be the mentor's choice?
 - Tools currently required and embedded in our adopted IKP:
 - Continuum of PreAssessment
 - Continuum of Teaching Practice (fall)
 - Continuum of Teaching Practice (spring)
 - ILP plan goals
 - Inquiry Action Plan
 - Mid-Year Review
 - Participating Teacher Reflection
 - Other tools currently required in a completed portfolio but could be a mentor's choice:
 - Collaborative Assessment Log*
 - School, Family, Community Resources
 - Class Profile
 - Family Communication
 - Lesson Plan (1)*
 - Analysis of Student Work (1)*
 - Classroom Observation (1)*
 - CSTP Artifact List
 - English Learning Packet
 - Special Education Packet
 - Group split up into three constructivist groups to discuss what tools are relevant to demonstrating teacher growth; and which tools would be essential to cycle of inquiry. The tools with an asterisk

(*) above are the tools that the majority of the group felt were essential to keep and the others could be used in the process. It was noted that “Mentoring training is the key to success”.

- Discussion on the ILP lead to the suggestion to drop off the word might in the IAP on #7, box in #7 & #8 to show that it is a reflective piece of the IAP.
- Suggestion was made to have the CSTP Artifacts choices as a drop down box to choose from. Another suggestion was to list all tools and asterisk those most preferred for that standard.
- The group was given a draft of a form for Mentors that lists the ILP Required Mentoring Tools/Processes, Just in Time Mentoring Topics, and Mentoring Tools of Choice. The group was happy to see this form and felt very useful.
- Final consensus - The required evidence needs to be:
 - At least one (1) Lesson Plan
 - At least one (1) Observation
 - At least one (1) Analysis of Student Work
 - Collaborative Assessment Logs

Prospective Mentor Meeting was May 11th

- Eight individuals attended the meeting held on Thursday, May 11, 2017 at CCCOE hosted by Debbie Sioui. The purpose is to be proactive and have mentors on board for the fall in case they are needed. A special request was made for Education Specialist mentors.
- A brief review was given on the application process and criteria to become a mentor. The following items are required: app letter, resume, letter of rec, copy of credential, and an interview whether CCCOE or district.
- Debbie Sioui shared with the group there is now a *NEW* animated powerpoint to share with prospective mentors. It is on the CCCOE TIP website for use. She asked everyone to share this with interested mentors.
- Suggestion was made to only send email to the district coordinators regarding the prospective Mentor meeting. The district coordinators will decide who to send it out to.
- Information folders for prospective mentors are available on the back table.

End of Year Meeting with Mentors

- Most End of Year surveys have been completed by PTs and mentors. Mentor feedback results have been sent directly to the mentors and are current at this time. If anyone has not received one it may be due to their PT not completing the End of Year survey.
- Do not forget to have the mentors complete their Mentor Collaborative Logs which are to be used by the districts at their End of Year meetings with the mentors. Please send in a copy to CCCOE.

Site Administrator Meetings

- Purpose of the meeting is to provide our Site Administrators with an update and information on the Teacher Induction Program’s new requirement of the consultation and ILP goals. Charise asked everyone to think about how this meeting could most effectively occur in their district. Responses can be given on the Google doc survey that will be sent out this week.
- CCCOE would like to begin calendaring for August and September 2017.
- Suggestion was made to include the mentors of the district to this meeting to meet the Site Administrators.

District Colloquiums

- Currently the district colloquiums are taking place this week and next. Several from the group shared highlights from their End of Year celebration.
- The Leadership Team was reminded to hand in to CCCOE the following items: Colloquium agendas, Mentor Activity Logs, Mentor Collaborative Logs (due June 2), and Colloquium sign-in sheets.
- All portfolios are to be brought to CCCOE by May 24th.
- Each Year 2 PT will receive a Participating Teacher Clear Credential Application Timeline 2016-17(yellow sheet) in their plastic sleeve after the portfolio reading. This timeline will outline for the PTs the step-by-step process on clearing their credential with the CTC.

Portfolio Review

- 40 reviewers have signed up. A list of dates, times and who is coming is included in the packet today. Thank you to all that will be helping out on May 25 and 26.
- 8:00am-4:00 pm with light breakfast and lunch from Sunrise Bistro.
- Charise reminded everyone to notify their district PTs on how they will be returning their portfolios to them after the portfolio reading.

Business

- **Dates for 2016-17**
 - End of Year Survey was due May 12th. Encourage those that have not completed the survey to complete it ASAP. So far this year there has been a very good response so far with a high number completing the survey on time (PTs and mentors).
- **Dates for 2017-18**
 - Mentor Seminar Cohort sign ups
 - New Mentor training dates
- Other Information
 - Revised Mentor and PT Commitment Letters
 - Send updated projections in with new PTs and mentors
 - Send in updated contact lists
 - CTC: New process to update name changes on the CTC website, not as easy as before
 - CTC: Will be asked to complete a survey regarding induction. Everyone was encouraged to do so. This will help in future plans regarding induction.
 - Announcement given by Nancy Baum from St. Mary's College about the upcoming CA Teacher Summit to be held at SMC on Friday, July 28. It is free!
- NEXT MEETING: August 16, 2017 8:30 – 10:30 am

Closing

- **Appreciations and Transitions**
 - Tina Skuce will be joining the Teacher Induction Program team at CCCOE. She will be a mentor trainer and the Private/Charter Coordinator.
 - Sati Shah will be moving to Mt. Shasta and taking on a new role as the HS Principal as well as additional roles.
 - Michael Gardener and JoAnn Severson from Benicia will be retiring.
 - Audrey Miles-Thomas will be stepping down and Anjali Kamat will be taking her place.
 - Kim Burris will be moving to the Liaison position in Orinda and David Schragg will be the Coordinator
- **Leadership Team Feedback**
 - A Google survey will be sent out today for everyone to give their feedback about Leadership Team meetings. Comments and suggestions are welcome.