

Leadership Team Minutes

January 11, 2017

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 USD), Stacy Freeman (Walnut Creek SD), Dr. Michael Gardner (Benicia USD), Anneka Harper-Knox (San Lorenzo USD), Kristi Kaufenberg (John Swett USD), Audrey Miles-Thomas (Emery USD), JoEllen Roesti (Pittsburg 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/Introduction/Connector

District Midyear Review Meetings

- Midyear Review Dates
 - Dates for each district as noted in packet on yellow paper
 - ❖ Midyear survey will be done, and sent out, by the start of the dates of the MYR so the survey can be completed at the MYR meeting at each district
- Mentor Activity Logs
 - Collect Activity Logs signed by the PT and Mentor at MYR
 - Send logs to CCCOE
 - CAMs must hand in an Activity Log as well
 - ❖ CCCOE will send out electronically a copy of the Mentor and Mentor-A-Like Logs
- Learning Zone: can do a Mentor Activity Log, or Interactive Log (CCCOE can print a report)
 - On the Learning Zone, the Activity Log is called an Interactive Log
 - Can add dates and times if saved originally on paper/calendar per JoEllen R
 - Make sure to use the save button
 - ❖ Question asked regarding the difference between the save button and submit button
- Transcripts and Midyear Review Portfolio Check Letters for PTs
 - Each district was given a copy of their PTs transcripts for their MYR to use to check off tools (sample in packet).
 - A copy of a MYR Portfolio Check Letter that can be sent to each PT after the MYR was included with the transcripts. This letter is to let each PTs know what was found on their file at the MYR. Many PTs were asking after the review.
 - ❖ Send out electronically to each district a copy of the Portfolio Check Letter to PT
- FAS Tools reviewed for completion at MYR as noted in packet
 - Check off on transcripts, send transcripts to CCCOE
 - Keep a copy for your district if you like
- Agenda and Idea Share
 - Copies given from the districts in packet and ideas shared
- Quickwrite Reminder to Self
 - Debbie Sioui had everyone write down what they want to do, prep needed, and what you want to do for sure for the MYR

ePortfolio Midyear Review

- Reviewing the ePortfolio
 - Collect logs
 - Collect flashdrives/return to PT
- ePortfolio/paper portfolio lists
- Participating Teacher User's Guide
- Learning Zone Open Lab
 - To be held on Friday, Jan 13 from 3:30-5 pm in Berkeley at the District Office in Room 125.

CCCOE Teacher Induction Program Midyear Survey

- The Midyear Survey for PTs and Mentors are near completion to be sent out by SurveyMonkey
 - ❖ Midyear Survey for PTs and Mentors to be sent out by Jan. 12, 2017
- Completion of the survey is due February 1, 2017
- A comparison study will be completed.

Professional Development Online Form: Updates and Feedback

- Updates
 - All but 6 forms have been completed. Much better success this year
 - Due date was October 31, 2016
 - New this year and may need additional tweaking
 - ❖ Request was made to send out by September 1 for 2017-18 so that it can be completed at Orientation by some districts
- Feedback
 - Pros
 - PT ownership
 - Less paper
 - Sent by direct email
 - Option 3 – put it in writing
 - More responsive
 - Made it easier for some
 - Less confusing
 - Tech
 - Missing only 6 out of about 340
 - Negatives
 - Option 3 has been difficult for PTs to complete correctly
 - Disrupted previous PD routine in some districts
 - Doesn't kick back to PT if Option 3 isn't completed
 - Option 3 back-up has been difficult to collect
 - Record keeping (ask Dave)
 - Can't see PTs choice and details once approved
 - Times out for Option 3 to quickly which then is sent for approval instead of kick back
 - When disapproved, has to be reset by CCCOE
 - Would like to be able to print off data sheet with details

Announcement, Information and Dates

- Announcement and information regarding the Master of Arts in Teaching Leadership (MATL) offered by Saint Mary's College given by Nancy Baum.
 - Nancy and/or Kathy Perez are willing to do a personalized presentation to a separate district if anyone would like
 - Applications are being accepted now.
- Inquiry Action Plans
 - Due January 31st
 - ❖ Request was made to electronically send out the sentence frame and examples
- Advanced Mentor and Coaching Training
 - Has been rescheduled for Tuesday, Feb 7, 2017 is the date for the Advanced Mentor Training from 8:30 am – 2:30 pm to be held at CCCOE (flier in packet).
 - Total of 25 mentors can be taken, may need to start a wait list
- FAS and MS training dates for 2017-18
 - ❖ Request was made to send out the FAS/MS training dates for 2017-18 soon
 - Request was made to think about possible trainings in the summer.

Appreciation-Charise