

## Leadership Team Minutes

March 22, 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), Anneka Harper-Knox (San Lorenzo USD), Kristi Kaufenberg (John Swett USD), Audrey Miles-Thomas (Emery USD), Margo Olson (CCCSP), JoEllen Roesti (Pittsburg USD), Sati Shah (Piedmont USD), Debbie Sioui (CCCOE), Tina Skuce (Lafayette SD), Carolyn White (Piedmont USD), Georgia Wood (Berkeley USD)

### Connector: Consensus

- Brief turn and talk given to the group followed by a time of sharing of what worked or what's needed with consensus decision making:
  - Listen to each other
  - All opinions should be given to the group
  - Decision should be for the good of the whole
  - Allow time
  - A clear transparent process is needed
  - Focus
  - Information
- Debbie Sioui noted that the Leadership Team Norms include consensus in decision making and all the norms were built around consensus.

### Information/updates from February 8<sup>th</sup> Teacher Induction Cluster Meeting

- A small portion of Karen Sacramento's 21/2 hour presentation at the Cluster Meeting held on 2.8.17 was shared with the group. The theme of her presentation was *The New and Improved ILP*.
- After viewing the presentation the group shared what important ideas do we want to keep in mind as we adopt our new ILP?:
  - Using practice to inform practice
  - Rethink completion
  - More freedom, less structure therefore the Mentor/PT relationship is important
  - Reflective practice elevated for 'mentoring story'
  - Less can be more; pick the tool that increases reflection
  - Not just a checklist (required pieces vs. organic pieces)
  - Shift of a Mentor match – choice
  - How do we keep IAP/ILP aligned
  - Keeping tools...using strategically
  - Training Mentors
  - How to align with District goals

### The CCCOE Teacher Induction New Individualized Learning Plan

- Debbie Sioui shared how after the collection of data from three focus groups about the initial draft of a new ILP, two additional drafts of an ILP were designed. Copies of draft 2 & 3 were in the packet of information for this meeting, along with the data from the three focus groups.
- Discussion and explanation of the *new* ILP occurred. The *new* ILP consolidated five current program documents into one:
  - Continuum of Teaching Practice (fall/spring)
  - ILP
  - Midyear Review
  - PT Reflection
  - Artifact List
- After a time of *turn and talk* the question was raised if the ILP should be adopted. Further discussion held and concerns raised:

- Liked the chronological order
- Liked having the mentoring topics and tools
- Would like to see more principal participation – sign off? But then is this an evaluation or non-evaluation – blurs the lines?
- District orientation – principal attend so to bridge the gap.
- Concern of losing the ‘just in time’ piece
- Like the clean draft three.
- Have the goal at the top clearly written
- Like the end of the year reflection
- Liked draft 3
- Question asked if the ILP should be adopted: majority of the group were for the *new* ILP.
- Concerns discussed after the vote:
  - Mentoring piece/list is important
  - Have an on line resource toolbox/tools/topics with quick links
  - Template for best tools to use
  - Mentoring supports with guidance in how to use the tools
  - Put on the website
  - If all digital, click on link to get tool to use.
  - Liked chronological piece

### **Ed Specialist Competency Requirements due March 31, 2017**

- This includes all Special Education teachers who have Level I Ed. Specialist credentials
- Need to be signed by Special Ed Director, Mentor and PT before submitting
- Level I Ed. Specialists need to fulfill the health requirement, either by attending the CCCOE Health Education seminar May 2<sup>nd</sup> 4-7 pm or take a course at a university.

### **Mentor Seminars 2016-17**

- Mentors had more choices this year. All three seminars are done and 50 % of the mentors recorded a conversation.
- All seminars were co-presented by Charise Calone and Sarah Young.
- Jan Knight, new mentor coach, also co-presenting Mentor Seminar 3.
- Charise brought to the groups attention that there has been some trouble with attendance for MS 3.
  - Suggestion was made to possibly have it after school since sub issues have been a problem.
  - Brief discussion held regarding having principal support with subbing.
  - Discussion brought up the fact that Wednesdays are not good for a lot schools. Possibly have the last seminar at CCCOE in case someone from Alameda and Berkeley miss their seminar due to sub issues.
- PT and Mentor MidYear Survey results are in! Copies given to attendees of their specific district.

### **Business**

- St. Mary’s College is holding a seminar on Saturday, April 8 led by Belinda Karge: *Strategies to Engage All Students in Common Core*.
- **2016-17 Memo of Understanding (MOU)** with districts
  - Sent to superintendents first week of March and are due to CCCOE May 1<sup>st</sup>
  - Coordinators: please assist in the processing of the MOUs at your district.
  - All districts are paying a fee for service to CCCOE for Teacher Induction:
    - **\$2,000 per participant if the district provides and pays their mentors.**
    - **\$4,000 per participant if CCCOE provides and pays the mentor.**
  - LCAP Priorities and Induction material was sent with the MOUs.
- Next Leadership Meeting is at the end of April – April 26, 2017.

### **Closing**

- Brief review of upcoming dates.