

Leadership Team Minutes

April 26, 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), Margaret Coughlan (Moraga USD), Stacy Freeman (Walnut Creek SD), Anneka Harper-Knox (San Lorenzo USD), Anjali Kamat (Emery 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 USHD), Debbie Sioui (CCCOE), Tina Skuce (Lafayette SD), Carolyn White (Piedmont USD), Sandy Wong (Alameda USD), Georgia Wood (Berkeley USD)

Connector: Consensus Review

- Highlight a norm to be mindful of today.
- Consensus means:
 - I can live with the decision
 - I will support my colleagues in implementing this decision
 - I will do absolutely nothing to impede the implementation of the decision
- What worked for Leadership?
 - Listen to each other, hear opinions
 - For the good of the group as a whole
 - Allow time
 - Clear, transparent process
 - Focus-Goal

Decisions, Decisions, Decisions:

- 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's **Individualized Learning Plan** address the CSTP, including candidate growth goals?
 - What process should our program use to determine CSTP focus areas for growth goals?
 - How many goals should our program require each year?
- What we currently do for goal setting:
 - Pre-assessment on all 6 CSTPs in Year 1 or Year 2 essential elements
 - Choose 3 standards to focus on
 - Co-assess, highlight and cite evidence on fall continuum for each element chosen
 - Create 3 goals on the Individualized Learning Plan FAS tool
 - Submit ILP to CCCOE by October 31

Consensus Question:

- Will we keep goal setting process the same or will we revise it?
 - **#1: Keep the same**
 - **#2: Revised**
 - Pre-assess on all 6 standards without essential elements.
 - Select 2 standards and complete the ILP for each standard with the program's essential elements or using elements of the candidate's choice.
 - **#3 Hybrid: (The group discussed and agreed on a hybrid choice)**
 - Pre-assess on all 6 standards without essential elements
 - Choose 2 standards:
 - ❖ Year 1 – Choose essential elements from each of the 2 standards
 - ❖ Year 2- Choose any element from each of the 2 standards

Prospective New Mentors Information Meeting on May 11th 4-5 pm at CCCOE

- Mentor match is important so try to align mentor/PT the best you can; grade/content alike supports
- Update your projections sheet to reflect this match
- Make sure mentors are aware they are required to go to trainings and meet weekly with their PT
- Debbie Sioui shared that a newly retired mentor can start this fall as they will not be paid until January 2018 so the 180 day waiting period will have past.
- Charise Calone stated that CCCOE would be willing to do a Prospective New Mentor Information Meeting in west county if Alameda, Berkeley, or San Lorenzo are interested.
- Criteria and application process for a mentor
 - Mentor criteria
 - Application letter, resume, letters of recommendation, copy of credential, interview with CCCOE or the district

End of Year Colloquium

- Triads formed to discussion ways to make the colloquium a time of celebration of success and professional growth. Time of sharing was held afterwards with ideas: 3 words about the journey, popcorn shout out, sculpt pipe-cleaner shape reflecting year, hand out a walk-away, you-tube video, held at an outside venue, pick a song to sum up the year, mid-year wrote a letter to self – now return them to the teacher
- Must collect and bring to CCCOE by May 24th:
 - PT flash drives in sleeves with preference form (also Learning Zone sleeves)
 - Mentor Activity logs signed by PT and mentor
 - A copy of the sign in sheet
 - A copy of the colloquium agenda
- Letter to the Reader:
 - To be in the binder/flash drive
 - Learning Zone place in plastic sleeve
- Learning Zone review will be done by Deb Sioui and Charise Calone after each colloquium
- Extra sleeves, envelopes, and portfolio preference pages available for the group to take if needed

Steps to Clearance

- For Year 2 candidates
- CTC process laid out on yellow sheet in packet (very specific step-by-step)
- Each Year 2 candidate will receive a copy with letter of completion
- Will email to all so can hand out at colloquium if PTs ask about the process

End of Year Program Feedback Protocols

- End of Year Surveys for PTs, Mentors, and Site Administrators will be sent out on Monday, May 1st
- Will be sent out via Survey Monkey
- Due Friday, May 12
- Pts will complete Mentor Feedback embedded in the End of Year Survey
- Results will be sent directly to mentors in mid-May with the feedback
- Mentor Collaborative Logs
 - Individual mentor meetings held by June 2 with District Liaison/Coordinator to be held in person, on phone or email
 - Copy to CCCOE
 - Send copy of log to all mentors, liaisons and coordinators

Business

- **Dates for 2017-18**
 - Program Orientation, Mid-Year Review and Colloquium dates needed
 - District Calendars needed
 - Mentor Seminar Cohort dates given
 - Program Calendar handed out

- Year 2 Mentor Training calendar
- **Portfolio Review on May 25 and 26 from 8:30 am – 3:30 pm at CCCOE; and on May 30 if needed**
- **St. Mary's College**
 - SMC Saturday Seminar on May 13
 - CA Teacher Summit to be held at SMC on Friday, July 28. It is free!

Closing

- Thank you from Deb Sioui for everyone's thought and time into the discussion today
- Thank you to Audrey Miles-Thomas from Emery USD for all her hard work the past years. Anjali Kamat will be stepping in for her.