



Contra Costa County Office of Education  
**TEACHER  
INDUCTION**



November 15, 2017 8:30 - 10:30  
**Agenda**

### **Leadership Team Norms**

- *Respect and Value Contributions & Questions From All Team Members*
  - *Be Fully Present and Listen Actively*
    - *Honor Time Constraints*
    - *Keep An Open Mind*
  - *Seek Consensus in Decision Making*

#### ➤ **Welcome and Introductions**

- Timekeeper:
- Recorder: Mary Louise Vander Meulen

#### ➤ **Connector**

#### ➤ **End of Year Survey: Mentor End of Year Survey Focus Group A reports**

#### ➤ **CCCOE Teacher Induction Program Site Administrator Information/Updates**

- Site Administrator Commitment letters: send to CCCOE
- Site Administrator Communication:
  - Website: <http://cccoeteacherinduction.org/Administrators>
  - Site Administrator Newsletter: Charise will be sending out
- Site Administrator Consultation: documentation on ILP
- End of Year Survey: Site Administrator Survey Results Expert Partnerships

#### ➤ **Mentor Training:**

- New Mentor Training Year 1 and Year 2
- Mentor Seminar Training Updates
- Mentor Seminar Cohorts Schedule
- Inquiry Action Plan Workshops: December 7<sup>th</sup> and 11<sup>th</sup> , 4-6 pm CCCOE **NEW**

- Individual Learning Plan and Education Specialist Individual Induction Plan
  - ILPs were due at end of October, only a few still needed☺
  - IIPs from Level I Education Specialists: available to sign today
  - ILPs submitted to Debbie Shelby [dshelby@cccoe.k12.ca.us](mailto:dshelby@cccoe.k12.ca.us) or Mary Louise Vander Meulen [mvandermeulen@cccoe.k12.ca.us](mailto:mvandermeulen@cccoe.k12.ca.us)
  - Learning Zone: can either send ILP as a pdf, or we can access it online to document it
  
- Inquiry Action Plan
  - IAP document due January 31<sup>st</sup>
  - What is an Inquiry Action Plan?
  - What makes a good inquiry question?
  
- Teacher Induction Program Funding Updates
  - CCCOE Teacher Induction Program Fee for Service:
    - Invoices will be sent out to all districts and private/charter schools in our program early in December
    - Invoices for the 16 public schools will be sent to the contact persons listed below:
 

• Acalanes: Aida Glimme	• Martinez: Alex Birdsell
• Alameda: Sandy Wong	• Moraga: Carolyn Parker
• Albany: Cynthia Attiyeh	• Orinda: Kim Burris
• Benicia: Khush Gill	• Piedmont: Julie Valdez
• Berkeley: Georgia Wood	• Pittsburg: Eileen Chen
• CCCSP: Lindy Kahn	• San Lorenzo: Belen Magers
• Emery: John Rubio	• Walnut Creek: Lisa Cheney
• John Swett: Barbara Walker	
• Lafayette: Mary Maddux	
    - Half due February 15<sup>th</sup>, half due May 30<sup>th</sup>, late fee of 1% of unpaid balance after May 30<sup>th</sup>
  
- Announcements, Information and Dates
  - Coordinator/Liaison Meetings - Update re; Leadership Team Information
  - Site Administrator Commitment letters: send to Debbie Shelby
  - Dates to Know:
 

Nov. 16 <sup>th</sup>	PT PD (Special Education)
Dec. 6 <sup>th</sup> and 13 <sup>th</sup>	Year 2 Day 1 New Mentor Training
Dec. 7 <sup>th</sup> and 11 <sup>th</sup>	Inquiry Action Plan Workshops at CCCOE 4-6 pm
<b>Jan. 10<sup>th</sup></b>	<b>Leadership Team meeting (no meeting in Dec.)</b>
Jan. 31 <sup>st</sup>	Inquiry Action Plan due
  
- Appreciations and Affirmations
  - Leadership Team Agenda, documents minutes - <http://www.cccoeteacherinduction.org/>  
(Under Leadership Team tab)