



# CCCOE Teacher Induction Program



September 13, 2017 8:30 - 10:30

## Agenda

### ➤ Welcome and Introductions

- Introduce Leadership Team Members: those who were not at last meeting
- Timekeeper:
- Recorder: Mary Louise Vander Meulen

## 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 & Introductions

- Connecting Activity: Charise Calone

○

### ➤ Role of Site Administrator in Teacher Induction

*Induction Program Standard 2: The mentoring approach implemented by the program must include the development of an Individualized Learning Plan (ILP) for candidates based on needs determined by the teacher and program provider, **in consultation with the site administrator** and guided by the Preliminary Program Transition Plan.*

- Our new ILP has a place for documenting the site administrator ILP consultation
- Some mentors last year at Mentor Seminar wondered about honoring the confidentiality policy and how site administrators will be informed about the consult requirement
- Confidentiality Policy: mini-jigsaw
- New Mentor Training and Mentor Seminars:
  - Will view and discuss a video of a mentor and site administrator meeting re: honoring confidentiality
  - Will learn about the process and documentation of the site admin. consult
  - Site Administrator Information folder: signed out by one mentor per site administrator
  - All mentors should introduce themselves to the site administrator, letting them know who they are mentoring on their site.

- Role of Site Administrator in Teacher Induction: How to share information with administrators?
  - Charise or Debbie can come to your district to meet with your site administrators
  - Powerpoint Presentation: can be used by district liaison/coordinator at a meeting with district site administrators
  - Site administrators can also view the narrated powerpoint posted on our website.

### ➤ Early Completion Option

*Induction Program Precondition 6. An Induction program sponsor must make available and must advise participants of an Early Completion option for “experienced and exceptional” candidates who meet the program’s established criteria. (from revised Induction Standards adopted Dec.18, 2015)*

- All Induction programs must make available an Early Completion Option for participating teachers who have been the teacher of record for two or more years before beginning Induction. (A precondition of all programs)
- ECO Candidates may apply to do two years of induction in one year.
- ECO: goal set in all six standards in one year
- Criteria:
  - Applicants need to be **exemplary candidates** with strong teaching pedagogy
  - Need application (signed by district coordinator), and two letters of recommendation (attached to form) and two past years of positive teaching evaluations
- Application and supporting documents submitted to Debbie Sioui for review by Sept. 30th

### ➤ Professional Development Option Form

- Option form is sent to teachers via email, they submit their choice of option online by October 31<sup>st</sup>
- District approval will be also done online this year by either coordinator or liaison. (see district approver list)
- Three Options:
  - Option 1: St. Mary's College
    - Distinguished Speaker Series
    - Hybrid Online Course
  - Option 2: CCCOE After School Seminars
  - Option 3: Other Professional Development
    - Option 3 Professional Development Verification form is also submitted **online**
- Links to registration for SMC and CCCOE seminars are also included in the online PD Option Form to make it easier for PTs to register

- **Level I Education Specialist Advisement Meetings (schedule attached)**
  - Attended only by **Level I Education Specialists** EACH year of Induction-see list
  - Meeting presented by Cathy Rice (Liaison) or Debbie Sioui
  - Level I Special Education Teacher Requirements each year:
    - Advisement meeting: create Education Specialist Individual Induction Plan (IIP)
    - 12 hours of PD
    - Current Issues and Research Log
    - Work with a mentor who has same credential authorization (Induction mentor regularly or Credential Alike mentor monthly if Induction mentor does not have same credential.)
    - Competency Requirements
    - Health: CCCOE seminar or coursework, CPR card
    - Technology: met though induction
  - IIP will be collected at end of the Advisement meeting, and available at next Leadership Team meeting for district signature
  
- **Website: <http://www.cccoeteacherinduction.org>**
  - Drop down menus for teachers, mentors, and Leadership Team
  - Google calendar
  - Online registration for PD
  - Orientation Powerpoint
  - Video: Prospective Mentor Presentation
  - Video: Role of Site Administrator in Teacher Induction Presentation
  
- **CCCOE Teacher Induction Individualized Learning Plan**
  - Three choices:
    - Paper, Flash drive, or Learning Zone
  - Leadership team members can request a flash drive as well.
  - All PTs and mentors are getting new flashdrives this year
  
- **Individualized Learning Plan Workshops (see schedule)**
  - ILP Support for mentors and teachers, attendance is optional
  - Mini lesson on ILP goal setting, then time for mentor and teacher to do the process
  - Email Debbie Shelby with their choice of dates [dshelby@cccoe.k12.ca.us](mailto:dshelby@cccoe.k12.ca.us)

**TIME** 4:00-6:00 p.m.

**Locations and Dates:**

  - CCCOE: October 2,4, 11**
  - Berkeley USD: October 17**
  - Alameda USD: October 18**
  - San Lorenzo USD: October 19**

## ➤ Announcements, Information and Dates

- Updated Lists; Program, Education Specialists, District PTs/Mentors
- Coordinator/Liaison Meetings - Update each other re: Leadership Team Information
- Upcoming Dates:
  - Sept 11,12,19,20,21 Mentor Seminar 1
  - Sept. 12 Orientation: Emery
  - Sept. 13 Orientation: San Lorenzo
  - Sept. 14 New Mentor Training: Day 1
  - Sept. 18 Special Ed. Advisement Meeting for Level I teachers
  - Sept. 19 Orientations: Walnut Creek and Berkeley #1
  - Sept. 20 Orientation: West County Charter-Private
  - Sept. 21 Orientation: Central County Charter-Private
  - Sept. 26 Orientation: Berkeley #2
  - Sept. 27 Orientation: CCCSP
  - Sept. 28 Orientation: Pittsburg
  - Oct. 2, 4, 11 ILP Workshops
  - Oct. 5 PT PD (SE and GE)
  - **Oct 11 Leadership Team**

## ➤ Appreciations

- Leadership Team Agenda, documents minutes - <http://www.cccoeteacherinduction.org>
  - Leadership tab : <http://www.cccoeteacherinduction.org/leadership.html>
  - Has schedule and agendas