

## Leadership Team Minutes

January 10, 2018

### Welcome and Introductions: By Debbie Sioui

- **Members welcomed:** Nancy Baum (St. Mary's College), Alex Birdsell (Martinez USD), Carmen Burks (Albany USD), Kim Burris (Orinda USD), Charise DeCoito (CCCOE), Aida Glimme (Acalanes UHSD), Anneka Harper-Knox (San Lorenzo USD), Kim Miller (Emery USD), Margo Olson (CCCSP), JoEllen Roesti (Pittsburg USD), Jan Rogenski (Walnut Creek SD), Debbie Sioui (CCCOE), Tina Skuce (Lafayette SD), Carolyn White (Piedmont USD), Sandy Wong (Alameda USD), Georgia Wood (Berkeley USD)

### Connecting Activity: By Debbie Sioui

- *New Year's Activities for you and Your Coachees* by Elena Aguilar
- *Un-New Year's Resolutions*
  - Articles read, briefly discussed and share out with partners
  - One word for the past year:
    - Balance
    - Embrace
  - Best Part of last year:
    - At the end of the year when you can see PT/Mentor success and growth through ILP and IAPs
    - Would like to see this more through the year
  - Hardest Challenge:
    - Several noted that it was hard not being a mentor when so much has changed with the program, like the forms since as a coordinator/liaison not using the forms

### District Mid-Year Review (MYR) Meeting: By Debbie Sioui

- Mid-Year Review Dates
  - Debbie Sioui asked everyone present to make sure the dates of their Mid-Year Review are correct. No concerns voiced at this time.
  - Mentor Activity Logs:
    - Collect from Mentors and hand in to CCCOE
    - Make sure logs are signed by the PT and Mentor
    - A separate log is required to be completed by Credential-Alike-Mentors as well
  - Transcripts have been handed out to each district today.
    - ILP requirements that have been submitted have been checked off already. This is recorded on the transcript and our database.
      - ◆ Site Administrator Consultation
      - ◆ CSTP Pre-Assessment
      - ◆ Fall Continuum Co-Assessment
      - ◆ ILP Growth Goals-Created
      - ◆ ILP Plan (should already be checked off on transcript)
    - Can use these at your MYR: give to PTs or keep for your records
    - Can use letters to the PTs if you wish to let teachers know what has been checked off on their transcripts. Copy in packet today.
  - The new ILP has a mid-year review section in the middle of the goal setting page.
    - Idea for MYR- Since this is a new way to document goal growth...ask mentors and teachers to revisit their goals at the district Mid-Year Review meeting and record directly on their ILP. Can ask them to do this ahead of time, and bring the ILP to the district MYR.
    - CCCOE will not be collecting these.
  - The Mid-Year Review District Meeting: Agenda and Idea Sharing
    - Make sure to send in your agenda for your MYR to CCCOE

- Quickwrite Reminder to Self
  - What ideas might you want to use when planning your district MYR this year:
    - ◆ Berkeley – Meeting individually with 43 pairs to revisit goals since most of the goals are too broad
    - ◆ Alameda – Learning styles and watch the Bowling video
    - ◆ Private/Charter – Possible networking between the schools; look at what standards they are completing and group accordingly
    - ◆ Lafayette- PT working on Inquiry Plan, find a veteran teacher to observe, meet at MYR to debrief
  - What do you want to do in preparation for your district Mid-Year Review?
    - ◆ Email teachers and mentors regarding time, place and what materials to bring
  - What do you want to make sure to do at your MYR?
    - ◆ Collect Mentor Activity logs and sign-ins
    - ◆ Send agenda, mentor activity logs, and sign-in sheets to CCCOE
    - ◆ ILP – Be sure to complete Mid-Year ILP reflection

#### **The Inquiry Action Plan:** By Debbie Sioui

- These are due to CCCOE by January 31, 2018. Collect IAPs before Jan 31<sup>st</sup> then email or send paper copy to CCCOE.
- Brief discussion on what makes a robust inquiry.
- This is a living document and can be updated at any time.
- Revisit at MYR meeting.

#### **CCCOE Teacher Induction Program Mid-Year Survey:** By Debbie Sioui

- Mid-Year Surveys will be sent out this week, by Friday January 12
- Completion of the survey is due 2-1-18
- Some districts have PTs and Mentors complete at MYR. Send an email out about this.
- Review of the data from the past 4 years, 2013-2017
  - What data popped out at you?
    - Mentor Survey:
      - ◆ All areas mentor practice in classrooms increased
      - ◆ Mentor training satisfaction increased
        - Training
        - Practice
    - PT Survey:
      - ◆ Needs met more at meetings
      - ◆ Observations helpful
      - ◆ Concern that 21% never met with their CAM, why? This should be looked into.

#### **Announcements, Information and Dates**

- **Next Leadership Team meeting to be held on February 14, 2018. Valentine's Day!**
- St. Mary's Distinguished Speaker Series highlighting Carol Ann Tomlinson to be held on Jan 20. Walk-ins are welcome.
- Mentor Seminar 2 Cohort dates reviewed, starting January 11-tomorrow in Berkeley
- Mid-Year Review Dates mentioned
- PT PD dates in January: Jan 23 & 25
- Debbie Sioui shared an article written by Elena Aguilar; *Secret Admirers and Classroom Management*

#### **Appreciations and Affirmations**

- Debbie Sioui thanked everyone for their work in Induction and the upcoming Mid-Year reviews
- Carolyn White thanked Tina Skuce for her Mentor newsletter
- Georgia Wood appreciated learning from Margo Olson what her role was in Induction
- Debbie Sioui thanked Tina Skuce and Charise Calone for running the November meeting