

## Leadership Team Minutes

October 11, 2017

### Welcome and Introductions: By Charise Calone

- **Members welcomed:** Nancy Baum (St. Mary's College), Carmen Burks (Albany USD), Charise Calone (CCCOE), Margaret Coughlan (Moraga SD), Khush Gil (Benicia USD), Aida Glimme (Acalanes UHSD), Anneka Harper-Knox (San Lorenzo USD), Kristi Kaufenberg (John Swett USD), JoEllen Roesti (Pittsburg USD), Debbie Sioui (CCCOE), Tina Skuce (Lafayette SD), Carolyn White (Piedmont USD), Georgia Wood (Berkeley USD)
- **Connecting Activity**
  - Led by Charise Calone
  - Just in Time Mentoring Activity with the use of a wordle.

### Mentor Trainings Updates (Charise Calone)

- Charise Calone informed the group that there are 59 new mentors; and a total of 172 mentors in the program!
- Year 1 New Mentor training is co-lead by Jan Knight, Charise and Tina Skuce
- Year 2 New Mentor training is led by Cathy Rice, Sarah Young, Charise and Tina
- Mentor Seminars are led by Sarah Young, Charise and Tina. The first round of seminars was held in September instead of October because of changes in our program. Topics covered at the seminars:
  - Use of visual presentation boards to show what the tools are and how to use them
  - Recording conversations
  - Choice Tools

### Role of Site Administrator in Teacher Induction (Debbie Sioui)

- Site Administrator district meetings
  - Power Point and handouts are available to use when presenting information to Site Admins about the new standards and ILP
  - Tina Skuce found Site Administrators were pretty aware of their role after the meeting when they met with the mentors later on for the consultation with the mentor and/or teacher.
  - Carmen Burke noted that the face to face meetings are a good opportunity to show the changes and see how it impacts the program work
  - Georgia Wood shared how she attended the Site Admin meeting and played Jeopardy with them. The Site Admins found out through the use of the game they had more knowledge of the induction program than they thought they did.
- Site Administrator Commitment Letter
  - District coordinators will distribute and collect the signed letters
  - Bring site administrator commitment letters to next Leadership Team meeting on Nov 15.
  - 1 folder per site but all mentors need to meet with the Site Administrator
- A lot of discussion on the role of the Site Administrator in the eyes of the mentors.

### PT Letter of Commitment (Debbie Sioui)

- Must have one per Participating Teacher. CCCOE would like the originals in our files.
- Teachers choosing not to begin induction must submit documentation that they are not participating by checking the box on the commitment letter and signing the commitment letter. This is considered the Opt Out document.

### Early Completion Option (Debbie Sioui)

- The Early Completion Option forms were due on September 30. Applications and supporting documents were turned in to Charise. All have been reviewed, with approval/disapproval emails sent to the PTs, mentors, and coordinator/liaisons.
- A handout was given to those attending with a roster of the ECO applications and approval/disapproved.
- It was emphasized that ECO is for the exemplary and experienced teachers!

### **Level I Education Specialist Individual Induction Plans (Debbie Sioui)**

- Level I Education Specialist Advisement meeting was held on Sept 18 and will be held on October 19. Individual Induction Plans (IIPs) are distributed, completed and collected at that time.
- These meetings are to go over the extra requirements needed to clear a Level II Ed Specialist credential through CCCOE instead of the PT attending a university.
- IIPs are signed by the teacher, district coordinator or Special Ed Director. Due on October 31.

### **St. Mary's College Professional Development Updates (Debbie Sioui and Nancy Baum)**

- Continuing Education Units (CEUs) are available for the Induction work of the mentor and teacher.
- Nancy Baum noted that St. Mary's will give credit for CCCOE After School seminars.
- Request was made to have the CUS form emailed to the coordinators and liaisons.
- Discussion held on CEUs, different credits, costs, and if districts will use units for advancement on the pay scale. Caution was given that not all districts will accept the units.
- Update given on the Distinguished Speaker Series
- Update given on the Hybrid Course which allows participants to only have to be on campus three times; October, January, and April. Usually it is only twice but the third date was added for Pedro.
- Suggestion was made to add a link for the CEU form on the CCCOE Professional Development Option Form that is to be completed each PT. Nancy Baum will check with Kathy Perez regarding this.

### **PD Online Option Form (Debbie Sioui)**

- Debbie Sioui stated that the PD Online Option Form link will be sent out this week to each PT.
- PT is to complete the form by choosing Option 1, 2 or 3. This will be submitted first to the district for approval by a selected approver from the district. Submission is due October 31, 2017.
- Option 3 requires additional information to be entered into a table; and back up of the trainings entered in to the table, to be sent to the approver.

### **Individualized Learning Plans (ILPs) (Debbie Sioui)**

- ILPs are to be submitted by October 31, 2017 with completion of the following items:
  - Site Administrator Consultation
  - CSTP Pre-Assessment
  - Fall Continuum Co-Assessment
  - Two goals (unless PT is an ECO, then six goals) and resources
- Can be mailed to CCCOE directly, or collect all and submit as a group. Coordinators/liaisons should look them over for completion.
- Send ILPS to:
  - Mary Louise – Alameda, Berkeley, San Lorenzo, Charter and Private
  - Debbie Shelby – all other school districts

### **New ILP Workshops for mentors and teachers – optional attendance (Charise Calone)**

- Emphasized that the workshops are not mandatory but optional. If planning to attend both the mentor and the PT must attend together.
- The benefit to attending the workshop is that the mentor will learn modeling of questioning of the PT to get to the goal. This will be a true workshop when the mentor and PT will be working on the ILP and hopefully completing it.

### **End of Year Survey Results: Mentor Survey Results Expert Groups (Debbie Sioui)**

- Activity done with the results of the End of Year surveys. Partial sharing of discussions held in expert groups done. Time limits.

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

- **Next Leadership Team meeting to be held on November 15, 2017.**

### **Appreciations – Debbie**

- Flowers and gift given to Charise Calone from the group for her upcoming wedding on October 26, 2017.