

Leadership Team Minutes

November 15, 2017

Welcome and Introductions: By Charise Calone

- **Members welcomed:** Nancy Baum (St. Mary's College), Alex Birdsell (Martinez USD), Carmen Burks (Albany USD), Kim Burris (Orinda USD), Charise Calone (CCCOE), Khush Gil (Benicia USD), Anneka Harper-Knox (San Lorenzo USD), Kristi Kaufenberg (John Swett USD), Kim Miller (Emery USD), Margo Olson (CCCSP), JoEllen Roesti (Pittsburg USD), Jan Rogenski (Walnut Creek SD), Tina Skuce (Lafayette SD), Carolyn White (Piedmont USD), Sandy Wong (Alameda USD), Georgia Wood (Berkeley USD)

Connecting Activity: By Tina Skuce

- Just in Time Mentoring Activity- The group viewed a YouTube video by Shelley Moore that covered the topic of Inclusion in Education. A unique comparison of a 7-10 split in bowling and equity in the classroom.
- The group was asked to reflect on how might this help/support their role in education?
 - 1:1 mentoring
 - Tie to ILP
 - Reminder to keep equity in mind
 - Consider the support of new and experienced mentors

End of Year Survey: Mentor End of Year Survey Focus Group A Reports: By Charise Calone

- Anneka Harper-Knox reported the findings that Group A reviewed in regards to the End of the Year Mentor surveys at the October 11, 2017 meeting.
 - It was noted that it was mentioned a number of times by mentors they were not sure of how often to meet with the PT(s) and for how long.

CCCOE Teacher Induction Program Site Administrator Information/Updates: By Charise Calone

- Site Administrator Commitment Letters
 - Still collecting a few outstanding commitment letters; noted on handout in packet.
 - Please send in to Debbie Shelby or ML Vander Meulen. Going very well this year.
- Site Administrator Communication
 - Website has a tab for Site Administrators
 - Some confusion regarding the date on SA Breakfast for March 2016 – may need to change this on the website
 - Charise will be sending out a newsletter to the Site Administrators
 - Request was made to send the newsletter out to the Leadership Team as well.
- Site Administrator Consultation: documentation on ILP this year
 - New this year, seemed to go well and accepted by the Site Administrators.
 - Several individuals shared how this can be tied into the Part A evaluation
 - Lengthy discussion on the possibility of using Google Docs for the Induction Program.
 - Concern voiced on if all districts use Google docs?
 - Some districts only use Google docs and this does not transfer over well in to or from a Word document; especially if tables are use in the Word doc.
- End of Year Survey: Site Administrator Survey Results Expert Partnerships
 - Group divided into two groups to review different question responses from the Site Administrators survey. Each group was asked to highlight strengths and growth areas, and then report out to the group.
 - Group A (Questions #3-5 and #9)
 - ♦ Strengths: Lots of positive response; CCCOE was very responsive to what was asked for- it is being done this year; appreciated the newsletter
 - ♦ Growth Areas: Do not participate, did not know who their PTs and mentors were, budget questions
 - ♦ Questions to Ponder: Did the triads help? How? Is the breakfast meeting the needs?

- Group B (Questions #6-8 and #9)
 - ♦ Strengths: Lots of positive comments
 - ♦ Growth Areas: Do the Site Administrators really understand the questions being asked in the survey? Some conflicting answers. Do the Site Administrators understand the ILP?
 - ♦ Questions to Ponder: 65% did not report they decreased the duties and preps when PTs reported a struggle; the response that answered don't know who to ask if they have questions

Mentor Training: By Charise Calone

- New Mentor Training Year 1 and Year 2 are all done, even with the power outages. Thank you for your patience with the power outages.
- Mentor Seminar Training Updates
 - In September the mentors were asked to offer suggestions on what they would like to discuss in the sessions.
- Mentor Seminar Cohorts Scheduled
 - Cohort 7 has been cancelled due to low enrollment, those enrolled were moved to a different cohort.
 - An additional cohort date will be added in January for two districts that have a conflict with exam week. Charise is working on the date with these districts.
 - A request was made to have the Advanced Mentor Seminars like the past year.
- Tina Skuce sent a Mentor Newsletter this month and plans to send one out monthly.

Individual Learning Plan and Education Specialist Individual Induction Plan: By Charise Calone

- ILP Workshops were held in October and well attended and appreciated by PTs. Some difficulty working with more than one PT at a time.
- ILPs were due October 31, only a few left to collect. Some individuals were given an extension due to the power outages.
- Level 1 Ed Specialists IIPs are ready for signatures today.
 - The following districts need to see Charise at the end of the meeting for the IIPs:
 - Piedmont USD
 - Pittsburg USD
 - San Lorenzo USD

Inquiry Action Plan (IAPs): By Charise Calone

- Inquiry Action Plans are due on January 31, 2018.
 - Have the PTs and mentors send them in to the District Coordinators/liaisons first and then on to CCCOE.
 - Items #1 – 7 are due on the IAPs, # 8 is due by the end of the year.
- Explanation and discussion held on what is an IAP; and what makes a good inquiry question.
- Request was made to email the Leadership Team the *Example Inquiry Action Plan*.

Teacher Induction Program Funding Updates: By Charise Calone

- Invoices will be sent out to all districts and private/charter schools in the CCCOE TIP in December.
- A list of the contact person to receive the invoice for their district was given to the group to confirm the correct contact person.
- Reminder given the half of the fee is due by February 15 and the other half was due by May 30. A late fee of 1% of unpaid balance will be accessed after May 30.

Announcements, Information and Dates

- **Next Leadership Team meeting to be held on January 10, 2018. No meeting in December!**
- Charise Calone requested everyone take a few minutes to write down on a post-it not topics they would like covered in the upcoming Leadership Team meetings.

Appreciations and Affirmations