

Leadership Team Minutes

August 16, 2017

Welcome: From Debbie Sioui

Members welcomed: Nancy Baum (St. Mary's College), Carmen Burks (Albany USD), Kim Burris (Orinda USD), Charise Calone (CCCOE), Alex Birdsell (Martinez USD), Stacy Freeman (Walnut Creek SD), Anneka Harper-Knox (San Lorenzo USD), Kristi Kaufenberg (John Swett USD), Margo Olson (CCCSP), JoEllen Roesti (Pittsburg USD), Debbie Sioui (CCCOE), Tina Skuce (Lafayette SD/CCCOE), Carolyn White (Piedmont USD)

Introductions and Updates: Debbie Sioui

- Benicia has a new Coordinator, Dr. Khushwinder Gill; and new Liaison, Dr. Leslie Beatson
- Margo Olson is now the Coordinator for CCCSP
- Martinez USD has a new Coordinator, Alex Birdsell. Welcomed to the group.
- David Shrag will be the Coordinator for Orinda Union SD and Kim Burris will continue with Orinda Union SD as Liaison
- Julie Valdez will be acting as the Coordinator for Piedmont USD
- Tina Skuce will be working part-time with CCCOE TIP with the Private/Charter schools and trainings.
- Two new private schools have joined the program: Alameda Christian School and Maybeck High School

Connector Activity: Charise Calone

- Three Emojis were presented to the group. The group was asked to pick an emoji presented as how they were feeling about their role in the Teacher Induction this school year. Individuals shared feelings with neighbor partner and with the group.

What's New in Induction?

- Governor Jerry Brown requested that new Teacher Induction Standards be created; given a year to create and a year to put in place. Implementation of the new standards is now - Fall of 2017. This was the CTC's effort to streamline and strengthen the accreditation system to make a highly individualized, mentoring-based program tailored to the teacher's unique needs.
- These mandates instigated the conception of the Individualized Learning Plan (ILP) by CCCOE.
- The ILP provides a roadmap for the teacher, is CSTP evidence-based, and is developed collaboratively by the teacher and mentor along with the site administrator. This document will give opportunities to reflect on the teacher's progress, and can be modified as needed throughout the process.
- Presentation of the CCCOE Teacher Induction Program's Individualized Learning Plan (ILP) by Charise Calone and Debbie Sioui. It was noted that the processes are the same just streamlined in to one document. There will not be a set number of Collaborative Assessment logs; other tools can be used as evidence of weekly meetings. PTs will pick two growth goals to work on; an ECO PT will pick six.

CCCOE Program Requirements: New Updates

- Debbie Sioui reminded the group that the changes were the consensus of the Leadership Team earlier this year.
- Required tools:
 - Individualized Learning Plan template
 - At least 1 lesson plan
 - At least 1 observation
 - At least 1 analysis of student work
 - Collaborative logs
- Mentor Choice Tools:
 - Class Profile
 - School, Family Community Resources
 - Family Communication
 - Resource Communication

- Knowing Students
- Pre-Assessment Iceberg
- English Learner Packet and Special Population Packet will be available
- **ALL** mentors and teachers will receive an updated/current program flashdrive for 2017-18.
- Mentors have a choice of paper, flashdrive or Learning Zone for the ILP format. As of now, only 8 mentors are choosing to use the Learning Zone. If the choice is to use the Learning Zone, the mentor will need to attach the ILP and other documents. The ILP will not be available on the Learning Zone.

Submission of CCCOE Program Requirements:

- Due dates remain the same:
 - **Oct 31st**
 - Site administrator consultation
 - CSTP Pre-Assessment
 - Fall Continuum Co-assessment
 - ILP 2 growth goals created (ECO has six)
 - Professional Development Option (submitted on line)
 - **Jan 31**
 - Inquiry Action Plan
 - **End of Year Colloquiums (dates vary per district)**
 - Same documents as in the past

2017-18 CCCOE Teacher Induction Program Participants

- It is required by all mentors to hand in the following documents soon:
 - A resume (sample of a resume is included in the packet)
 - Verification from Site Administrator (If there is no site Administrator, have the coordinator sign the form)
 - Copy of the mentors credential

CCCOE Teacher Induction Fee for Service

- **All** districts are paying a fee for service this year, just like last year. The fees remain the same as 2016-17.

2017-18 Professional Development

- New Mentor Training dates included in the packet
 - Please contact Debbie Shelby (ext. 3434) to sign new mentors up for the trainings
- Mentor Seminar Cohort Dates included in the packet
 - Please contact Mary Louise (ext. 3471) to sign up for the Mentor Seminar cohort dates.
- Individualized Learning Plan Workshops will be offered this year but are optional. **Both** the PT and the Mentor are to come to these workshops. Contact Debbie Shelby to sign up.
- New this year is the Just in Time Mentoring Design Overview (included in the packet)
- PD Option Online Form will be used again this year.
 - This is from is to be completed and approved by the coordinator by October 31, 2017.
 - Coordinators (or Liaisons) will be assigned to approve the options on-line
 - If **Option 3** is chosen, *please make sure full information of trainings is submitted on line* and that coordinators collect documentation for the trainings noted.
- PT PD General Ed and Special Ed Seminars hosted by CCCOE are now listed in one brochure.
 - Please note that the fee for all seminars for a participating teacher in the CCCOE Teacher Induction Program is now \$10 per seminar. Anyone is welcome to attend; if not part of TIP the fee is \$50.00.
 - The promotional code can be obtained from Mary Louise.
- SMC Distinguished Speaker Series and Hybrid Course (Nancy Baum)
 - Plan to attend the April 2018 date! SMC is very lucky to have Dr. Pedro Noguera present.
 - Please note that the Hybrid On-Line Course will include three in-person sessions, not two, as stated in the CCCOE handbook. The dates of the sessions are: 10/21/17, 1/20/18, and 4/21/18. This was an addition made by the professor of SMC.

- Registration dates for the Distinguished Speaker Series and the Hybrid On-Line Course is October 21, 2017.

District Teacher Induction Orientation Meeting

- Please tell **all mentors and PTs** to be present at the orientation. It is essential that everyone shows up to gain instructions of the new ILP and processes.
- Debbie and/or Charise will be presenting the orientation. They will be bringing their laptop.
- Materials for the year will be distributed at orientation. **Everyone** will be getting a new binder and flashdrive for the year.
- Coordinators and/or Liaisons are requested to:
 - Notify their district's mentors and teachers about the date and time
 - Provide a projector
 - Provide snacks and water
 - Help with sign-ins and material distribution.

2017-18 Program Materials included in packet

- 2017-18 Orientation dates per district
- 2017-18 Mid-Year Review dates per district
- 2017-18 Colloquium dates per district
- Early Completion Option (ECO) Application and instructions
 - Due date for an ECO application is September 30, 2017
 - Charise Calone will send an email to the coordinators with the ECO Application Letter of Recommendation attached per the group's request.
- 2017-18 CCCOE Teacher Induction Program Handbook
 - Please use the handbook you are given, refer to it for questions
- 2017-18 Leadership Team Meeting dates
- Contact list per district
- 2017-18 CCCOE Teacher Induction Program calendar for the year
- District Coordinator Commitment Form
- District Liaison Commitment Form
- Mentor/Participating Teacher Activity Log (updated for this year)
- CCCOE Teacher Induction website information (with password)

Closing and Appreciations

- **NEXT MEETING**: September 13, 2017 8:30 – 10:30 am
- Anneka Harper-Knox voiced concern that some mentors are concerned about the meetings with their Site Administrators. Debbie Sioui reassured the group that this topic will be addressed in an entire mentor training for that very reason. This should help in relieving this anxiety.
- Appreciation for Tina Skuce coming on to the TIP team.
- Appreciation shown to the Debbie Sioui and Charise Calone in leading the meeting and rolling out the new Individualized Learning Plans. Appreciation for always being available to talk and to responding to concerns, questions and information so quickly.