

## Leadership Team Minutes

September 13, 2017

### Welcome and Introductions: From Charise Calone

- **Members welcomed:** Nancy Baum (St. Mary's College), Leslie Beatson (Benicia USD), Alex Birdsell (Martinez USD), Carmen Burks (Albany USD), Kim Burris (Orinda USD), Charise Calone (CCCOE), Margaret Coughlan (Moraga SD), Anneka Harper-Knox (San Lorenzo USD), Tricia Isayi (John Swett USD), Kim Miller (Emery USD), Margo Olson (CCCSP), JoEllen Roesti (Pittsburg USD), Jan Rogenski (Walnut Creek SD), Debbie Sioui (CCCOE), Tina Skuce (Lafayette SD), Julie Valdez (Piedmont USD), Carolyn White (Piedmont USD), Sandy Wong (Alameda USD), Georgia Wood (Berkeley USD)
- **Connecting Activity**
  - Led by Charise Calone
  - Given a list of questions to ask each other, pick three and share with your partner

### Role of Site Administrator in Teacher Induction

- The new ILP requires documentation of the Site Administrator consultations. All mentors should introduce themselves to the site administrators.
- Discussion held regarding the confidentiality policy and how site administrators will be informed of the consult requirement. Guideline handouts distributed in today's packet.
- Short video shown to the group showing a possible scenario of a meeting between a mentor and a site administrator.
- New Mentor Trainings and Mentor Seminars will view and discuss the video; and site administrator meetings regarding confidentiality. Many mentors have voiced concern about these meetings and have looked to the Leadership Team for support.
- Three options given to Leadership Team on how to share information with administrators:
  - Powerpoint presentation available that can be shown to the site administrators
  - Charise Calone or Debbie Sioui can come to the district to meet with your site administrators for about 15 minutes.
  - Site Administrators can view the narrated Powerpoint posted on the CCCOE Teacher Induction website.
- Request was made that the link to the Powerpoint be put in the newsletter to the mentors.

### Early Completion Option

- All Induction Programs must make available an Early Completion Option (ECO) for participating teachers who have been the teacher of record for 2 or more years before beginning Induction.
- ECO candidates will do two years of induction in one year. They will set goals in all six standards in one year. Criteria for an ECO:
  - Exemplary candidates with strong teaching pedagogy
  - Need application (signed by district coordinator), and two letters of recommendation and two past years of positive teaching evaluations.
- Application and supporting documents must be submitted to Debbie Sioui for review by 9.30.17.
- Request was made to email the application, required letter of recommendation and evaluation form to Leadership Team to pass on to possible candidates.

### Professional Development Option Form

- The PD Option Form will be sent to teachers via email (week of September 20) so the teachers can submit their choice of option on line by October 31<sup>st</sup>.
- An updated list of district approvers to be done by CCCOE staff. District approvers will approve PTs choice on line.
- The three options are:
  - Option 1: St. Mary's College
    - Distinguished Speaker Series
    - Hybrid Online Course
  - Option 2: CCCOE After School Seminars

- Option 3: Other Professional Development
  - This requires a verification form to be completed on line for approval
- Links to registration for SMC and CCCOE seminars are included in the online PD Option Form to make it easier for PTs to register.

### **Level I Education Specialist Advisement Meetings**

- All General Education and Educational Specialists have the same requirements this year. That is to complete 6 hours of professional development.
- Education Specialist Advisement Meetings are only required of LEVEL I Education Specialists.
- Requirements for a Level I Special Ed Teacher are:
  - Advisement meeting to create an Individual Induction Plan (IIP)
  - 12 hours of PD
  - Current issues and research log
  - Work with a mentor who has same credential authorization or a Credential-alike- Mentor
  - Attend the Health seminar at CCCOE, CPR card
  - Technology, offered by CCCOE

### **Website: <http://www.cccoeteacherinduction.org>**

- Have questions about CCCOE Teacher Induction Program, go to the website for the following:
  - Google calendar
  - Drop down menus with forms for teachers, mentors and Leadership Team
  - Online registration for PD
  - Orientation Powerpoint
  - Video presentation for Prospective Mentor
  - Video presentation for Role of Site Administrator in Teacher Induction

### **CCCOE Teacher Induction Individualized Learning Plan**

- Three choices to complete an Individualized Learning Plan (ILP) that was authored by CCCOE
  - Paper
  - Flash Drive
  - Learning Zone
    - Not available on Learning Zone yet, will need to download to the Learning Zone
- Leadership team members can request a flash drive. Let us know and we can get it to you or down load it on to your laptop.
- All PTs and Mentors are getting new flash drives this year with the new ILP

### **Individualized Learning Plan Workshops**

- Workshops are ILP support for mentors and teachers. Attendance is optional but both the teacher and mentor must come together to a workshop.
- Lesson on ILP goal setting and then it is a time for mentor and teacher to do the process.
- Email Debbie Shelby with their choice of dates. Schedule in packet.

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

- **Next Leadership Team meeting is scheduled for October 11, 2017**
- Many Orientations are coming up this month

### **Appreciations**

- Multiple appreciations given by the Leadership Team to individuals, districts, teams etc.