**Cluster 2 Program Leaders at California Induction Conference,
Fresno Convention Center on December 3, 2018**

Agenda

I.   Accreditation Report / Update:
II. Presentation of DRAFT Second Quaterly Report - due December 17.

III. Discussion of SQR items:
   A. Sustainability Plan
   B. Data Collection, Analysis, and Implications to Program Implementation.

IV. Planning for Next Steps

Attendance:
   ● Ray Rodriguez, President, NUSD Board of Education
   ● Patrick Sanchez, NUSD Superintendent
   ● Leticia Salinas, NUSD Associate Superintendent of Educational Services
   ● Angela Ehrlich, NUSD Lincoln Elementary Principal
   ● Will Eaton, KEY Academy Principal
   ● Virginia Williamson, NUSD Retired Induction Coordinator
   ● Anne Magario, NUSD Retired Mentor
   ● Leonor Rebosura, NUSD Teacher Induction Director
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I.   Accreditation Report / Update - Presented by Virginia Williamson
*"Individualization", "significant progress", partners with Advisory Council,
VW's sense, we have accomplished a lot but think about sustainability*

Notes from Commission on Accreditation Meeting on November 7 by Will Eaton, KEY Academy Principal and
Virginia Williamson, Retired Coordinator

Newark Unified School District Quarterly Report
Staff remarks:
NUSD first quarterly in response.
   ● Generated probation of 8 stipulations
   ● Made progress
   ● Pg 2 table outlines progress to date, which includes implementing of new standards, individualization
     of program, ILP instead of FACT, to ensure consistency is under direction of Leonor, mentors trained
     in foundation roles.
   ● Also systematized collection of data for continuous improvement.

Questions from the COA Members & Program Responses

A. Briggs – question regarding program directors load – 60 candidates is a lot. 3x per year meetings, plus other face time meeting possibilities.

B. Czajowski – ponders degree to which teacher observation can take place.
Leonor explains she has 34 teachers and has been in 33 of 34 rooms, references CSTP tool to drive focus.

C. Alvarado – acknowledges changes from monthly workshops. Time taken to ask candidates if they have gotten appropriate support.

D. Balatayo – P7 – mentors – district requires mentors to self-assessment 2x year.
- How do you follow up?
- How do you use feedback from there?
Leonor: "self assessment continuum, showed mentors how to grow, gave common language, definitions and examples"

E. Morrision –
- Also impressed with progress.
- Questions sustainability for director roles
- Question for mentoring – can ID concede? How would that be addressed?
Leonor: "mentor reassginement process – in group of mentors – cites a council"

F. Riggs –
- Suggestion – Think about resources needed (sustainability).
- Think of it as an agency.
- Cause for concern for future if numbers grow.
- Some induction programs – support providers meet with transition plan instead of director – a lot is on directors plate in current model.
- While something is in place now, think long range.

G. Balatayo
- Follow up to Riggs
- Differentiated, case b/c case good.
- Would like to see structures protocol or system to direct decisions rather than 1 person addressing case by case. Seconds sustainability concerns – if program grows in numbers it could be a problem.

H. Forbes
- Shares concerns.
- Enjoys hearing advisory meeting.
- Would like to see whats happening, whos there, minutes, etf.
- Would like to see data.

Action item – Forbes moves to accept as does Erickson.

II. Presentation of DRAFT Second Quaterly Report - due December 17.

III. Discussion of SQR items:
C.   Sustainability Plan
D.   Data Collection, Analysis, and Implications to Program Implementation

DISCUSSION NOTES / AGREEMENTS / IDEAS FOR PROGRAM IMPLEMENTATION
- Trained mentors to assume some responsibility for intake interviews going forward
- One required meeting – Orientation

- Fall drop-ins OK
- Will: Would it be possible to have a middle management system set up as a safety net? Mentors could be in charge of other mentors.
    - LR: Maybe leads like site coordinators.
    - Someone from the high school could work with junior high mentors.
    - Schools would identify – like choosing a designee
- Ray: Wanted to clarify Commission's concerns for sustainability
- Ideas:
    - Small groups vs. individuals for intake interviews
    - Trainer model
    - LR covers all this year / train mentors going forward
    - Important to identify mentors right away – ILP must be in place within 60 days
    - Self-assessment and first ILP in group setting
        - LR demonstrates
        - 2-hour session
    - Decision making with Advisory Council – 4 times per year
    - Re-think drop-ins? Half at beginning and half at end
- Discuss CC forms on CSTP elements at intake and how Mentors can use the information
- Results of the Mentor Descriptions of Practice:
    - Analysis of date
    - LR uses the information generated to guide mentor workshops
    - For all mentor workshops, any reading material is provided ahead of time and reading is done prior to the workshop. Workshop time is used for discussion and processing of information
    - Need to discuss how to accomplish modeling if the mentor is not in the classroom

- Advisory Council provided with October Program Effectiveness Survey and asked to review information.
    - LR provided "Ask Leonor" meetings to address CC concerns

- Candidate Logs
    - Last year   - though it was happening, there was no evidence of "Just in time" support.
    - Now this information is clearly available from each candidate
    - LR may address problems on an individual basis
        - Skype
        - Google Hangout
    - Suggestion: Put number of responders next to the percentage of group like responses

- Important to stress that data is reviewed in Advisory Council and decisions are made through discussion and collaboration.
- LR addressed concerns through individual meetings
- Possibly use graphics to illustrate process – like "journey maps"

Factors for sustainability:
- Intake
- Eligibility – HR
- Program design – mentors will do some
- LR won't need as many meetings with mentors
- Content and frequency of mentor workshops will differ depending on mentors' length of service.
- Observations – perhaps not a requirement for all, but Director may determine when observe at her discretion. May use various methods of observation, such as:
    - In person
    - Video
    - Skype or hangout
    - Enlist help from Advisory Council

Areas to address from Survey:
- Modeling
- Classroom observations

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** Questions / Points to Address with Commission:
- What is a healthy balance in terms of the number of CCs per program leader?
- What are key areas on which to focus to address sustainability?
- Point out positive trends: "Based on…" Highlight <u>strengths</u> of program.
- There would be value in including the Director's chart with the report.

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**Points made by District Superintendent:
- Survey CCs as to what they need
- What elements have had the greatest impact?
- Wants to provide those institutional supports for all teachers, not just CCs.
- Share resources for ideas
- Testimonials: What has made a difference in your teaching?
- How can we beef up supports for *all* teachers?