

<b>DCNTP Board Meeting Minutes</b> <b>August 20, 2012</b>
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**Present:**

Nancy Evans, Monona Grove School District  
Marc Heuer, McFarland School District  
Tom Howe, DCNTP

Tim Mommaerts, Waunakee School District  
Melissa Ohm, DCNTP  
Ruthie Schaap, Marshall School District

**Outcomes:** We will:

1. **assess** DCNTP's strengths and challenges in 2011-12 and **consider** next steps.
2. **learn** about recent developments in DCNTP.
3. **create** a scope and sequence for communication and write selected pieces for our newsletters.
4. **recommend** action related to professional development, educator effectiveness, and marketing and running *D&P*.

**Connecting:** **Assessing DCNTP, 2011-2012**

- Board members reviewed DCNTP PD attendance records, 2011-12 budget, beginning teacher participant feedback forms and 2010-13 DCNTP Action plan (see attached) and discussed the following in pairs:
  - **What successes should we celebrate from last year?**
    - *High quality training based on evaluations/value-added*
    - *Variety and amount of PD addressed for the different stakeholders*
    - *Leadership is effective and forward-thinking & reflective*
  - **What are our biggest challenges?**
    - *Beginning Teacher Attendance*
    - *Low attendance threatens future*
    - *Consistent cohort groups attending: District Council, Principal, Board, Beginning Teachers*
    - *Collecting local data*
    - *Budget*
  - **Next steps for 2012-13?**
    - *District Council/Districts involved in beginning teacher attendance strategies*
    - *Connecting beginning teachers with other beginning teachers to reduce isolation – using technology.*
    - *Follow up on sub-committee duties.*
    - *Mentor/Principal communication data – continue to collect using mentor principal collaborative assessment logs*
    - *Revisit roles and responsibilities of District Council. Members need to be stronger communicators.*
    - *Many new principals – Offer Role of the Principal?*

**Lunch and Learning I: Updates**

- *Provided summary of beginning teacher new facilitators meeting held on August 17.*
  - *Shawdi Nesbit, Steve Hernandez, Deb Larson and Fonda Lewis will present the six seminars and author corresponding newsletters. Created a schedule for each seminar, provided roles and responsibilities along with a binder containing the masters for all six seminars. The electronic files will be made available to all through Dropbox.*

- Marc Heuer, beginning teacher facilitator for the past few years and Tom Howe provided the facilitators with presenter tips and lessons learned from working with adult audiences.
- **DPI Peer and Mentoring Grant:**
  - Received word from our DPI contacts that the Peer and Mentoring Grant is due out any day, but in a different form. Discussed if we should include in the grant support for building an online component for the beginning teacher seminars PDP 1 and 2. For a fee, NTC has a license for collaborate and we could use their platform and NTC could also provide us with training to get up and running. This would allow us to offer these seminars to both teachers at our on-site location as well as from remote sites. This would be ideal for districts located farther away. The board seemed receptive to this idea. There were concerns that participants would not come to the site if the on-line option was available.
  - We also believe that the DPI grant will include more of a focus on Literacy and Equity. We are hoping to provide equity as an overarching focus in all of our PD and would also like to include more focus on literacy in the beginning teacher seminars. **Any volunteers to help Tom Howe write this into the grant?**
- Consensusgram from IM training last week. We noticed two trends in the last year.
  - The number of Mentors with 15 or fewer years teaching experience is increasing. The general consensus was that that is a good thing. Mentors newer to the profession can connect well with beginning teachers.
  - We see everyone that attended was somewhat to very familiar with the standards. So our efforts--along with others-- to educate people about the Wisconsin Teacher Standards really appear to be working.
- **Goal is to have our new website "live" by mid-September—therefore, if you have not already provided your bio and photo, please do so ASAP!** The new site will offer links specifically for beginning teachers, mentors, program leaders, and principals and we hope to continuously update with useful resources. Therefore, we will also need your eyes and judgment! **Please forward links to useful resources as you find them to Melissa Ohm. Be sure to include which group the resource is targeted for.**
- We held our first **Principal Breakfast** on August 9. We had our largest attendance so far. Tom sent out an e-mail after the breakfast requesting information from participants on their best orientation practices to share with other administrators. Those will be shared via the first principals newsletter in early September.

### **Learning II: Work teams/Board Responsibilities**

Last June we agreed to author a number of newsletters for 2012-13 focused on different induction stakeholders. Board members agreed to each take responsibility for the different newsletters as follows:

- *Mentor Newsletter: Marc Heuer and Ruthie Schaap*
- *Principal Newsletter: Tim Mommaerts/Tom Howe*
- *Program Leaders: Nancy Evans/Roberta Felker/Heather Lott*
- *Beginning Teacher Newsletter: Beginning Teacher Facilitators*

Board members worked on a scope and sequence for the newsletters along with the timing for each one. Please see attached schedules for topics and months of distribution. Discussed that the format of each newsletter will be the same. They will be different colors to differentiate and each will be one page. All topics will include induction tips related to the time of year of that newsletter's distribution and provide quotes from our districts on what they are doing related to the topic .

### **Managing:**

- **Next Board meeting:** October 22, 4-6 pm, McFarland District Office.
- **Release Mentor Forum,** September 14, Howe home.
- **Beginning Teacher Seminar – Communicating with Parents and Families at the Candlewood Suites,** Fitchburg, September 27, Registration will be out early next week.
- **Coaching and Observation Strategies,** October 9-10. **Please communicate to your districts!!**
- **In-district consultations:** schedule yours now!
- **Schedule Chair Assessment for Growth and Accountability meeting.** This is a way for the DCNTP Chair to set goals and be evaluated on progress. Marc Heuer and Nancy Evans agreed to participate on this sub committee.

### **1:20-1:30 Closing: Your insights and suggestions**

- **NTIN representative and process for selection?** Have decided to focus DCNTP Professional Development budget money on NTIN this year rather than Symposium. Suggested that Tom provide roles and responsibilities of NTIN for a representative and create an application to be distributed by District Council members to folks who they believe would be good candidates.
- **Reviewed attached draft for a revised DCNTP Attendance Policy.** Had a large number of no-shows at our Beginning Teacher Seminars (up to 16 for just one seminar which equated to a loss of \$250.00 paid for food and materials). Wish to revise our cancellation process to include districts being charged \$15.00 per registrant that does not provide a proper one week notice of cancellation. Board suggested this be approved by our district Superintendents prior to adopting the policy. E-mail sent to Superintendents yesterday requesting their feedback by Friday, 8/24. If approved, the revised policy will be included with beginning teacher registration due out next week.
- **Mentor Refresher cancelled.** Suggestions for how to:
  - Refresh the knowledge base of those returning to mentoring after a hiatus?
  - Best support 1:1 mentors and provide on-going learning?We need to revisit this at a later date. Ran out of time to discuss further.
- **Offer D&P?** Consensus that we should offer.
- **What do mentors and beginning teachers need to know now about Educator Effectiveness?** What should DCNTP's role be in this? Tom Howe will be meeting with Kris Joannes who is now with DPI and is helping to write and deliver professional development around educator effectiveness. Tom hopes to find out what the implications are for beginning teachers and mentors. What do they need to know to be prepared for this? The following is a link to more information on Educator Effectiveness <http://dpi.wi.gov/tepd/edueff.html>
- **Program Leader role new to District Council.** (Will serve as primary contact). Will identify the "Program Leader" in each district in hopes of improving DCNTP communication within districts.

**Mission:** Because research and practice indicate that good teaching is central to student learning, the DCNTP will provide educators the systemic, on-going training and support necessary to build induction and mentoring programs. This process ensures a profession strengthened by educators who continually refine their practice through collaboration and reflection.

**when we focus on teachers  
our students succeed**