

DCNTP Board Meeting Agenda January 14, 2013

Present:

Howe, Tom – DCNTP	Heuer, Marc – McFarland
Ohm, Melissa – DCNTP	Evans, Nancy – Monona Grove
Lott, Heather - Madison	Felker, Roberta - McFarland
Schaap, Ruthie – Marshall	Mommaerts, Tim – Waunakee

[All Board Meeting and District Council Minutes for 2012 can be viewed on our DCNTP Website](#)

Passwords are case sensitive.

Board Minutes: <http://dcntp.org/members/for-board/> Password: **Induction**

District Council Minutes: <http://dcntp.org/members/for-district-council/> Password: **DCNTP1**

Blue: Discussion

Red: Action Items

Outcomes:

1. **identify** methods to support and strengthen 1:1 Mentors in Second Semester
2. **highlight** services offered and new opportunities.
3. **revisit** our 2012-13 budget and make recommendations for 2013-14 services.
4. **select** districts to approach as potential members.
4. **consider** social media applications for building communities in DCNTP.

4:10-4:30 Connecting: Supporting our 1:1 Mentors.

Purpose: To consider how we strengthen the skills and practice of those who are not released for mentoring.

- *With a partner brainstorm potential avenues/methods/means of support for mentors across our member districts who do not have in-built support.*
- *Ideas shared by the Board:*
 - *Invite districts to have other district mentors attend their local induction meetings*
 - *Create some type of on-line network/connection between mentors*
 - *Facebook – social network on-line*
 - *What's new Webinars*
 - *Create an early mentor breakfast – 45 Minutes*
 - *Help line to Tom Howe*
 - *Ask the expert – teleconferenced calls. Possibly have mentors provide questions/situations in advance and then they are addressed on these regularly scheduled calls.*
 - *Focused district consults – teaming with other districts*
 - *Mid-year check-in with other districts*
 - *Invite other district mentors to attend dialogue dinner in McFarland, March 13*
 - *Release Mentor Forums – invite 1 to 1 mentors to a couple meetings each year and provide differentiation*
 - *Exemplars – revisit*
- **Outcome:** *Tom will review ideas and build some of these ideas into the 13-14 budget. See if there is anything we can implement before June this year.*

4:30-4:45 Staying in the Loop: What's happened since last meeting?

Purpose: To quickly highlight services, changes and opportunities.

- What has the DCNTP Chair been up to this month?
 - 12-14-12, Facilitated Release Mentor Forum, *Goal Writing* and *Veteran Teacher Observation*
 - 12-17-12, Planned *Mentors Role in EE* with Marc Heuer and Steve Hernandez
 - 12-19-12, Facilitated training for Stoughton Admin team around formative feedback; schedule yours now!
 - 12-19-12, Met with Tim Schell to plan Waunakee focused consult
 - 1-10-13, Facilitated Effective Formative Principal SLO Feedback for Superintendents at DPI's workshop for pilot districts
 - 1-11-13, Facilitated Release Mentor Forum on *SPASD Online BT Learning* and *Principal Communication*
- ***Exploring the Role of the Mentor in Wisconsin's Educator Effectiveness Model*** registration is now open: http://dcntp.org/ai1ec_event/the-mentors-role-in-wisconsin-educator-effectiveness/?instance_id= teams encouraged from our districts, and *we currently have 13 individuals attending from 7 districts. Please encourage your districts to attend. Feb. 13, 2013, 8:00-11:30 am.*
- ***BT Seminar – Introduction to the PDP.*** #3 on 1-10-13, facilitated by Deb Larson and Shawdi Nesbit. (60 participants.) *Attendance up significantly from last year's 18 participants.*
- Next ***Program Leader Coffee***, 1-18-12.
- ***Designing and Presenting Professional Development***, February 19-20, 2013. Please support this in your districts—*we currently have 11 registered. Register at: http://dcntp.org/ai1ec_event/new-teacher-center-designing-and-presenting-professional-development-for-beginning-teachers/?instance_id=294*
- Next ***BT Seminar #4, Meeting the Needs of Diverse Learners***, facilitated by Fonda Lewis and Steve Hernandez scheduled for Feb. 28. (43 currently registered)

4:45-5:30 Setting our budget for next year:

- Review 2012-13 budget to date. http://dcntp.org/wp-content/uploads/2013/01/DCNTP-Budget-Update-1_14_13.pdf
- Cambridge consortium fee still outstanding. *Tom is working to collect. If not received, this will impact our services for the remainder of the year. They did sign the agreement.*
- Recommendations/central issues for consideration
 - Flat fee with the small/large school intact, fee for service, or some combination? *Randy Freese suggested that we stay with current flat fee model. Simpler is better, according to Randy, and this removes added work for the business office. Melissa's salary increase and benefits. NTC provided Melissa with an increase effective December 1, 2012. They are covering the extra amount through June 30 and then will expect DCNTP to pay the additional half of the increase amount which equals and additional \$1,000*

for 2014-15. NTC has also been paying 100% of Melissa's benefits and will likely request that DCNTP cover 50% of those as well on the next budget. We are researching that amount. Estimating the amount to be about \$4,000.

- Tom's salary reflecting hours worked to meet DCNTP services (We need roughly 1.5 FTE, and we currently pay for .9 FTE). Based on prior staffing of the DCNTP, we had the equivalent of 1.5 FTE supporting the DCNTP. DCNTP is currently offering more services while paying .9 FTE in salary for Tom and Melissa. In reality they are working actual hours closer to 1.25 FTE. May want to consider increasing Tom Howe to .5 FTE. This would equate to 18 additional days/year or \$2,350.00 ***Also need to make a decision about sick leave for Tom prior to next budget proposal.***
- Consider increasing Professional Development money to 1) reestablish Symposium Scholarship \$3,500; 2) train one or two more Co-Presenters through NTC's Presenters Academy (Marc Heuer, Jodi King, and in reserve, Moncia Schommer are currently trained); *(estimate about \$4,500 - \$5,000 per co-presenter for training, hotel, travel, F&B depending on location offered – could be combo of Chicago and Santa Cruz) Suggested that DCNTP could fund half of this cost.* 3) Secure funds for online seminars/forums etc. so that we might expand into more distant districts. ***It was suggested that we try to find grants to fund these items for 2014-15.***
- ***In order to support these increases in cost of the DCNTP, we need to put together a marketing plan to increase district membership as well as seeking out new grants now that the DPI Peer Review and Mentoring Grant is no longer available.***
- *Tom will attend the superintendent's meeting on February 8. We will provide an update on the new DCNTP service offerings for 2012-13, attendance at our PD offerings to date, and highlight other successes for this year. This work will be to update Superintendents on our work prior to next month's budget request..* ***Please let Tom know if you would be interested in attending this meeting with him.***
- *Would like to take final budget to Dane County Superintendents by their March 8 Meeting. Board suggested that other members should attend with him to make the case for increase in Tom's hours and to support membership.* ***Please let Tom know if you would be interested in attending this meeting with him.*** *Board suggested that we have had higher DCNTP fees in the past. Review and possibly provide information on the rates over the past number of years.*

5:30-5:40 Marketing and outreach:

- 1) *A list follows on the next page containing districts we are targeting for DCNTP memberships and potential contacts. **Please review the list and let Melissa know if you would be willing to contact anyone in these districts regarding potential membership.** A few Board members already volunteered and they are listed below as well.*
- 2) *We have put together an Introductory Membership Flyer. It gives districts the option to send two people to sample our services for one year before deciding on becoming a member. This is only valid for districts who have not been members in the past. This excludes Oregon and Waterloo. <http://dcntp.org/wp-content/uploads/2013/01/Introductory-Membership.pdf>*

Targeted Districts for DCNTP:

District	Contact	Board Member who will contact
Baraboo	Lori Mueller – C&I Director lmueller@barabooschools.net	Roberta Felker
Columbus	David Deguire – Director of Instruction david_deguire@columbus.k12.wi.us	
Edgerton	Dennis Pauli – District Administrator	Marc Heuer
District	Contact	Board Member who will contact
Janesville	Kim Ehrhardt – C&I Director	
Johnson Creek	Lisa Krohn – Director of Teaching and Learning krohn1@johnsoncreek.k12.wi.us	
Lake Mills	Jennifer Nicholson – Middle School Principal Jennifer.nicholson@lakemills.k12.wi.us	Tom Howe
Lodi	Tiffany Loken – Director of C&I lokenti@lodi.k12.wi.us	
*Middleton/Cross Plains	George Mavroulis – Assistant Superintendent gmavroulis@mcpasd.k12.wi.us Sherri Cyra – Director of Teaching and Learning Curriculum scyra@mcpasd.k12.wi.us	Roberta Felker
New Glarus	Julie Moore – Talented and Gifted Coord. Julie.moore@newglarus.k12.wi.us	
*Oregon	Anita Koehler – Director of Instruction ajk@oregon.k12.wi.us Kelly Meier also Principal here Feedback is that mentor does not feel	Roberta Felker

	supported.	
Portage	Peter Hibner – Assistant Superintendent/Director of Instruction hibnerp@portage.k12.wi.us	
Sauk Prairie	Cynthia Odden – Director of C&I oddency@staff.saukpr.k12.wi.us	
Waterloo	Mauren Adams – Middle School Principal adamsm@waterloo.k12.wi.us	
Wisconsin Dells	Our contact no longer there	

3) *We would also like to invite these districts to our upcoming District Council Meeting on March 11. Melissa has created an invitation letter that you can customize and e-mail to them. It can be downloaded from our DCNTP website: <http://dcntp.org/members/for-board/> Please let Melissa know who you plan to invite ASAP. She will be asking other District Council Members to contact any remaining districts.*

5:40 - 5:45 Managing:

Purpose: to quickly disseminate necessary information and solicit feedback as needed.

- ***Next meeting, TBD. Tom will send out the revised date very soon.*** Finalize budget; Social media applications for BT and MT communities.

5:45-6:00 Closing: Looking ahead.

Purpose: To gain information about Social Media and its begin to consider applications to mentor and beginning teacher networks..

- ***We ran out of time to discuss. Tom e-mailed the information on January 16 regarding the use of social media for the Board to review prior to our next meeting. You can find this information on our website at: <http://dcntp.org/members/for-board/>***