

1:1 Mentor Support Samples

SCHOOL DISTRICT OF McFARLAND
Educational Assistants / New Teacher / Mentor Orientation
Day 1: Monday, August 26, 2013
8am – 3pm
Gathering in the McFarland High School Library

WELCOME! to: Teachers and Educational Assistants New to the District

FACILITATORS: New Teacher Induction/Mentoring Committee Members:
 Roberta Felker, Gloria Frank, Katie Halverson, Marc Heuer, Kathy Kellen,
 Danielle Kleijwegt, Heidi Mosso, Jeana Scharpf, Kelly Thompson

OTHERS INVITED: A-Council members, School Board members

~~~~~  
**AGENDA**

- |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                         |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 8:00am – 8:30 | Continental Breakfast in the High School Library<br>(Library is immediately to the right as you enter the main doors of the High School)                                                                                                                                                                                                                                                                                                                           |                                                                         |
| 8:30 – 8:40   | Welcome!<br><ul style="list-style-type: none"> <li>• Arlyn Halvorson, School Board President</li> <li>• Scott Brown, Superintendent</li> <li>• Eric Brehm, President, McFarland Federation of Teachers</li> </ul>                                                                                                                                                                                                                                                  |                                                                         |
| 8:40 – 9:00   | District-Level Introductions<br><ul style="list-style-type: none"> <li>• Director of Instructional Services – Roberta Felker</li> <li>• New Teacher Induction/Mentoring Committee members – Marc Heuer</li> <li>• Principals/APs - Tom Mooney, Sue Murphy, Aaron Tarnutzer, Brett Jondle, Jim Hickey, Karyn Stocks-Glover</li> <li>• Director of Integrated Student Services – Dave Witte</li> <li>• Director of Business and Technology – Jeff Mahoney</li> </ul> |                                                                         |
| 9:00 – 9:30   | New Staff Introductions ~ Tell Us About Yourself<br><ul style="list-style-type: none"> <li>• Teachers new to the District</li> <li>• Student teachers – please introduce yourselves and let us know at which grade you will be teaching and the name of your cooperating teacher</li> <li>• Educational Assistants new to the District</li> </ul>                                                                                                                  | Principals                                                              |
| 9:45 – 10:15  | <b>New Teachers and New EAs:</b> PBIS Introduction                                                                                                                                                                                                                                                                                                                                                                                                                 | Aaron Tarnutzer / PBIS reps<br>MHS Library                              |
| 10:15 – 11:15 | Tech Training for New Teachers and EAs – Session I<br>Focus: Phone, email, IC grade books<br>* <i>Student Teachers (TBD)</i>                                                                                                                                                                                                                                                                                                                                       | Technology Integrators<br>HS Lab - TBA                                  |
| ~~~~~         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                         |
| 9:45 – 11:15  | <b>Mentors of 1<sup>st</sup> Year Teachers:</b> Mentor Meeting –<br><ul style="list-style-type: none"> <li>• Mentor expectations and goals (Marc)</li> <li>• Educator Effectiveness (Roberta)</li> <li>• Q &amp; A – all mentors of first year teachers</li> </ul>                                                                                                                                                                                                 | Marc Heuer &<br>Roberta Felker<br>DO Board Room /<br>HS Conference room |
| 11:15 – 12:00 | <b>All:</b> Barbeque Lunch                                                                                                                                                                                                                                                                                                                                                                                                                                         | High School Commons                                                     |
| 12:00         | <b>EAs excused to enjoy the rest of the day off!</b>                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         |

|               |                                                                                                                                                                          |                                                      |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 12:00 – 12:30 | <b>First Year Teachers &amp; Mentors: Intro to the PDP</b>                                                                                                               | John Fisher, QEI<br>Katie Halverson<br>DO Board Room |
| 12:45         | <b>Experienced Teachers &amp; Other Professional Educators: PDPs &amp; You</b>                                                                                           | John Fisher, QEI<br>Roberta Felker<br>DO Board Room  |
| 12:45 – 3:00  | <b>First Year Teachers &amp; Mentors: Time in the schools</b><br>• Dates to remember<br>• Absences, conferences, assorted forms and on-line process ... what to do when? | Your school                                          |
| 3:00 – 4:30   | <b>B-r-e-a-t-h-e!</b> Enjoy a cool beverage and snacks                                                                                                                   | Angelo's<br>4706 Farwell Street                      |
| 1:45          | <b>Mentor Committee Check-in with Principals</b><br>(Only Mentor Committee)                                                                                              |                                                      |
| 2:00          | <b>Principals Meet Mentors of 1<sup>st</sup> and 2<sup>nd</sup> Year Teachers</b><br>(Only Principals and Mentors)                                                       | In buildings                                         |



### Harvest Home

Bettye T. Spinner, 30-year veteran English teacher, Moorestown NJ

In the ideal  
it is a harvesting,  
this work we do -  
a reaping of crops grown from ancestral seeds,  
a gathering of first fruit  
from vines that trace their sources  
beyond geography, beyond gender,  
beyond the bleach and blush  
and black of skin  
and root themselves in watery grace,  
in knowledge that nourishes us all.

In the ideal  
our classrooms fill like cornucopia,  
overflowing with the bounty of our grange.  
life stories, heaped among the texts,  
spill into the hallways of our schools,  
crowd the sidewalks or the subways  
or ride yellow buses home,  
altering the form of knowing,  
changing heads, changing hearts,  
changing history,  
bringing harvest home.

**SCHOOL DISTRICT OF McFARLAND**  
**New Teacher / Mentor Orientation**  
**Day 2: Tuesday, August 27, 2013**  
**8:00am – 3pm**  
**Gathering in the McFarland High School Library**

**\*Please bring your own computer if you would like to set up a remote desktop connection to access your school files from home!**

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                 |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 8 – 8:30am    | Breakfast & Welcome Back!<br>District Big Ideas<br>Culture and History of McFarland<br>• What you can expect from your mentor                                                                                                                                                                                                                                                                                                                                                                                | High School Library<br>Roberta Felker<br>Scott Brown & Jim Hickey<br>Marc Heuer |
| 8:45 – 10:45  | Tech Training II<br>• Aesop, Skyward tech requests, maintenance requests,<br>work orders, on-line calendar, signing up for computer labs,<br>Infinite Campus (by buildings),<br>Remote Desktop Connection                                                                                                                                                                                                                                                                                                    | Building Technology<br>Integrators<br>HS Labs 171 & 172                         |
| 10:45 – 11:30 | K-12 Special Ed. Infinite Campus training<br>(Other teachers go to your buildings)                                                                                                                                                                                                                                                                                                                                                                                                                           | Janet Ness<br>HS Lab 172                                                        |
| 11:30 – 3:00  | Lunch in your building and work time<br>Your principal will stop by your room to give you a tour of the building and chat about ...<br>• <u>Your questions!</u> • Curriculum Council meetings, times, location • Absence reporting • Building procedures • <i>Danielson's Framework for Teachers</i> • Staff Handbook questions • CARE Team process<br>• PBIS • Six staff development days<br><br>• <b>Mentor Committee members will collect new teachers' feedback forms of our first two days together</b> |                                                                                 |

***Always We Hope***

Always we hope  
someone else has the answer,  
some other place will be better,  
some other time it will all turn out.  
This is it.  
No one else has the answer,  
no other place will be better,  
and it has already turned out.  
At the center of your being  
you have the answer, you know who you are,  
and you know what you want.  
... Abide at the center of your being,  
for the more you leave it, the less you learn.  
Search your heart  
and see:  
The way to do is to be.

**SCHOOL DISTRICT OF McFARLAND**  
**Welcome to the 2013-14 Mentoring Year!**  
**9:45am – 11:15 am, Monday, August 26, 2013**  
**McFarland HS Library**  
**Agenda**

DRAFT

- 
- 9:45 – 9:55     **Welcome!**  
Focus:  
→ Reflection  
→ Goal-Setting  
→ Details, details ...
- 9:55 – 10:15     **Learning/McFarland Context: Mentor Responsibilities**     (with your elbow partners)  
→ Think about the mentor you want to be and the experience you want your mentee to have this year – what does that scenario look like? What are your goals? What do you need to make it all happen? What gets in the way?  
→ Reflect on the current status of your mentoring practice.  
→ Option: Share a snapshot of a successful mentoring practice. How do you know that it was successful (i.e., what evidence do you have)?
- 10:15 – 10:35     **First meeting with Principals**  
Introduction to ...  
→ A triad model  
→ Article jigsaw  
→ Admin. – mentor collaborative reflective log
- 10:35 – 10:50     **First meeting with Beginning Teachers**     Marc  
→ Share excitement and anticipation  
→ Lay the foundation for a trusting, productive relationship  
→ Clarify your role  
→ Listen with acceptance to needs and concerns  
→ Provide support along with a greater vision for your work together.
- 10:50 – 11:05     **Managing**  
→ Context of teacher effectiveness and student growth  
→ Collaborative Log sheets  
→ Mentor Standards  
→ FAS tools overview  
→ Mid-year mentor gatherings
- 11:05 – 11:15     **Closing/Feedback & note to your mentee**

*With gratitude ... and wishes for a wonderful year!*

**School District of McFarland  
Principal-Mentor Meeting  
August 26, 2013**

DRAFT

*“... Tomorrow, though, I will run behind.  
Arms out to catch her, she’ll tilt then balance wide  
Of my reach, till distance makes her small,  
Smaller, beyond the place I stop and know  
That to teach her I had to follow  
And when she learned I had to let her go.”  
- Wyatt Prunty*

- I. Thank you for meeting with us!
- II. Sharing our visions
  - Building principal
  - Mentors
- III. Role of Mentor Committee
- IV. The observation/evaluation cycle
  - Principals inform mentors of projected observation dates
  - Mentors observe and provide feedback before principal’s observation
  - Option to meet together to discuss ...
- V. Formative assessment tools
  - Collaborative assessment log
  - Interactive journal
- VI. Questions (and answers)

Make a list of the 10 most important points you need to remember related to PI 34 in order to support initial educators and explain how these may be different from your current understanding of teacher licensure.

1. PI 34 is intended to help teachers succeed- rather than being a just a licensing process, it is a “safety net” to keep teachers in the field.
2. Reflection is an important part of improving and growth. PI34 assures teachers will reflect on their practice. (Former licensing did not include this expectation).
3. PI 34 requires teachers to study the 10 teaching standards and use them to drive their teaching. . (Former licensing did not include this expectation).
4. PI 34 allows time for the process to evolve, teachers are given 5 years to study their own practice. (Former licensing did not include this expectation).
5. PI 34 has “safety nets” built into the system: the review team must check and approve the goal.
6. School districts are also responsible for helping the initial teachers by being required to supply competent mentors. (Former licensing did not include this expectation).
7. Before PI 34, there probably (certainly) was an expectation that students would learn with the former licensing process but there was no real way to know or assess that learning.
8. With PI 34, teachers, districts, and institutes of higher learning are all stake holders in the licensing and success of teachers (and ultimately, student learning).
9. With PI 34, there is an expectation that teachers know that students learn differently and will adjust teaching to accommodate those differences.
10. With PI 34, there is accountability that institutes of higher education- even after graduation, are part of the process.