

Dane County New Teacher Project Minutes

September 30, 2013, 2-4 pm

Waunakee Community School District Office

Present

Andersen, Steve – Cambridge Tom Howe - DCNTP Melissa Ohm - DCNTP Dobbs, Joanie – Evansville Lott, Heather – Madison Thiel, Melanie - Madison Schaap, Ruthie – Marshall Heuer, Marc – McFarland	Evans, Nancy – Monona Grove Lewis, Fonda – Stoughton Foley, Linda - Stoughton Nesbit, Shawdi – Sun Prairie Doucette, Jen – Waunakee Moe, Miranda - Waunakee Mommaerts, Tim – Waunakee
---	---

*Please note that these minutes and the links to all resources can be found on our website at www.dcntp.org under For Members, For District Council. **Password:** DCNTP1. You may not be able to use the hyperlinks if using Firefox as your browser. However, you can cut and paste the url addresses into your browser.*

Blue: Discussion

Red: Action Items

Connecting - To consider our induction program strengths and next steps.

- **Connector: Select one success of your induction program to date, write it on a large post-it, align it to the Program Standards, and post. Share your success, team reflection.**

Standard: Mentor Professional Development and Learning Communities

- Marshall – Planned split and combined Mentor/Beginning Teacher district meetings. Mentor PD/PLC, BT PD/PLC
- Cambridge – Three of their mentors are attending NTC's Coaching and Observation Strategies

Standard: Beginning Teacher Professional Development

- Monona Grove – Orientation to the mentor program. 3 hour opening session and 2 hours of Professional Development.
- Sun Prairie – Workshops for year two/three teachers on Danielson's Domains. Teachers reviewed other teacher's practice by reviewing videos of teachers from the <https://www.teachingchannel.org/> website. Different groups worked on different components and then provided their feedback on those teachers. Discussed strategies they could take back to classroom. Danielson Framework can be found on at <http://www.danielsongroup.org/article.aspx?page=frameworkforteaching>

Standard: Program Administration and Communication

- Waunakee – Stability of Mentors and Program

Standard: Principal Engagement

- Madison – Meeting with all mentors and principal and school improvement coordinator within Memorial High School to set common expectations. Made sure mentors knew big picture. Also had new teachers assess themselves on the New Teacher Profile and shared with mentors. This is a tool that was created by DCNTP and can be found: http://dcntp.org/wp-content/uploads/2013/09/Principal-New-Teacher-Profile-Tool-8_2013.pdf

- Stoughton – Had all BT-Mentor-Principal Meetings and also second year teacher meetings.
- McFarland – Strong connection with principals during the August 26-27 New Teacher Orientation.

Standard: Mentor Roles and Responsibilities

- Waubesa – Provided more communication earlier in the year than ever before. Better communication between new staff and mentors. Using mentor as problem solver. Beginning Teachers adapting well and asking questions.
- Evansville – Mentor's roles and responsibilities are clear. We developed mentor roles and responsibilities since there seemed to be a miscommunication between building buddy, mentor and experienced teacher expectations. Each role related to beginning teacher, was clearly defined. They added two additional mentors this year and have a person who organizes everything.

Tom requested that district council members make a list of any ideas they wish to carry back to their districts.

Tom handed out the **DCNTP District Council Member Roles and Responsibilities** which can be found here:

http://dcntp.org/wp-content/uploads/2013/10/DC-Role-and-Resp-2013_14.pdf

Try to send an alternate to DC Meetings if you will be absent. Reminder that you are also the primary contact for communication. The DCNTP does not receive a complete list of mentors/beginning teachers etc. from each district so you are the first point of contact for DCNTP PD Offerings, Meetings and Events. **Please let those in your districts know about opportunities you view as valuable.**

Handed out a list to update **District Council contacts for 2013-14**. The revised list can be found here: http://dcntp.org/wp-content/uploads/2013/10/District-Council-contacts-13_14.pdf

The DCNTP would really like an admin person and person who gets this at the ground level attending each District Council Meeting.

Passed around a list of **In-District Induction offerings** within each districts. District Council Members were requested to add offerings in their districts to the list. These offerings are open to other districts to attend and get ideas for their districts. Contact the person indicated to schedule a visit from your district. The list can be found here:

<http://dcntp.org/wp-content/uploads/2013/10/DC-Induction-Program-Site-Visits.pdf>

Learning I: To learn about the needs of full time teachers who serve as mentors, and to share methods for their growth and support.

- **What effective supports have you received in your current or past professional role?**
 - Stoughton - When she was a mentor she had a problem-solving group with other people in similar, supportive roles. Important to identify meaningful support for mentors.
 - Monona Grove – Believes DCNTP and NTC's Mentor Professional Development is important.
 - Madison - Having an office mate handy for debriefing conversations. Insights to help with situations. Share strategies that work. Unstructured thought partner.

- Monona Grove - Committee work. Just have to keep showing up. Provide support, networking and resources.
- Waunakee – Stay ahead, if you fall behind you will stay ahead. Helped to organize me and prepare me. Veteran teacher that gave me a good piece of advice that took.
- **Sharing of tools and supports for 1:1 mentors. Link to Support for 1:1 Mentor Samples can be found here:**
<http://dcntp.org/wp-content/uploads/2013/10/DC-1-to-1-Mentor-Support-Samples.pdf>
- **Whole group shared/district team discussion.**
 - McFarland – Script what first two days look like at new teacher orientations related to induction and also schedule a meeting between Principal and Mentor. Mentoring may often not be prioritized when mentors have so many other responsibilities. These are tools to help keep mentoring a priority. Would like to see mentors receive learning around SLO's, Educator Effectiveness, Danielson, New requirements/lingo. Try to send out tools monthly that are related.
 - Evansville– Utilize an interactive journal through Google docs. Make time for observations and post-observations and use this for pre-observation. Also include things they struggle with, things they are happy about, what professional development do they need? Interactive journals are 1:1 currently. May open up for others to see. Possibly share information through a community.
 - Sun Prairie – Currently taking teachers through self-reflection on standards. Which areas do they want to focus on standard and growth? This reflection could also be used toward their PDP goal etc.
 - Marshall – Created a monthly checklist for discussion to lead a conversation for all levels of mentors with their beginning teachers.
 - Stoughton – Make a list of important things to remember about PI-34. Helps them to quickly understand PI-34. Stoughton has a policy of no grade lower than a 50% so they shared a document in the tool packet that explains why to not give less than 50%. Simplifies the policy.
 - Monona Grove – Set meetings with new teachers in advance. Better chance of the meetings happening than if you try to set each week.
 - Tom Howe suggested having a district mentor refresher in October to have mentors get a chance to revisit their role and practice some tools.

Learning II: To consider what we most would like to know about DCNTP, and to share our district methods and learn from others' experiences.

- Reading and highlighting *Counting and Implementation* piece (**Reflections**, Summer 2012).
<http://dcntp.org/wp-content/uploads/2013/10/DC-Reflections-Counting-and-Implementing.pdf>
- Consider: What would you *most* like to know about the Dane County New Teacher Project's effectiveness? Share your insights, chart.
 - How are our teachers doing 3 – 5 years after being mentored in the areas of effective classroom practice, innovation and practice? Are they staying and are they any good?
 - How many mentees are in a leadership position?
 - Mentee perception of the impact of mentoring on their classroom practice?

- Are beginning teachers feeling more prepared for “reform” i.e. Educator Effectiveness etc.?
 - How are the students of beginning teachers doing compared to students of veteran teachers? Countable. Not just achievement but also engagement, motivation and interest?
 - How many teachers aspire to be mentors themselves?
 - How many teachers would like to have a mentor? Veteran teachers?
- Shared a district tool for local induction program data collection. See Data Collection Tool Samples here: <http://dcntp.org/wp-content/uploads/2013/10/DC-Data-Collection-Samples.pdf>
 - Sun Prairie - shared a collection tool for BT's. Also surveyed Principals in a sit-down, face-to-face meeting. Received information that they could tell which teachers had been mentored based on evaluations etc.
 - Cambridge – Provide a survey to beginning teachers before orientation. Then ask what they still need after. The orientations used to focus on building related items. This year added Positive Behavioral Interventions and Supports (PBIS). Teachers seemed to focus more on PBIS and didn't know what was happening in the building.
 - Monona Grove – Use a Google.doc to track the mentor's tools used, standards discussed, meetings scheduled. Has capability to create a graphic representation. Very easy to use and enter. Liked the accountability it provides. Each mentor can modify to enter specific things you want to keep track of. Used for growth and accountability. Added a box for videotape. Provided a sample in tool packet above.

Tom Howe mentioned that data collection will be the topic for NTC's National Teacher Induction Network. **Please forward the attached NTIN application to anyone who may have an interest in joining us this year. The application deadline is October 9.**

<http://dcntp.org/wp-content/uploads/2013/10/DC-NTIN-DCNTP-Representative-Application-Final.pdf>

Managing: Upcoming Opportunities

Managing: Announcements

- ***District consultation schedule*** and needs assessment. Tom passed around a sign-up sheet for District Consults. Please forward topics and potential month to Tom Howe.
- ***DCNTP Release Mentor Forum***, November 8, 2013
- ***Principal Breakfast – Supporting Beginning Teachers in Formative Assessment***, November 7, 2013
- ***Beginning Teacher Seminar – Assessing Student Learning***, scheduled for November 14, 2013
- ***NTC's Analyzing Student Work*** scheduled for December 10-11, 2013

A complete list of all of our DCNTP Professional Development Offerings can be found here:

http://dcntp.org/wp-content/uploads/2013/10/DCNTP-Calendar-13_14.pdf

Registration available on our website at: dcntp.org

Next District Council Meeting:

December 16, 2013 from 2:00 – 4:00 p.m., Nichols Elementary RM 29, Monona WI