

Overview: Agenda, Outcomes, Norms and Core Values (Nori)

Purpose: *Set the purpose for the day and preview our learning*

- Highlights from last forum were reviewed
- All were asked to have agenda items up and ready for today's activities
- Outcomes were reviewed
- Agenda was reviewed
- Announcements were asked for, at the end of the forum (Melissa, Marvilyn)
- Norms were reviewed and an offering to focus on "Accept Non-Closure" as we prepare for Assessment Day and that our PT's are on their personal journey as they develop as a professional educator
- All pre-self assessed on the green feedback form- cross out the Fall Admin Breakfast part on the feedback form. SV is having their on Friday.

Problem Pose/Problem Solve (Tanja)

Purpose: *To reflect on successes, share challenges, and develop strategic plans for improving our mentoring; To practice mentoring stances and hone our skills*

- The quote on our Agenda fits beautifully for today, "Ring the bells that still can ring. Forget your perfect offering. There is a crack in everything. That's how the light gets in."
-Leonard Cohen
- This is a safe space where we can be vulnerable and reminder of respect for all perspectives

Preparing for Assessment Day (Marvilyn & Beth)

Purpose: *To review the purpose and processes for reading and preparing PT Evidence Folders*

- We will be submitting half of our caseload (and all ECO's) on Dec. 6th and the other half of our caseload on Dec. 12th
- Melissa and Marvilyn will be reading ECO folders
- This is a nice time to step away from our PT's folder and our mentors will be reading each other's folders. Each folder will be read by two mentors and a third, if needed
- PT's own the original Mid Year Google Folder
- PT Evidence reflects their progress in the CSTP
- Both MT and PTs collaborate on which tools to submit - there are a variety of mentor moves that can chunk this process depending on how much of the cognitive load is appropriate to share with teachers
- Mentor is responsible for uploading the folder into our shared Mid Year Drive
- All the folder naming and directions are on our webpage under the Assessment Day Info tab and in the Weekly Message

- You will be invited to the 2019-20 SC Mid-Year Reading Assignments.xlsx Google sheet for Assessment Day Readings on Sunday, Dec. 1st
- **AoP Norms:**
 - The evidence should speak for itself.
 - We assess teacher practice, not mentors.
 - There are METs and NOT MET YETS. Remember that we are all learning in this process.
 - Working together as a team- we trust each other and we all have stories that we get to read
- **Tech Reminder:**
 - After you download the folder and upload, you are the owner.
 - After you upload, check all processes to make sure they can be opened and are readable
 - Common Issues:
 - Pages vs Word, Chromebooks,
 - Annotations-Correct format:CSV Readable. ILP readable?
 - If a document is not readable change it to a PDF (directions on our Assessment Day Tab on how to do this)
- **Folder Organization:**
 - Images of this are on webpage under our Assessment Day Tab and in Weekly Message
 - We have become flexible in naming of tools and we would ask that if people are using their own template for the planning, please name it Lesson Plan
- **Assessment Day Review:** We are going to play a game, practice our own CRP. Strengthen our own neuro pathways with the game.
 - First self care: 20-20-20 (every 20 minutes, look at an object 20 feet away for 20 seconds)
 - Materials at table (Computer, BallPoint Pen, Aop sheets, Resources)
 - Assessment Reading Sheet should be up all day
 - First reader fills out the top part: Name/District/Grade/Mentor/Date and Inquiry Question, if applicable. 1st reader marks one slash from right to left on Met/Not Met Yet (if it is not met yet, leave comment/circle around which tool was missing), Sign and Date
 - While reading, mentor will type “in progress” when reading
 - Write meaningful feedback for all PTs. Purpose of feedback:
 - At the bottom of the AoP-to recognize the value and importance of the work of the PT’s work, effort, and learning. Provide reinforcement of PTs reflection, actions, and learning.
 - Within the AoP-to push thinking and practice
 - Boxes for Met’s and Not Met Yet (If there are any Not Met Yet, ready for a third read, those should be read first!) In that case, the 3rd reader must fill in Row O and P
 - If two readers agree that it is a Met, the second reader must fill in Row O and P
 - Think in terms of K-L-M-N-O-P

- **Break Out Groups**

- Tech Support-Direct Instruction: Organizing Evidence, Renaming Folders
- Tech Support: Support in Drive, Talent Support
- Reflection Time: MLP, Folders, Crafting Annotations

Assessment Day Preview (Melissa)

Purpose(s): *To practice using the AoP criteria to provide feedback that supports teacher's progress towards mastery in the CSTP*

- History: we went through all of the "preview" the day off Assessment Day. This is why we are going through all the steps today, so we can do a quick review the day of and then jump into reading.
- We are practicing reading a teacher's story of their development
- The language in Induction Standards 2 and 5 support and highlights the value of the "messiness" in the process. Stay targeted in PT Goals- this is important in the reading-evidence is connected to the Goals
- Another reason we have Mets and Not Met Yets is to highlight the values of continual learning, reflection, and growth
- Teachers have multiple opportunities to show growth in their practice and multiple artifacts/processes. The AoP says more than one processes connects to ILP
- In alignment to Program Goal, reflection on students growth, strengths, and needs
- Students, School, and OR Community (not all three required) which provides choice
- Case Study OR students

- Engaged in reading a sample folder
 - Whole Group Share Out:
 - Opportunities to share the strengths and areas of growth in this folder
 - Our resources on the Assessment Tab of our website provides guidance in how we might craft feedback to highlight positives and push PT thinking forward.
 - Our feedback could provide an entry point for mentors to have deeper conversations

Announcements(Nori)

- Sunshine: you have one more opportunity to weigh in on where you would like to have our holiday party. Last year, we had a book exchange and will do the same again. Come with a wrapped book
- Thank you for those that have reviewed the potential MGO list and review and see if you have any edits or additions.
- Contract Mentors: thank you for signing the Google Form to let us know when you will be joining us. This is important because strategic seating.
- Please use the sign up in the Weekly Message for additional reading days. At least one after our 12/6 assessment day and one after our 12/13 assessment day.
- We have 96 PT1s, 85 PT2 and 19 ECO's and the reminder that each folder needs to be read twice.
- Steering Committee is on Wednesday and if you have not heard from Melissa, you no longer need to hold.

- There is some flux at this time of the year (some teachers are completing this semester, etc.) and some schools are hiring. Please reach out to Melissa if you hear of any new hires or leaves!
- We will be at the Annex for first day of Reading. Please think about what you need to be comfortable: comfy clothes, extra food, pillows, headphones

Closing and Feedback (Roisin)

Purpose: *To bring closure to our time together, provide feedback, and consider next steps.*

- Review of our day together
- What worked:
 - The modeling of Chapter 8 today- to call it out by name and engage in the process every step of the way
 - The opportunity to read through the folder and collaborate- felt supported in this process, this toolkit was strategic and intentional
 - Reminder that this is not sink or swim
- Deltas:
- Next steps
 - make sure tools are accessible
 - Thought for next year- put the ILP Goals at top of AoP