

TO: TEAM District Facilitators
FROM: Claudine Primack, TEAM Program Manager
DATE: August 19, 2019
SUBJECT: TEAM Updates

Greetings! The Connecticut State Department of Education, Talent Office and the TEAM Program extends a warm welcome to all of our District Facilitators. We hope you enjoyed your summer and found some time to rest, recharge, and are ready to start a new school year. As we prepare this memo and the TEAM materials and resources for the year ahead, we are reminded of how grateful we are for your dedication and commitment to the success of our early career teachers. You are integral to their success and the TEAM program.

We have several new and exciting things to share with you at the fall DF meetings. The agenda is full and we look forward to seeing you then. You will find the schedule of DF meetings and the planned agenda further down in this memo. Don't forget to mark your calendars and join us to learn more.

Included in this memo:

- Fall District Facilitator Meeting Dates and Draft Agenda
- A Sneak Peek at what's New and Exciting in TEAM
- TEAM Funding Allocations Update
- Identification of Program Participants, Registration Letters and Mentor /Beginning Teacher Assignment
- Program Materials
- Developing your 2019-2022 District Three-Year Teacher Education and Mentoring plans

Fall District Facilitator Meetings

District Facilitator (DF) meetings provide an important opportunity to discuss the progress of TEAM and receive important updates regarding the implementation of TEAM. The CSDE in partnership and collaboration with the Regional Educational Service Centers (RESC) facilitates DF meetings in the fall and spring. The DF meetings are scheduled at each of the six RESCS. Please see the dates and the draft agenda below. You can register for DF meeting of your choice by selecting the name of the RESC in the chart below. The link will take you to their registration page.

Click on the Name of the RESC to register:		
LOCATION	DATE	TIME
CES	September 25, 2019	9:00-12:00
CREC	September 24, 2019	9:00-12:00
ACES	October 7, 2019	9:00-12:00
EASTCONN	October 1, 2019	9:00-12:00
EDADVANCE	September 23, 2019	9:00-12:00
LEARN	September 30, 2019	9:00-12:00

Fall DF Meeting Agenda

- Welcome
- What's on your mind?
- TEAM Allocations 2019-20
- CSDE Educator Data System (EDS)
- District Three-Year Mentoring Plan 2019 -2022
- New Vision for Mentor Update and Eligibility
- edTPA
- Inspire Modules
- Importance of monitoring support of BTs

A Sneak Peek of What's New and Exciting in TEAM

A New Vision for Mentor Update Training: Over the summer, a group of stakeholders from across the state, including the CSDE, RESC field staff, union representatives, district DFs and university educator preparation providers have been working to develop the new *Mentor Update Professional Learning Series*. This new approach to mentor update training will allow mentors to direct their own professional growth as they build skills to effectively support beginning and student teachers. We are planning to launch the first four units in the fall. Join us at the fall DF meeting to learn more.

New Professional Learning Resources: We are also eager to share with you an impressive new suite of free research-based, classroom-tested professional development resources designed to provide teachers with personalized professional development focused on improving student outcomes. Beginning teachers will be able to use these resources to build their new learning. Join us at the DF meeting to get an introduction to these resources.

Team Funding Allocations 2019-20

Once again, we are pleased to announce that \$1.5 million has been allocated to the TEAM program for the 2019-2020 school year. TEAM Allocations are provided to help districts off-set the costs of implementing the TEAM Program.

The CSDE will distribute the TEAM allocations in spring 2020 via the state grant system. Please note that only districts that have an account in the grant system are able to receive payments. There were several schools/districts that did not have an account set up, and therefore, were unable to receive their allocation. If you do not have an account, you must set one up in order to receive your TEAM allocation for 2019-20. Please contact Claudine Primack at 860-713-6828 or email at claudine.primack@ct.gov for more information.

TEAM Allocations are not *only* for mentor stipends. In addition to the stipends, the money may be used to off-set the cost of mentor training, professional development for beginning teachers and mentors or for the dashboard.

The amount of your district's/school's allocation is determined by the total number of teachers actively participating in TEAM on the day we pull the data from EDS. The allocation does not depend on the number of years a teacher has been in TEAM, the number of modules completed, or the teacher's entry date. It is based solely on the total number of teachers actively participating in TEAM at the point in time

when the data is pulled. Therefore, it is critically important for you to ensure that all of your teachers are correctly entered into EDS.

We will notify you prior to the date when we pull the data from EDS so that you can verify that all of the data is current and accurate.

Identification of Program Participants, Registration Letters, and Mentor /Beginning Teacher Assignment

The identification of teachers who are required to participate in TEAM begins with the district entering teachers into the state Educator Data System (EDS).

As the district facilitator, you should verify that your district's/school's LEA Security Manager has entered all of the teachers into the EDS. If you do not know who your district LEA Security Manager is, please you can find a contact list of all LEA Security Managers on the State Department of Education's website: [LEA Security Manager Contact List](#).

Once the teachers are entered in EDS, the system will identify beginning teachers who hold an initial educator or interim initial educator certificate and are teaching under an endorsement that is aligned with their certification. Next, the system will determine if that certification/assignment is required by TEAM. Those teachers who are identified and required to participate in TEAM will begin to populate on your TEAM list in EDS and, if you are subscribing to the TEAM Collaborative, on the TEAM Dashboard.

Please note: Your district's lists will only be as accurate and up to date as your EDS entries.

Once teachers are identified as TEAM participants, the district is responsible for issuing a "**registration letter**" to each beginning teacher. Templates for registration letters can be found by clicking on the links below or on your district facilitator dashboard under Resources if you are subscribing to the TEAM Collaborative.

How can these registration template letters be used?

Please note these letters should be customized to your district. These letters are models for your use and may be modified by your district/school as needed. For instance, you will note that there is a space for the mentor's name and a line to reference a scheduled introduction or orientation to the TEAM Program. You find several links to documents at the end of the letters, including instructions for subscribers to the TEAM Collaborative. You may remove those links which your district does not need to include.

How many different templates are provided and who are they for?

Two letters are provided for the 2019-20 school year. These two letters are:

- **Letter A:** For teachers in Category I – Five Module Program. This letter will include teachers who began teaching in 2017-18 and 2018-19 and new hires in 2019-20.
- **Letter B:** For teachers in Category 2 – Two Module Program. This letter will include teachers who began teaching in 2018-19 and new hires for 2019-20.

If you have questions regarding the status of the teachers in your district, you may contact Gady Weiner, TEAM Data Manager, CSDE, at (860-713-6836) or via email at gady.weiner@ct.gov.

Mentor /Beginning Teacher Assignment

Beginning teachers should be assigned a mentor as soon as possible, preferably within 30 days of hire. The sooner the mentor and beginning teacher can meet, the sooner they can begin building a trusting relationship.

Mentor assignments cannot be entered through the Educator Data System (EDS). Mentor assignments must be made either through modules.ctteam.org if the district/school is subscribing to the TEAM Collaborative or manually in the district.

For Subscribers to the TEAM Collaborative:

A list of beginning teachers in your district will be available on your dashboard. By clicking on “Mentor Match” below the heading - **Beginning Teachers**, you will be able to assign a mentor to a beginning teacher. To the left of the name of each teacher there is an Action button that allows you to Assign/Reassign a mentor. If the column indicates Assign, click on it, and a list of TEAM trained mentors in your district, their school, and the number of beginning teachers assigned to the mentor will appear. Click the Assign button next to the mentor you want to assign to the teacher. If you need to change a mentor, click on Reassign and select the mentor you want to assign to the teacher.

For Districts not Subscribing to the TEAM Collaborative:

A list of beginning teachers in your district will be available on EDS. The individual assigned to the role EDS LEA TEAM can access the list of beginning teachers. You will need to make the matches manually according to the process established by your district.

Program Materials

You may access all program materials by clicking on the designated links that follow. Materials are also located on the SDE website under [TEAM](#). All materials can also be accessed directly on modules.ctteam.org for subscribers. The following materials are available:

- **[TEAM Module Process Guidelines](#)**: Guidelines are developed for teachers and mentors to successfully engage in the module process. For 2019-20, the guidelines have been slightly revised to ensure greater clarity. A **[TEAM FAQ](#)** has also been revised as a companion to the guidelines for 2019-20.
- **[Orientation PowerPoint](#)**: The orientation has been divided into two parts. [Part 1 is an overview of the TEAM program](#) that may be used at the start of the year with first year teachers. [Part 2 introduces the process of continuous professional growth and the module process](#). DF notes are included on the slides to assist DFs in using the PowerPoints to introduce beginning teachers and others to the program. DFs may edit the PowerPoints to include district-specific information.
- The **[TEAM Program Manual](#)**: An informational manual has been developed for district TEAM Coordinating Committees and District Facilitators, beginning teachers and mentors describing the program and its requirements for 2019-20. It is important that all TEAM participants reference the program manual throughout their enrollment.

Developing your 2019-2022 District Three-Year Teacher Education and Mentoring plans

We are entering the next three-year cycle for updating your three-year Teacher Education and Mentoring (TEAM) district plan. Given the recent changes to the TEAM Program, the CSDE and TEAM Stakeholder Committee have revised the requirements for the 2019-2022 District Three-Year Teacher Education and Mentoring plan. **Plans are due by October 30, 2019** at which time the CSDE will begin to review plans. Following the review, the CSDE will post all district three-year plans.

Districts should work with their TEAM Coordinating Committees (TCC) to review and make appropriate revisions to their current plans. To assist the TCC in developing their 2019-2022 plan, a Development Guide is available online at: [Development Guide: Three-Year District Teacher Education and Mentoring \(TEAM\) Plan 2019-2022](#).

All plans must be entered online at [2019-2022 THREE-YEAR DISTRICT SUPPORT PLAN FOR BEGINNING TEACHERS AND MENTORS](#). Or, you may copy and paste the following web address into your address bar: https://sdect.co1.qualtrics.com/jfe/form/SV_2csxg1TuergekP65

If you have any questions about TEAM program requirements, you may contact Claudine Primack, TEAM Program Manager, CSDE, at (860) 713-6826, or claudine.primack@ct.gov.

Questions regarding the use of, or difficulties with, the TEAM Collaborative dashboards should be submitted through the *Contact Support link*, found on each page of the TEAM website.

Thank you for coordinating the TEAM Program in your district. We look forward to seeing you at the fall DF meeting.