

TO: TEAM District Facilitators
FROM: Claudine Primack, TEAM Program Manager
DATE: August 10, 2020
SUBJECT: TEAM Updates

The Connecticut State Department of Education, Talent Office, and the TEAM Program extends a warm welcome to all of our new and returning District Facilitators.

When the COVID-19 crisis caused schools to close in March, we were faced with unprecedented challenges; in a moment, the world and education changed dramatically. With the sudden shift away from classroom instruction, teachers were confronted with having to transition to a different instructional model and recreate a learning environment in a virtual setting, often with little or no training or resources. Mentors were navigating the same challenges as their beginning teachers. In many cases they learned together as they rose to the challenge, meeting the demands of the moment and finding innovative new ways of working with students, families, and one another as this crisis unfolded.

Although 2019-20 has been filled with challenges, it has presented unique opportunities to rethink and redesign education. As we prepare for the year ahead, we acknowledge that the challenges are real and continue to shape the way we educate our students and mentor our new and student teachers. As such, we here at the CSDE Talent office have been working on resources to support mentors and teachers. Without your ongoing commitment to the TEAM program, our early career educators would not have the support they need to be successful. This memo will provide you with important information and resources for 2020-21. We wish you a safe, healthy, and productive year.

Included in this memo:

- [Fall Virtual District Facilitator Meeting Dates and Draft Agenda](#)
- [TEAM Dashboard Access for all LEAs at no cost](#)
- [New DF Orientation](#)
- [TEAM Virtual Training for Mentors and Reviewers](#)
- [Launch of the New Mentor Update Professional Learning Series](#)
- [Registration Letters and Mentor/Beginning Teacher Assignment](#)
- [Updated Program Materials](#)

Fall Virtual District Facilitator Meetings

District Facilitator (DF) meetings provide an important opportunity to learn about important updates regarding the implementation of TEAM. The CSDE in partnership and collaboration with the Regional Educational Service Centers (RES-C) facilitates DF meetings in the fall and spring. Due to the pandemic, we will not hold in-person DF meetings. Instead, each RES-C will host a virtual DF meeting via ZOOM. The DF meetings are scheduled by RES-C. Please see the

dates and the draft agenda below. Please register for the virtual DF meeting of your choice by clicking on the registration link in the chart below. It will take you to their registration page. You will receive a follow-up invite with login information.

RESC	DATE	TIME	Registration Link
ACES	October 8, 2020	9:00-12:00	Register at ACES
CES	September 30, 2020	9:00-12:00	Register at CES
CREC	October 7, 2020	9:00-12:00	Register at CREC
EASTCONN	October 6, 2020	9:00-12:00	Register at EASTCONN
EDADVANCE	September 29, 2020	9:00-12:00	Register at EdAdvance
LEARN	October 2, 2020	9:00-12:00	Register at Learn

Fall DF Meeting Agenda

- Welcome Back
- TEAM Dashboard Access for all LEAs
- Virtual Initial Support Teacher Training (IST) and Initial Reviewer Training (IRT)
- Mentor Update Professional Learning Series
- Inspire Modules
- Supporting BTs during the Pandemic

TEAM Dashboard Access for all LEAs

The CSDE, in collaboration with the Regional Educational Service Center (RESC) Alliance, is happy to announce that all LEAs will now have free access to the TEAM Dashboard beginning on August 30, 2020. By restoring access to the TEAM Dashboard, we will be able to ensure coherence and fidelity of implementation for the TEAM program across the state. Restoration of the TEAM Dashboard does not remove the options for module completion – Reflection Paper, Project, or ROP.

If your district has previously subscribed to the TEAM Dashboard, you will continue to have access once your account has been fully reconciled with EASTCONN. Please contact Nancy Jagaczewski at NJagaczewski@eastconn.org if you have questions about your account.

Districts that did not subscribe to the dashboard should plan on transitioning back to the dashboard beginning August 30, 2020.

To access the TEAM District Facilitator Dashboard

- You must be designated as the District Facilitator for your district.
- DFs need to have a TEAM login. Go to modules.ctteam.org and create an account.

For districts transitioning back to the dashboard, additional information will be provided regarding updating current beginning teachers’ previous completion of TEAM Modules.

If you need the DF dashboard activated, please contact Michael Mahony at mmahony@eastconn.org

New DF Orientation

Are you a new District Facilitator? Join us for an orientation to TEAM. The 90-minute webinar will review the responsibilities of the DF, walk you through the TEAM Dashboard tools, and introduce you to the resources and materials available to support teachers and mentors. All DFs are welcome to join.

Date	Time	You must register in advance for this meeting: <i>After registering, you will receive a confirmation email containing information about joining the meeting.</i>
8/26/2020	9:00-11:00	https://us02web.zoom.us/meeting/register/tZ0tdOGorj4oHtGjyXaoCoqZTELuFIN-ORRO
8/26/2020	2:30-4:30	https://us02web.zoom.us/meeting/register/tZYkd-CrpzooHNPNn-Vvg41jWpk7TKWF3wXS
8/28/2020	9:00-11:00	https://us02web.zoom.us/meeting/register/tZlpcuuppz0rE92SwOWsL9WJYe pHx4tKpA03
8/28/2020	1:00-3:00	https://us02web.zoom.us/meeting/register/tZYuc-ghqj0qGNRwjlur6d_KQ_aqGXXkd0LR

Mentor and Reviewer Training

The CSDE Talent Office and RESC Staff recognize that the COVID-19 pandemic significantly impacted the ability of a district to support educators becoming TEAM trained mentors through the IST Training process. Additionally, as educators transitioned to a distance learning environment, maintaining current TEAM mentor status may not have been a priority. As such, the following measures and forthcoming trainings will help address these concerns:

- [TEAM Virtual Training for New Mentors](#)

We are working to transition Initial Support Teacher (IST) training to live, virtual offerings. Each IST training will include a combination of live/synchronous virtual learning and asynchronous/at your own pace virtual learning. We anticipate virtual IST Trainings will be available by mid-September to support the training of new TEAM Mentors across the state. The training schedule and registration links will be posted on the [SDE TEAM](#) site.

PLEASE NOTE: *Given that training for new mentors was suspended during the COVID shutdown, the CSDE will allow District Facilitators to assign a beginning teacher to a mentor who is **not** yet TEAM trained provided that the assigned mentor meets statutory eligibility requirements and completes TEAM IST before January 1, 2021. You will not be able to make the mentor match on the dashboard until the mentor has been trained. However, the mentor and beginning teacher should begin meeting and working together.*

- [Cooperating Teacher Assignments](#)

For the 2020-21 school years, a student teacher may be placed with a cooperating teacher who has not yet been TEAM trained provided they get trained during the student teacher’s placement. We will be providing more details at the DF meetings.

- [Mentor Update Training - Professional Learning Series](#)

The new [Mentor Update Professional Learning Series](#) will replace the previous online Mentor Update Training. 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. Mentors will be able to select from a menu of professional learning units (PLUs) that address a wide variety of topics designed to meet their learning needs. Mentors are required to complete a minimum of three PLUs every three years. We suggest completing at least one PLU per year over the three years.

The CSDE has extended the deadline date for all TEAM trained mentors whose eligibility expired on July 1, 2020. They will retain their active TEAM Mentor status through the 2020-21 school year, allowing them to begin the new [Mentor Update Professional Learning Series](#) launching fall 2020. They will be required to complete one Professional Learning Unit (PLU) during the 2020-21 school year. They will then have two years to complete the remaining two PLU requirements. Mentors whose eligibility expired before July 2020, do not have an extension. They are required to meet all requirements to continue to serve as a mentor/cooperating teacher.

- [Reviewer Training](#)

In addition to flexibility measures taken to address TEAM mentorship and IST Training, the following measures and trainings will help support TEAM programming regardless of each specific districts’ use of the TEAM Consortium, In-District or Review of Practice (ROP) review process:

- All TEAM trained reviewers, who conducted reviews during the 2019-20 school year, will retain their eligibility as a reviewer through the 2020-21 school year. They do not need to be updated to review this year.
- The CSDE Talent Office and RESC Staff Developers are working to transition Initial Reviewer Training (IRT) to virtual offerings. We anticipate virtual IRT Trainings to be available by early fall to support the training of new TEAM Reviewers across the state.

[TEAM Registration Letters and Mentor/Beginning Teacher Assignment](#)

Once teachers are identified as TEAM participants, the district is responsible for assigning a mentor and issuing a “**registration letter**” to every beginning teacher. Templates for registration letters can be found by clicking on the links below.

Two letters are provided for the 2020-21 school year. These two letters are:

- [Letter A](#): For teachers in Category 1 – Five Module Program.
- [Letter B](#): For teachers in Category 2 – Two Module Program.

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 will find several links to documents at the end of the letters.

- [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 must be made through modules.ctteam.org

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.

Updated 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 Guidelines](#): Guidelines are developed for teachers and mentors to successfully engage in the module process.
- [TEAM FAQ](#): This is an online resource where beginning teachers, mentors, and DFs can find answers to the most commonly asked questions.
- [Orientation PowerPoint](#): We provide a PowerPoint presentation for DFs to use during their orientation to TEAM. The PowerPoint is 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. You may also choose to do the entire orientation in one session.
 - 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 2020-21. All TEAM participants should reference the program manual throughout their enrollment.

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.

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