

# Coventry Public Schools TEAM District Support Plan - 2019-2022

## District Leadership Team

Superintendent: David Petrone

District Facilitator: Stephen Merlino

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DF Phone: 860-742-7346

## TEAM Coordinating Committee

Stephen Merlino District Facilitator (asst. prin. CHS)

Joseph Blake Admin Rep

Philip Gatcomb Bargaining Unit Rep

Justin Nelson Teacher Rep

## TCC Meeting Timeline

Once the three year plan is in place the TCC will meet twice annually to assess compliance and BT progress through the program. The DF is to oversee day to day functionality and manage program.

The TCC (representatives thereof) will be in regular communication with all district principals, mentors currently engaged, reviewers as necessary to support and assess the functions of the program.

The TCC (representatives thereof) will meet with the Superintendent once annually and as needed regarding general compliance and specific concerns as they arise.

## District's 3 year objectives

Our district will:

- Assure that all schools are staffed with sufficient mentors and reviewers and notify staff of trainings and update trainings.
- Identify teachers prepared to move up to the position of mentor.
- Provide high quality, ongoing support to all BTs in district
- Maintain channels of feedback to monitor BT progress and assess program function.
- Utilize BT activity and support as one mechanism in new teacher professional development and success in evaluation.
- Ensure that BTs have access to resources that will promote best practices regarding curriculum, instruction and assessment.

## TEAM Funding Allocations:

Mentor stipends:

Data system:

Cooperating teacher:

Professional development:

## Module 5

Facilitated by: The District Facilitator

When: Other Provided in the spring of every year. BT will therefore have at least two opportunities to participate.

Audience: Beginning teachers and their mentors

Completion: Through TEAM collaborative vehicle.

## TEAM Mentors

Mentor selection criteria: Mentors are selected from veteran certified staff.

Mentors are selected and renewed based upon their understanding of content and pedagogy and their level of professionalism. These decisions are based upon recommendations of principals at the school level.

Are mentors assigned within 30 days: Yes

Mentor match criteria: Grade level,Content Area,Proximity,Needs

Mentor training: Mentors are required to attend a state approved training and update training.

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PD for mentors:

Monitoring of the meeting log: Through input to the TEAM collaborative vehicle.

The DF is to monitor module progress and mentoring hours on the TEAM platform. The DF communicates with mentors regarding concerns. Mentors provide insight regarding BT progress through written communication, phone calls, DF visits to sites.

## **Orientation**

The district holds a three day orientation for all teachers new to the district. This orientation includes a complete review of the TEAM process and requirements provided by the DF.

## **Failure to meet TEAM Requirements**

Notification of consequences for failure to complete TEAM is provided during the three day orientation provided by the district. It is further reinforced by TEAM mentors. Finally, long before such occasion arises the BT is notified of concerns and supported in successful completion of process.

## **TEAM Module Progress Tracking**

The DF examines BT progress through the monitoring feature of the TEAM platform on a monthly basis.

If DF or mentoring concerns arise a dialogue ensues with the BT. Concerns and challenges are aired and appropriate supports are put in place. These supports may relate to specifics within the first four modules; classroom env, planning, delivery, assessment or reflection paper format and writing.

Colleagues, local admin, team members, can all be engaged to provide support.

Method of demonstrating module completion: Teachers will submit a reflection paper to demonstrate completion of each module.

## **TEAM Reviewers**

Reviewers are required to attend a state approved training.

Module review option: Regional Review (RESC Collaborative)

## **Dispute Resolution and Appeals**

A) Disputes concerning the mentoring module process, the PGAP or the mentor-BT relationship will be reported to the DF in writing. The DF will request members of the TCC, as appropriate, to assist with mediation in an effort to resolve the concern, including but not limited to: re-assignment of mentor/BT match, discussion with school administration and possible referral to the Superintendent.

B) Requests for special accommodations will be submitted to the DF in writing and will be reviewed by the TCC on a case by case basis. Teachers making such request will be notified of the results of the review within two weeks. Each request must be dated, typed or printed, on official letterhead and signed by the physician, clinician, or certified evaluator qualified to make the diagnosis (include information about license or certification and area of specialization). such documentation must include a: Statement of the diagnosed disability (ies).; description of the evaluation or tests used; description of the functional limitation resulting from the disability or disabilities; current diagnosis; description of the specific accommodations requested and specific relation to the diagnosed disability (ies).