

Q1.

**Teacher Education And Mentoring (TEAM) Program**  
**2019-2022 THREE-YEAR DISTRICT SUPPORT PLAN FOR**  
**BEGINNING TEACHERS AND MENTORS**

Per state statute 10-145o, local and regional boards of education shall develop a three-year teacher education and mentoring plan.

Please enter your plan by completing each section below.

Q7. District Information

Name of District	East Haven Public Schools
Superintendent Name	Erica Forti
District Facilitator (DF)	Joseph Marangell
DF Email	jmarangell@east-haven.k12.ct.us
DF Phone Number	(203) 468-3254

Q3.

TEAM Coordinating Committee (TCC)

Local and regional boards of education shall form a local or regional coordinating committee or committees, with representatives of the exclusive bargaining representative for certified employees chosen pursuant to section 10-153b, based on district size, to guide the activities outlined in the three-year teacher education and mentoring plan.

List the TEAM Coordinating Committee member names and their roles:

Name/Role	Joseph Marangell, Social Studies Instructional Leader, District Facilitator
Name/Role	Jennifer Murrhly, Assistant Superintendent
Name/Role	Jennifer Bauer, Mathematics Instructional Leader, Administrator
Name/Role	Lindsay Wright, EHHS Teacher, EHEA Representative, Trained Mentor
Name/Role	Kathleen Baughn, JMMS Teacher, Secondary Representative, Trained Mentor
Name/Role	Courtney Doherty, EHA Teacher, Elementary Representative, Trained Mentor
Name/Role	
Name/Role	

Name/Role

Add additional names here:

Q4. Describe the timeline for the TCC to meet. Include in the plan when the TCC will meet with central office personnel, principals and mentors.

TCC members will meet at least twice per year for the following purposes: -to match beginning teachers with mentors, -to coordinate a professional development timeline for the school year, -to monitor BT module progress and timely reflection paper submission, -to evaluate the implementation of the TCC's plan. TCC members will meet with mentors twice per year to provide a review of TEAM program requirements and reflection paper criteria. The District Facilitator will meet with the superintendent and/or assistant superintendent at least once per year to provide an update on TEAM participants' progress. Information relative to the TEAM process will be shared at administrators' meetings that are scheduled throughout the year. The District Facilitator will also meet with principals on an as-needed basis to address concerns relative to a beginning teacher's or mentor's participation in the program.

Q48.

District Facilitator (DF).

The District Facilitator must be a certified teacher or a certified administrator in the district who will lead the TEAM Coordinating Committee and function as liaison between the CSDE, the district, beginning teachers, and mentors regarding requirements of the TEAM program.

The superintendent is asked to appoint the individual (DF) who will be responsible for the facilitation of the TEAM Program in the district. A DF may continue to serve in the role for multiple years. However, when a new DF is appointed, the superintendent must notify the CSDE by sending an email to Gady Weiner at [gady.weiner@ct.gov](mailto:gady.weiner@ct.gov)

For a full description of the role and responsibilities, please see the [TEAM Program Manual](#).

- The superintendent has appointed the following individual to the role of DF:

Joseph Marangell

Q6. Goals, Activities and Budget

Local and regional school districts shall develop a three-year teacher education and mentoring plan that incorporates the Department of Education's goals and instructional priorities, as well as any local considerations based on community and student needs. The plan shall include a statement of three-year objectives related to the state's goal statement for the teacher education and mentoring program.

**The Mission of the TEAM Program: *To promote excellence, equity and higher achievement for Connecticut students by engaging teachers in purposeful exploration of practice through guided support and personal reflection.***

**The goals of the TEAM Program are to:**

- Provide all beginning teachers with the support they need to develop as effective educators;
- Ease the beginning teacher's transition into the teaching profession in order to retain effective teachers;

- Develop teachers who are reflective practitioners, able to critically assess their practice against CT's teaching standards, and are committed to continuous professional learning;
- Cultivate an understanding of the professional responsibilities of an educator;
- Foster collaborative learning communities for all educators; and
- Provide excellent teachers the opportunity to develop as educational leaders.

Q7. List your district's three-year objectives related to the state's mission and goal statement for the Teacher Education And Mentoring Program.

*(Consider: alignment to district/school initiatives related to teaching and learning; teacher retention, professional development, etc.)*

Objective: Support the TEAM Program. Supporting Activities: -Develop teacher leadership by recognizing and utilizing the expertise of exemplary teachers as mentors. -Identify and recruit additional mentors to meet district needs. -Ensure trained mentors represent a variety of grade levels and content areas. -Schedule mentor update training for existing mentor teachers. -Schedule TEAM training for principals/administrators. -Update policies and procedures relevant to TEAM. -Develop a feedback mechanism to monitor program effectiveness. Objective: Support beginning teachers to ensure professional growth, development, and retention. Supporting Activities: -Assign mentors to beginning teachers within a month of their hire date. -Provide timelines to assist beginning teachers and mentors with the planning of professional growth activities related to TEAM modules. -Provide professional development to new staff (through building level or district-based activities) based on the initiatives outlined in the district's strategic plan, including: data-decision making, high-yield teaching strategies, common formative assessments, differentiation. -Develop beginning teachers' skills in reflection and analysis of teaching behaviors and their impact on student learning. Objective: Identify opportunities to enhance teacher recruitment. Supporting Activities: -Articulate hiring goals and objectives (including diversity needs). -Align recruitment policies to goals and objectives. -Develop search committee procedures. -Post vacancies. -Establish criteria for participation. -Develop formal procedural guidelines.

Q8. Local and regional boards of education shall:

1. ensure substitute teacher coverage for mentors and beginning teachers to participate in the activities and modules required in the three-year teacher education and mentoring plan;
2. communicate regularly with beginning teachers about training opportunities, state-wide workshops and support group work;
3. coordinate the teacher education and mentoring program and teacher evaluation and supervision program, provided they are kept separate;

4. take steps to make time available, as needed, to help teachers achieve the goals of their mentoring plans;
5. coordinate the activities and schedules of mentors and beginning teachers to ensure faithful implementation of the district plan; and
6. submit annual report on mentor-teacher activities to the superintendent or director for review and approval.

**Q9.**

For each of the following requirements, check those that that your LEA is currently implementing, or, in the space provided, describe your plan for how the LEA plans to implement the requirement.

1. Ensure substitute teacher coverage for mentors and beginning teachers to participate in the activities and modules required in the three-year teacher education and mentoring plan.

2. Communicate regularly with beginning teachers about training opportunities, state-wide workshops and support group work.

3. Coordinate the teacher education and mentoring program (TEAM) and teacher evaluation and support , provided they are kept separate.

4. Ensure mentors and beginning teachers have time to meet by coordinating their activities and schedules to ensure faithful implementation of the TEAM Program.

- 5. Submit an annual report on mentor-teacher activities to the superintendent or director for review and approval.

Q10. Local and regional boards of education will develop an annual budget to support the activities detailed in the three-year teacher education and mentoring plan and submit such budget annually to the Department of Education to receive state assistance for such activities. The CSDE will allocate funding directly to LEAs to offset the costs of TEAM implementation based on student population in the LEA.

Identify the areas that the LEA will use the allocated TEAM funding to support beginning teacher induction:  
(select all that apply)

- Mentor Stipends**
- Data system**
- Mentor/cooperating teacher training**
- Professional development for beginning teachers and mentors**

Q58.  
Module Five - Professional Responsibility

Module Five Facilitated Conversations are meant to raise teachers' level of awareness about responsible, professional behavior. Districts have the opportunity to select the facilitator for the discussion of the scenarios. It is recommended that the facilitator be knowledgeable about district policies and procedures as well as the *Code of Professional Responsibility for Educators* within the *Common Core of Teaching*. Facilitators could be the District Facilitators, Human Resource Directors, Building Administrators; Central Office Administrators; or Teacher Leaders.

Q12. Who will facilitate Module Five?

- The District Facilitator
- Human Resource Director
- Central Office Administrator
- Building Administrator
- Teacher Leader

Q13. When will Module Five be conducted?

- At the beginning of the first year of teaching
- Mid-year of the first year of teaching
- Beginning of the second year of teaching
- Mid-year of the second year of teaching
- Other

Q14. How will Module Five be structured?

- Beginning teachers only
- Beginning teachers and their mentors
- Beginning teachers, mentors and experienced staff
- Other

Q15. How will teachers document the completion of Module Five?

Teachers will document the completion of Module Five by completing the exit survey that is available on the TEAM Dashboard.

Q24.  
Mentors

Local and regional boards of education shall develop a three-year teacher education and mentoring plan that includes a description of the process used to select mentors and assign them to beginning teachers, based on subject areas, grade levels, and needs; and a description of the process to ensure mentors are trained and updated in best practices and essential knowledge.

*Those persons eligible to serve as mentors for such programs shall hold a provisional educator certificate or a professional educator certificate pursuant to section 10-145s, and have at least three years teaching experience in Connecticut, including at least one year of experience in the district in which they are presently employed. Retired certified teachers may also serve as mentors, provided they successfully complete a mentor training program.*

Q17. Describe the criteria and process used to recruit and select mentors who meet the statutory criteria (see above).

The District Facilitator and/or the TCC will select teachers to serve as mentors based upon their interest and experience, recommendation of the building administrator, grade level, and content area. It is the district's goal to encourage participation as a means of enhancing teachers' own personal and professional development.

Q18.

Assigning mentors to beginning teachers is a critical first step in providing support. Describe the criteria and process, including the timeline for assigning trained mentors to new teachers. How soon after a teacher is hired will the LEA assign a mentor?

*Consider: matching beginning teachers and mentors based on subject areas, grade levels, proximity, and needs where possible when making an assignment.*

Please Note: TEAM Guidelines state:

*A mentor **must** be assigned to all beginning teachers at the start of the school year or as soon as possible upon hire. It is strongly encouraged that mentors be matched and assigned to a beginning teacher within 30 days of the beginning teacher's hire date. The district is responsible for ensuring that all beginning teachers are assigned a mentor (p. 9).*

Q19. Beginning teachers are assigned a mentor within 30 days of hire.

Yes

No (Explain)

Q20. All beginning teachers are matched with a mentor according to the following criteria (select all that apply):

Grade level

Content Area

Proximity

Needs

Other

Q21. All mentors must be trained and updated by state approved training(s) in best practices and essential knowledge on a regular basis.

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

Mentors are trained by in-district trainers (lead/master mentors) who have been trained and updated by the state.

Other: Please explain

New Mentors may attend state approved training or participate in in-district training when it is offered by master mentors who have been trained and updated by the state. Experienced mentors participate in the state approved update training.

Q22. Describe any additional professional development opportunities provided by the LEA to mentors to address further development of best practice and essential content knowledge. (Optional)



District resources are limited; however, mentors and beginning teachers will be encouraged to seek no-cost opportunities to obtain the skills and knowledge to be successful in the classroom. -Teachers and mentors will use interns to cover classroom visitations and district-sponsored TEAM meetings as outlined above. -As appropriate, teachers and mentors will participate in any in-house training/district professional development opportunities that are available. -Teachers and administrators will be granted professional days to be trained for the regional reflection paper review process. -Teachers selected to be mentors will have the opportunity to attend initial or update training in TEAM. -Mentors will be funded through the state budget. -Reviewers will be compensated for scoring reflection papers through the district budget. -Teachers will have access to online resources, including webinars, videos, and journals from [www.ctteam.org](http://www.ctteam.org).

Q32.

Mentoring Hours

Each mentor shall provide fifty contact hours to each beginning teacher during the program, with the expectation of approximately ten contact hours per module.

Q24.

Describe how your LEA will monitor the number of mentoring hours provided to each beginning teacher to ensure support hours are meeting the mandated requirements and a process for addressing possible issues during the year.

Mentors will maintain meeting logs through the TEAM Dashboard. The District Facilitator will review mentoring hours on a monthly basis and contact mentors directly to resolve any issues related to the frequency or timeliness of meetings. Mentors' meeting logs must be current prior to stipends being awarded at the end of the school year.

Q25.

Beginning Teachers

Beginning teachers shall satisfactorily complete instructional modules (classroom environment, planning instruction, instructing, assessing and professional responsibility). Beginning teachers shall work with their mentors in developing a planned set of activities, based on the topics offered within each instructional module.

Beginning teachers shall complete two modules in their first year in the program and three modules in their second year in the program, except as otherwise provided by the Commissioner of Education.

Q26.

Describe how the LEA will orient all beginning teachers to the TEAM program (generally within 45 days from their first day in the classroom).

*The TEAM Guidelines require all LEAs to provide an orientation to TEAM which includes, but is not limited to the following: an overview of the TEAM Program requirements, an introduction to TEAM, a review of the district's three-year TEAM support plan, timelines for TEAM completion, including any district specific requirements, and a schedule for district-based support.*

The TCC will meet with year one teachers at the beginning of each school year to provide an orientation to the TEAM program. A follow-up workshop will be scheduled in November to discuss the reflection paper writing process. District-level meetings with year two teachers will be scheduled on an as-needed basis. The TCC recommends the following schedule for module completion: -BTs may complete modules 1 through 4 in any order. Module 5 typically will be completed via a face-to-face workshop in the fall of a teacher's first year in the district. -All Year 1 BTs will complete their first module choices by January and second module choices by May of the same year. -All Year 2 BTs will complete their third module choices by January and fourth module choices by May of the same year. -Exact module due dates will be communicated to BTs and their mentors at the beginning of each school year. -All Year 3 BT module due dates will be scheduled individually based upon those teachers' module completion needs. -Teachers hired mid-year will work with the TEAM District Facilitator to adjust schedules accordingly. -TEAM participants not able to meet the above expectations should contact the District Facilitator regarding their individual circumstances.

**Q27.**

Describe how the LEA will ensure BTs know the consequences of not completing all TEAM requirements by their deadline date.

*Teachers who do not successfully complete all five modules by the end of three years in TEAM for Category I teachers, and two modules within two years for Category II teachers, and who do not receive an approved extension of time, will not be eligible for an extension of their initial educator certificate and will not be eligible to advance to the provisional certificate. In such case, in order to earn eligibility for the reissuance of the initial educator certificate, the teacher would need to fulfill the requirements of intervening study and experience (Sec. 10-145f) as approved by the State Board of Education.*

Beginning teachers will complete two-year support plans that indicate program timelines. The school principal will collect beginning teachers' two-year support plans within 30 days from the start of the school year (or, for teachers hired mid-year, within 30 days of hire). Beginning teachers will complete these forms in collaboration with their mentors. The principal will forward plans to the TEAM District Facilitator. To ensure that mentors and beginning teachers are working together to complete the beginning teacher's Professional Growth and Action Plan (PGAP), and are participating in the module process, the following will occur: -Beginning teachers will communicate with the building administrator approximate dates that PGAPs for a module will be ready to share and discuss with principal. -The building administrator and/or District Facilitator will review beginning teacher and mentor progress and, if deemed necessary, address concerns with both parties. -As necessary, the building administrator will meet with the beginning teacher to facilitate the sharing of professional growth activities, successes, resources, and/or to facilitate professional development related to new teachers. It is the BT's responsibility to set up these meetings.

Q28.

Describe the process for monitoring beginning teachers are on track to complete TEAM by their deadline dates.

The district requires that beginning teachers submit completed modules in January and May of each year. The District Facilitator reviews the status of teachers' module completion following those deadline dates and communicates with individuals not in compliance with the district timeline.

**Q29.**

Describe supports for teachers who are not on track to complete TEAM by their deadline dates.

Teachers who are not on track to complete TEAM by their deadline dates will be provided with more specific program checkpoints to ensure timely completion of each module. These checkpoints might include additionally scheduled meetings with the mentor, building administrator, and district facilitator.

### Q31. Module Completion

Beginning teachers shall satisfactorily complete five instructional modules (based on their teaching endorsement, some teachers will complete two instructional modules);

Beginning teachers shall work with their mentors in developing a planned set of activities, based on the topics offered within each instructional module.

For each instructional module, beginning teachers shall submit **a reflection paper or project**, to be signed by the mentor, that summarizes, describes or analyzes what has been learned by the beginning teacher and their students throughout the module and how the learning contributed to the development of such beginning teacher.

Q31. How will teachers demonstrate completion of each instructional module?

- Teachers will submit a reflection paper to demonstrate completion of each module.
- Teachers will submit a project to demonstrate completion of each module.
- Other

Q32. You selected Project - Please describe the requirements of the project including, but not limited to, how teachers will demonstrate and document module activities and outcomes aligned with the Criteria for Successful Completion of a Module.

*This question was not displayed to the respondent.*

Q33. You selected Other- Please describe the requirements for module completion, including, but not limited to, how teachers will demonstrate and document module activities and outcomes aligned with the Criteria for Successful Completion of a Module.

*This question was not displayed to the respondent.*

### Q51. Review of Modules

For each instructional module, beginning teachers shall **apply the knowledge gained** through such activities and describe how the activity **impacted student learning**.

*PLEASE NOTE: Regardless of whether a district elects to review module completion in-district or participate in a regional review process, all reviewers must be trained prior to conducting reviews and participate in update training in subsequent years.*

### Review Criteria

For each instructional module, beginning teachers shall submit **a reflection paper or project**, to be signed by the mentor, that summarizes, describes or analyzes **what has been learned** by the beginning teacher and their **students** throughout the module and **how the learning contributed to the development of such beginning teacher**.

*PLEASE NOTE: Regardless of whether a submits a reflection paper or a project, the review criteria is the same.*

Q35. How are reviewers trained and updated?

- Reviewers are required to attend a state approved training.
- Reviewers are trained in-district using a state-approved training.
- Other: Explain

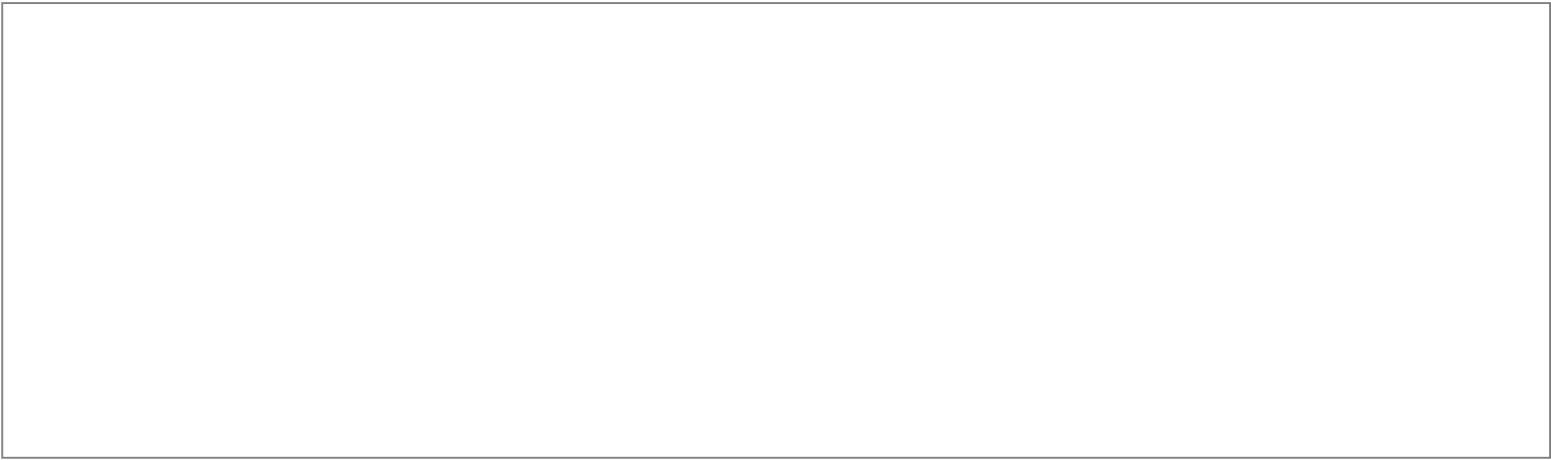
Q36. How will modules be reviewed for successful completion?

- Regional Review (RESC Collaborative)
- In-district Review
- Consortium (in a collaboration with other districts)

Q37. Describe the in-district or consortium review process including, but not limited to:

- Assigning reviews of module completion
- Criteria for successful completion

- Process for module resubmission for modules that did not meet the completion standard
- Process for communicating results to teachers
- Assuring confidentiality of the results



**Q38.** Describe the process that the district will use to resolve internal disputes or appeals, including, but not limited to, disputes concerning the mentoring module process; mentor-beginning teacher relationships, - including a process to dissolve placements, if necessary; module outcomes (if reviewed in-district); and, requests for special accommodations based on disabilities.

A) Disputes concerning the mentoring module process, the PGAP or the mentor-beginning teacher relationships will be reported to the TEAM District Facilitator in writing. The DF will request from 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/beginning teacher match, discussing concerns with the building administrator, and referring the situation to the superintendent. B) Requests for special accommodations will be submitted to the TEAM District Facilitator in writing and will be reviewed by the TCC on a case-by-case basis. Requests must be submitted at least one month prior to the module due date, unless an emergency occurs after this time. Teachers making such requests will be notified of the results of the review within two weeks. Each request must be dated, typed or printed on official letterhead and be signed by a 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: -clear statement of the diagnosed disability or disabilities; -description of the evaluation tests or techniques used; -description of the functional limitations resulting from the disability or disabilities (i.e., how does the disability limit major life activities); -current diagnosis – i.e., completed within the last five years for learning disability, last six months for psychiatric disabilities, or within the last six months for physical disabilities/illnesses (these currency requirements may be waived upon a showing of the continuing relevance of older documentation); and -description of the specific accommodations requested and specific relation to the diagnosed disability or disabilities. Documentation must also include: -the type of accommodation(s) requested, -a description of why the(se) accommodation(s) are necessary, -the nature of the teacher's disability, -the date the disability was first diagnosed and the date of the most recent evaluation, and what, if any, accommodations have been received within the past 5 years in employment.





Q39. The TEAM Coordinating Committee (TCC) approved the 2019-2022 Three-year Support Plan for Beginning Teachers and Mentors.

- Yes
- No

Q40.  
**TEAM Coordinating Committee Approval**

*District Facilitator or TCC Chairperson Signature - Signature indicates the plan has been shared with and approved by the superintendent.*



**Location Data**

**Location:** [\(41.35710144043, -72.933403015137\)](#)

**Source:** GeoIP Estimation

