

IPPI Learning Academy (Private) TEAM District Support Plan - 2019-2022

District Leadership Team

Superintendent: Lisa A, Riggi Executive Director

District Facilitator: Lisa A. Riggi Executive Director

DF Email: Iriggi@ippi.org

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TEAM Coordinating Committee

Lisa Riggi Principal TEAM Dist. Facilitator

Cat Tranquillo Cert Teacher/ TEAM Mentor

Dan Bedard Cert. Teacher / TEAM Mentor

Tammy Magnano Cert Teacher / TEAM Mentor

Katie Cyr IPPILA Director

TCC Meeting Timeline

Each year the TCC will meet quarterly on the first regularly scheduled Monday of the month.

2019

Monday Sept. 9th 7am to 7:45am

Monday Dec. 2nd 7am to 7:45am

Monday March 2nd 7am to 7:45am

Monday June 1st 7am to 7:45am

2020

Monday Sept. 14th 7am to 7:45am

Monday Dec. 7th 7am to 7:45am

Monday March 1st 7am to 7:45am

Monday June 7th 7am to 7:45am

2021

Monday Sept. 13th 7am to 7:45am

Monday Dec. 6th 7am to 7:45am

Monday March 7th 7am to 7:45am

Monday June 6th 7am to 7:45am

District's 3 year objectives

1. Ease the beginning teacher's transition into the teaching profession in order to retain effective teachers by assigning building mentors to support new teachers and through frequent supportive and corrective coaching.

2. Provide excellent teachers the opportunity to develop as educational leaders by becoming TEAM Mentors to their fellow teachers. Our goal would be to have two mentors in each building (Stratford and Naugatuck- and eventually Stamford once established)

who will also serve on are On Boarding Driver Team.

3. Develop teachers who are reflective practitioners, able to critically assess their practice against CT's teaching standards, and are committed to continuous professional learning by completing the TEAM Program within two years. Growth will be monitored by our School Wide Coaching Plan and SEED Evaluations. CT. Teaching Standards will be reviewed by mentors at TCC Meetings and through mentorship.

Meetings are held after school and coverage is scheduled on an as needed basis at beginning teachers request.

Sent out by building administrator and director.

Program implemented by building Principal, Director, and Leadership Team.

Meetings are scheduled for ten hours per module and extended whenever requested.

Dashboard and progress is reviewed by Principal with Director and Clinical Supervisor.

TEAM Funding Allocations:

Mentor stipends: \$2750.00 (\$250 per teacher X 11)

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Data system: \$1650 (\$150.00 x 11)

Cooperating teacher: \$200 (for additional module resources online, books, etc.)

Professional development:

Module 5

Facilitated by: The District Facilitator

When: Other This module is completed at the start of the school year for all teachers starting the TEAM Program

Audience: Beginning teachers, mentors and experienced staff

Completion: Teachers will complete reflective survey and hand in to Principal for review at the conclusion of the Module.

TEAM Mentors

Mentor selection criteria: Mentors will be selected if they meet the following criteria and sent for training:

Certified Staff

Employed and Teaching at IPPI for 3 or more years

Demonstrates the ability to support and lead beginning teachers

Complete online mentor module annually

Are mentors assigned within 30 days: Yes

Mentor match criteria: Grade level,Content Area

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

PD for mentors: State Approved Online Mentor Training

Professional Development provided by SERC and other Universities, etc.

Administrator /Leadership Team Developed Professional Development

Rubric Review done at TCC Meetings

Monitoring of the meeting log: Meetings are set at the beginning of each module and agreed upon by both parties. These hours will total ten hours per module and are entered and accepted on the teacher dashboard. Additional hours are available at any time if a mentor or mentee deems it necessary. Administrator will attend meetings and / or meet with mentors to validate hours of contact.

Orientation

During the first three days of school, the building administrators will :

Identify building mentors

Review TEAM Program requirements with all teaching staff

Supply beginning teachers with TEAM Module Guidelines (paper copy) and set up all teachers on the TEAM Dashboard

Module 5 will be completed on the third day of professional development each school year

Administrator will set up meetings with each teacher at the start of each year to answer any questions following professional development.

Failure to meet TEAM Requirements

Deadlines and Consequences for not meeting TEAM Requirements will be discussed with all certified teachers at the beginning of each school year.

Teachers will be made aware of this expectation and reminded that extensions for a third year of the TEAM Program will need to be requested in writing to the building Principal and Director.

TEAM Module Progress Tracking

District Administrator and Building Principal will monitor TEAM Dashboard and send out reminders of for any paperwork that is past due. Meetings with mentors will be held as needed and the TCC will meet four times per year on the first scheduled Monday of each month. If additional meetings are needed they will be added at the discretion of the Leadership Team.

Teachers who are not meeting TEAM Requirements on the set timeline will be required to :

Contact mentor in writing and notify them of issue

Seek and set up additional contact time for support to mentor and/or Leadership Team

Ask for help from colleagues and or related service personnel.

Review TEAM Program Guidelines and seek help from mentor/administrator to revise meeting times, deadlines for submission,

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etc.

Seek guidance for submitting required paperwork to the state for a one year extension if needed. This should be done prior to the completion of the perspective teachers second year of teaching.

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

Private School Administrator and BT will contact the Team Program Facilitator for guidance.

Guidelines will be followed until full resolution.