

## **District Support Plan Stratford School District (2681)**

### **Overview**

Superintendent: Janet Robinson  
District Facilitator Email: gejdal@stratfordk12.org  
Years Covered: 2019-2022

District Facilitator: Linda Gejda  
District Facilitator Phone: 203-381-2016  
TCC Approved Date: 06/01/2016

### **TCC Members**

Linda Gejda – District Facilitator, Assistant Superintendent

Brian Frazier – Administrator Representative, Coordinator of Fine Arts, Health, and PE, TEAM Mentor Trainer, Reflection Paper Reviewer

Jessica Scandurra – Math Coach, Trained, and Active Mentor, TEAM Mentor Trainer, Reflection Paper Reviewer

Kathleen Lozinak – Grade 4 Teacher, Elementary Representative, Trained and Active Mentor, TEAM mentor Trainer, Reflection Paper Reviewer

Susan Saylor – Grade 7 Language Arts, Middle School Representative; Trained and Active Mentor

Kristen Record – High School Physics Teacher, SEA and High School Representative, Trained and Active Mentor

### **Objectives**

Implement the TEAM program by:

1. Providing staff training and professional development to meet TEAM objectives and requirements.
2. Appointing members to TCC, including terms of service.
3. Establishing meeting times, roles, and responsibilities.
4. Utilize in-district Reflection Paper Review Committee
5. Support the TEAM mentor program by: Scheduling training for new mentors, mentor up-date training, training for new reflection paper reviewers and update training for reflection paper reviewers.

### **TEAM Coordinating Committee**

The Committee will consist of the following members:

District Facilitator; One Administrator Representative (SAA); Four Teacher Representatives, including a trained mentor from the elementary, middle, and high school levels, and an S EA representative. Terms of membership will be 3 years. The District Facilitator is a permanent member. Identifying TCC members:

- All committee positions will be announced using the district human resource process.
- Members seeking positions will be interviewed by members of the TCC.
- Committee members will be selected based on the interview and the criteria listed below:
- Recent (within the past 3 years) TEAM mentored trained

- Recent mentoring experience.
- Demonstrated commitment to the goals of the district.
- At least five years of teaching experience with at least one year of employment with the Stratford Public Schools.

## **Mentors**

Mentor Selection:

District administrators will provide a written recommendation for tenured teachers requesting consideration for new mentor status. Nominees will be interviewed prior to appointment.

Mentor Training:

The District Facilitator will provide an ongoing review of the current list of active mentors to ensure that they have attended TEAM support training within the past 3 years. Survey data will be used to match mentors and mentees.

- Mentors who need update training will be notified by the District Facilitator with possible options for attending training sessions.
- Mentors who do not attend update training within the 3-year time period will be removed from the list of current mentors until they receive the appropriate training.
- Mentors will continue to be professionally developed by attending district and regional support sessions.
- Mentors will be available for a three year commitment to their mentees.

## **Reflection Paper Review**

### **A. Review Option**

Review Option: Indistrict

### **B. Reviewers**

Mentors and administrators who have recently participated in the TEAM initial or update training will be considered in the selection of reviewers to participate on the in-district review committee. Consideration will be given to their experience as an active mentor, current grade level and teaching assignment, and previous experience in the TEAM program.

When needed, openings for reflection paper reviewers will be posted through the Human Resources Department. Reviewers of reflection papers must be trained as a reviewer and update training before status as a reviewer expires.

Reviewers will be given release time to review reflection papers OR compensated at the contracted hourly rate if reviewing outside of school hours.

### **C. In-District Review**

Mentors and administrators who have recently participated in the TEAM initial or update training will be considered in the selection of reviewers to participate on the in-district review committee. Consideration will be given to their experience as an active mentor, current grade level and teaching assignment, and previous experience in the TEAM program.

When needed, openings for reflection paper reviewers will be posted through the Human Resources Department. Reviewers of reflection papers must be trained as a reviewer and update training before status as a reviewer expires.

Reviewers will be given release time to review reflection papers OR compensated at the contracted hourly rate if

reviewing outside of school hours.

## **D. Review Consortium**

NA

## **Beginning Teachers**

Beginning teachers participating in TEAM will submit their two-year support plans within 30 days of the start of their assignment.

The collaborative work between mentors and beginning teachers will be monitored through the use of the TEAM dashboard.

All beginning teachers participating in the TEAM process receive a letter detailing the Stratford TEAM process, including the timelines for submission of reflection papers, meeting times throughout the school year and the whole group participation in the Module 5 experience.

Upon completion of the TEAM process, including submission of Modules 1,2,3, and 4 reflection papers rated as successful AND successful completion of Module 5, beginning teachers will receive written documentation of TEAM completion.

## **Dispute Resolution**

1. Disputes concerning the mentoring module process, the PGAP, or the mentor-beginning teacher relationships will be reported to the TEAM Coordinating Committee.. Members of the TCC, as appropriate, assist with mediation in an effort to resolve the concern.
2. Requests for special accommodations for completion of the TEAM process will be submitted to the District TEAM Facilitator in writing. Teachers making such requests will be notified of the results of the review by the CT State Department of Education.

## **Resources**

Mentors and beginning teachers will be encouraged to seek no-cost opportunities to obtain the skills and knowledge to be successful in the classroom. Budget support for the TEAM program will come from Title IIA funds.

- Mentor teachers will receive \$500 per mentee per year for support of the TEAM program. This stipend is part of teachers' retirement. It is expected that mentors will provide 10 hours of support per module; in other words, 40 hours of total support.
- TCC members will receive \$300 honorarium per year with the exception of the District Facilitator.
- Beginning teachers will be provided a total of **3** days of substitute coverage over the span of the first two years of teaching. This coverage can be used in both the beginning teachers and/or mentors' classrooms to support specific professional growth activities outlined.

## **Module 5**

### **1. Phase I - Facilitated Conversations: Ethical and Professional Dilemmas**

**a. When will your facilitated conversations be conducted?**

Facilitated conversations will be conducted in April.

**b. Who will facilitate your conversations?**

The conversations will be facilitated by the TEAM Coordinating Committee.

**c. How will your conversations be structured? With only beginning teachers? With beginning teachers and mentors? With whole faculty? Large groups, small groups?**

The conversations are structured as follows:

- The TCC selects specific scenarios to present at the conversations.
- Several conversations are held and include the beginning teachers with an open invitation to all mentors.
- All beginning teachers are required to view The Code of Professional Responsibility prior to attending the facilitated conversation.

**Annual Report**

Reminder: TEAM legislation requests that districts "submit an annual report on mentor-teacher activities to the district coordinating committee for review and approval." The annual activity report is a culminating report and is not part of the three-year support plan but informs future plans. Each year, the TEAM Program intends to survey all TEAM constituents as part of its efforts to evaluate the program as a whole and so that districts may use the data to inform and supplement their annual reports. For the 2012-13 school year, the TEAM survey will be conducted by an outside evaluator and will be postponed from the spring 2012 to the fall 2012. Each district will receive a district-specific compilation of survey responses. However, as it is anticipated that this data will not be available to districts until mid-year of 2012-13, your annual report for 2011-12 can be compiled from district records and supplemented by the survey data when received.