

**Start strong**

**Read by**

**third grade**

**Meet or**

**exceed standards**

**Graduate**

**Ready**

**--Meeting Logistics--**

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| **Meeting** | **Administrator Mentoring & Induction Program (AMC)** | | |
| **Date** | **Wednesday, September 7th, 2016** | **Time** | **8:30am-3:00pm** |
| **Location** | **Academy for Advanced and Creative Learning**  2510 N Chestnut St, Colorado Springs, CO 80907 | | |
| **Details** | Please bring your ID and check into the front office | | |

**--Agenda Items and Objectives--**

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| **Time** | **Agenda Item** | **Objective** |
| 8:30-8:40 | **Welcome**  Kelly Rosensweet, April Wilkin, and Jennell Verow | * Sign in * Preview the agenda and identify objectives for today’s training |
| 8:40-9:00 | **Teambuilding “Perceptions”**  Facilitator: Jennell Verow | * Get more acquainted with leaders who are walking a similar path |
| 9:00-10:00 | **Site Visit**  Facilitator: Jennell Verow | **Core Idea:** using an identified problem of practice as a lens for an objective instructional observation and provide valuable and relevant feedback in order to impact student achievement  **Resources:** Instructional Rounds in Education and The Power of Teacher Rounds |
| 10:15-11:15 | **Evaluation Systems & Walkthroughs**  Facilitator: April Wilkin | **Core Idea:** I can analyze the formal evaluation system I utilize at my school setting through the lever of continuous improvement. The evaluation and supervision process is designed to improve professional practice instruction and student success. I know how to provide meaningful feedback and have a culture where staff set professional goals and value the evaluation process and their own growth.  **Resources:** Standard 7: Educator Effectiveness (CSSI) & Chapter 2 LL |
| 11:15-12:15 | **LUNCH & Networking** | **Topic:** Day 1 in Review  **Discussion Questions:**   * What are you most proud of? * What needs to be done differently next year? * How will you document this to ensure it happens? |
| 12:30-1:30 | **HR Pitfalls**  Facilitator: Eric V. Hall  Partner at Lewis Roca Rothgerber Christie LLP | **Core Idea:** I will learn about the new legalities surrounding exempt and non-exempt employees as well as other common HR Pitfalls that impact Charter School leaders. |
| 1:30-1:45 | **Closing**  Kelly Rosensweet, April Wilkin, and Jennell Verow | * Closure Activity * Survey * Next Steps |
| 1:45-2:15 | **Mentee/Mentor Training (Mandatory)**  Kelly Rosensweet, April Wilkin, and Jennell Verow | * Logistics * Expectations * Ensuring Success   **Resource:** Standard 5: Leadership (CSSI) |
| 2:15-3:00 | **1:1 Mentee/Mentor Time** | **Objective:** To provide time for mentees/mentors to meet to discuss action steps from today and set future meetings. |

NOTE: Please be sure to sign in to ensure you receive credit for this training.