

**February AMC Training Agenda**

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| **Date:** | **Tuesday, February 10th, 2015** |
| **Time:** | **8am-4:30pm** |
| **Location:** | **School: Prospect Ridge Academy-High School**  **Address:** **2555 Preble Creek Parkway, Broomfield, CO 80023**  **Phone:** **720-399-0300** |

*\*Please have your ID ready when you check in at the office.*

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| 7:45-8:00  8:00-9:30  9:30-9:40  9:40-10:25  10:25-11:05  11:05-11:15  11:15-11:45  11:45-12:45 | Sign in-get materials   * *Grab coffee, sign in, get settled*   Site Visit-Tony Fontanta/Adam DiGiacomo and April Wilkin   * 8am-school leader gives school overview identifies “look fors” * Classroom Observations * Reflection-6 Steps of effective feedback from Leverage Leadership * Return for reflection/debrief   Goals/Announcements-Kelly Rosensweet/Terry Croy Lewis   * New grantees-welcome * Mentee hours-reflections needed to document completed hours * CLCS updates and invoice reminders   Main Group Session: Hiring-April Wilkin/Terry Croy Lewis  *Whole group-Best practices, resources, critical things that make the hiring process successful. Time line, determining need, HR (Renee Hernandez from PRA), intent to return, staff budget, student centered hiring, etc.*  *Break- out sessions (45 minutes)*  *Kyle/Tony-Experienced hiring-mentors and experienced school leaders will discuss and establish Best Practices resources to share out.*  *April/Terry-Hiring 101*  Budget Terry Croy Lewis   * Resume screening * Interview process * Mock lessons * Teacher profile for your school and job description * Determining needs   10 min break  Hiring case study and share out   * Takeaways (line-up) * Hiring case study/Hiring Hot Topic (30 min)   Lunch  Mentors and mentees check in   * Track content; discuss possible supports; site visits; etc. |
| 12:45-2:15 | |  |  |  |  | | --- | --- | --- | --- | | **Planning Stage**  **(Year 0)**  *Terry Croy Lewis,*  *CLCS* | **Foundational Leadership**  **(Year 1)**  *April Wilkin*  *E.S. Principal, Prospect Ridge* | **Systematic Leadership**  **(Year 2)**  *Kyle Mathews*  *H.S. Principal, Peak to Peak* | **Strategic Leadership (Year-Mentors)**  *Tony Fontana*  *Independent Consultant* | | * *Welcome to the AMC -program overview, and expectations. Review mentee reflection and individualized growth plan.* * *Developing a summer action plan* * *Prepare for opening* | ***\*\*PLEASE READ CHAPTER 4 before our meeting and bring your Leverage Leadership book and 2014-2015/ 2015-2016 PD Plans and/or related agendas***   * *Year 1 Cohort Theme: Building a Strong Foundation of Leadership.* * *Focus for Today: Professional Development: Chapter 4* * *What are the key components for effective PD plans?* What should be taken into consideration? * *What are the strengths of my current PD Plan?* What needs to be revise | ***\*\*PLEASE bring your 2014-2015/ 2015-2016 PD Plans and/or related agenda***   * *Focus: Professional Growth Plans (for staff and leaders)* * *How does PD time measure on your evaluation of staff?* * *How do you use professional goals to drive leadership opportunities for your staff?* * *Develop leadership targets* * *Gathering staff feedback surveys* | * *How do leaders learn to use evaluation results to drive PD for the organization?* * *How do leaders use the evaluation process & scores to drive leadership development?* * *What are the best strategies, processes, time lines for Board to use when evaluating their leader?* * *What type of evaluation and support does a new leader need from the Board?* |   Cohort Break Out Session |
| 2:15-2:45  2:45+  3:15-4:30 | CSSI Gallery Walk   * Gallery Walk-participants write their CSSI questions * Answers given by those who have completed the CSSI process   One on One with Mentor/ Post Training Survey   * Please check your email and complete the short survey on today’s training   Facilitator Planning Time |

For information on future AMC trainings please check <http://www.cde.state.co.us/cdechart/amcandinductionprogram>.