

**February AMC Training Agenda**

|  |  |
| --- | --- |
| **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.*

|  |  |
| --- | --- |
| 7:45-8:008:00-9:309:30-9:409:40-10:2510:25-11:0511:05-11:1511:15-11:4511:45-12:45 | 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 breakHiring case study and share out* Takeaways (line-up)
* Hiring case study/Hiring Hot Topic (30 min)

LunchMentors 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 |
| 2:15-2:452:45+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>.