



## Meeting Logistics

<b>Meeting:</b>	<b>Administrator Mentoring &amp; Induction Program (AMC)</b>		
<b>Date:</b>	<b>Tuesday, February 23<sup>rd</sup>, 2016</b>	<b>Time:</b>	<b>8:30am-1:45pm</b>
<b>Location:</b>	<b>Ashley Elementary School, 1914 Syracuse Street, Denver CO 80220</b>		
<b>Location Details:</b>	Please have your photo ID ready when you sign in at the front office.		



## Agenda Items and Objectives

Time	Agenda Item	Objective
8:30-9:45	<b>Site Visit</b> <i>Facilitator: Jennie Klein, Independent Consultant</i> <i>Resource: LL Chapter 2 &amp; 6 (Steps of Effective Feedback)</i>	To use the 6 Steps of Effective Feedback as a framework to provide effective/ongoing feedback to teachers in an effort to improve teacher practice and student achievement.
9:45-11:15	<b>Leverage Leadership (LL)</b> <i>Facilitator: April Wilkin, ES Principal Prospect Ridge Academy</i> <i>Topic: Professional Development</i> <i>Resource: LL Chapter 4</i>	To develop a strategic professional development plan that is based on teachers needs and includes opportunities for reflection, application, and accountability.
11:15-12:00	<b>Lunch &amp; Connect with mentor</b>	To have a structured conversation on relevant topics facing charter school leaders.
12:00-1:30	<b>Mentees-Breakout Sessions</b>	
12:00-12:45	Unified Improvement Planning <i>Facilitator: Erin Loftin, Professional Development Coordinator, Improvement Planning, CDE</i>	To provide specific information from experts in high-leverage content areas.
12:45-1:30	Best First Instruction (linked to school mission/vision) <i>Facilitator: Amy Gile, Principal High Tech Elementary</i>	
12:00-1:30	<b>Mentors-Breakout Sessions</b>	
12:00-12:45	CSSI Standards 1 & 2 <i>Facilitator: Jennie Klein</i>	To develop a deeper understanding of the CSSI standards and how to support mentees in preparing for or debriefing a CSSI visit.
12:45-1:30	Problem of Practice <i>Facilitators: Jennie Klein and Zach Rahn, Principal Ashley Elementary School</i>	To provide mentors time to problem-solve relevant challenges leaders are facing using the consultancy protocol.
1:30-1:45	<b>Closing and Survey</b> <i>Facilitator: Kelly Rosensweet, Schools of Choice, CDE</i>	To debrief key learning from the day and action steps.
1:45-3:00	<b>1:1 Mentee/Mentor Time-(optional)</b>	To provide time for mentees/mentors to meet to discuss action steps from today and set meetings.