Administrator Meeting Agenda Template
Working Draft 2017-2018
Facilitator Role: Schedules the meeting with admin or principal secretary and shares the agenda with administrator and team via google doc. Helps clarify roles of all meeting participants. Guides debrief and team reflection.

Option A for administrators 1-3 years

Admin Mtg # 1 9/25-10/6	
Learning Objective:	Site administrators and mentors will have mutual understanding of peer mentoring, protocols and tools in relation to your school-wide focus.
Tools to share:	1. Principal-Educator-Mentor communication triangle 2. Mentor roles visual 3. Collaborative assessment log (CAL) 4. Yearlong Plan (Quarter 1) 5. Mentor team document identifying who is in the building
Questions for Administrators:	Site administrator will describe their buildings goals and initiatives. 1. What would you like us to know about your Comprehensive Achievement Plan? 2. Tell us about your CARE work this year. 3. How do you plan to support beginning educators throughout the school year?
Debrief:	Debrief using the CAL format.

Option B for administrators 4 years and beyond

Admin Mtg # 1 9/25-10/6	
Learning Objective:	Site administrators and mentors will have mutual understanding of peer mentoring, clarity of Comprehensive Achievement Plan, and the focus of the CARE work for the building.
Tools to share:	1. Principal-Educator-Mentor communication triangle 2. Yearlong Plan (Quarter 1) 3. Mentor team document identifying who is in the building
Questions for Administrators:	Site administrator will describe their buildings goals and initiatives.

	1. What would you like us to know about your Comprehensive Achievement Plan? May we have access to document? 2. Tell us about your CARE work this year. 3. How do you plan to support beginning educators throughout the school year?
Debrief:	Debrief using the CAL format.

Option A for administrators 1-3 years

Admin Mtg # 2 1/8-1/19	
Learning Objective:	To share how we support your new teachers in their instruction, using culturally responsive teaching strategies.
Tools to share:	1. Yearlong Plan (current work) 2. NTC Inquiry Cycle Tool: Mentors will communicate to the administrators that mentees will celebrate their final ICAP by sharing it at our spring administrator meeting. 3. Observation and planning tools (determined by building team)
Questions for Administrators:	Site administrators will describe their building's lesson planning tools and progress with Equity work. 1. Can you update us about your Equity work in your building? 2. What questions do you have for us?
Debrief:	Debrief using the CAL format.

Option B for administrators 4 years and beyond

Admin Mtg # 2 1/8-1/19	
Learning Objective:	To have administrators share more about the equity work being incorporated in the building and to share how we support new teachers with the Culturally Responsive Teaching planning/observation tool. To remind administrators of ICAP presentation in the future.
Tools to share:	1. Yearlong Plan (current work) 2. Culturally Responsive Teaching planning/observation tool.

Questions for Administrators:	Site administrators will describe progress with Equity work. 1. Can you update us about your Equity work in your building? 2. What questions do you have for us?
Debrief:	Debrief using the CAL format.

Admin Mtg # 3 5/7-5/18	
Learning Objective:	Site administrators will celebrate and understand how the Inquiry Cycle includes current student data, culturally relevant practices, and instructional strategies that support educator and student growth. Mentees will share final thoughts and reflections
Tools to share:	1. Mentees share finished Inquiry Cycle Action Plan (ICAP) 2. Analysis of Student Work (*optional*) 3. Sharing protocol for admin
Questions for Administrators:	1. Could you share with us the ways in which you supported your beginning educators this year and how it complimented our work together? 2. Could you give us some feedback on what went well with the mentor program? 3. What would be one suggestion to continue to align our support of new educator's with your building's goals?
Debrief:	Debrief using the CAL format.

● The admin protocol may be used to guide the presentation (ICAP) of the mentee/mentor end of the year reflection: The title is: ICAP Presentation: Administration/Mentee/Mentor Protocol
● The data gathered from the questions we ask admin should be discussed collectively to determine nexts steps and trends.