

Chapel Haven Schleifer Center TEAM District Support Plan - 2019-2022

District Leadership Team

Superintendent: Mary Acquarulo

District Facilitator: Mary Acquarulo

DF Email: macquarulo@chapelhaven.org

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TEAM Coordinating Committee

Mary Acquarulo-Director of Education, DF, Trained Mentor,
Paper Reviewer
Special Education Teacher

Jordan Girard, Special Education Teacher, Trained Mentor,
Paper Reviewer

TCC Meeting Timeline

The TCC will meet prior to the beginning of the school year, in the Fall, in January and in May.
As an APSEP appropriate personnel will be included in all meetings.

District's 3 year objectives

A. Support the TEAM mentor program by:

- Providing staff training and professional development opportunities to meet TEAM objectives and requirements
- Appointing members to the TCC for the term of 3 years
- Soliciting TEAM mentors and providing time for mentors to participate in new mentor training
- Scheduling mentor update training for existing mentors
- Develop feedback mechanism to monitor program effectiveness.

B. Develop new teacher goals and objectives related to district objectives:

- Provide introductory training to all staff participating in Years 1 and 2 of TEAM
- Develop two year professional development schedule for new staff

TEAM Funding Allocations:

Mentor stipends:

Data system:

Cooperating teacher:

Professional development:

Module 5

Facilitated by: The District Facilitator

When: Other the end of year one of teaching

Audience: Beginning teachers and their mentors

Completion: They will complete the set of questions in the manual and will complete TEAM 5 on the dashboard

TEAM Mentors

Mentor selection criteria: As we are a small facility, staff who meet the above criteria are approached and encouraged to become a mentor.

Are mentors assigned within 30 days: Yes

Mentor match criteria: Content Area

Mentor training: Mentors are required to attend a state approved training and update training.

PD for mentors: The mentors meet to discuss the process of supporting beginning teachers.

Monitoring of the meeting log: The DF monitors the mentor/mentee hours. The DF is aware of additional support hours that may not be logged and will include them in the mentoring hours total. If issues arise the DF, who is also the administrator will meet

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with the mentor and the beginning teacher.

Orientation

The DF/School Administrator schedules a meeting with TEAM mentors and Beginning teachers in September to review program requirements, the 3 year support plan, timelines and other procedural items.

Failure to meet TEAM Requirements

The DF/School Administrator has regular contact with the beginning teachers and frequently discusses timeline expectations. This is discussed at the overview meeting and then with individual teachers, if needed.

TEAM Module Progress Tracking

The DF regularly checks the TEAM dashboard and monitors beginning teacher progress.

The DF will act as an additional mentor to provide support. The mentor and beginning teacher will receive additional time to work together and meetings will be facilitated by the DF. If there is a health/wellness reason for a timeline concern that will be addressed as appropriate.

Method of demonstrating module completion: Teachers will submit a reflection paper to demonstrate completion of each module.

TEAM Reviewers

Reviewers are required to attend a state approved training.

Module review option: In-district Review

In-district review process

Papers are submitted for review through the dashboard. The DF assigns the reviewer to read the paper and use the module rubric to determine success. Teachers are notified in person of success or the need to resubmit their papers based on the rubric. The rubric is signed by the DF once the determination of successful has been made. The DF maintains copies of the results which are not accessible by other staff.

Dispute Resolution and Appeals

The DF/School Administrator handles any disputes or concerns by first meeting with the beginning teacher and mentor separately. If appropriate to do so they will then meet together to discuss any concerns. If necessary a mentor change would be made. Special accommodations would be considered as requested.