

5 Cs Writing Journey Positive Culture

AUHSD Induction Program

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2021-22 LEADERSHIP MEETINGS

May 3, 2022

TOPIC	NOTES	NEXT STEPS
ILP Reviews	All portfolios have been turned in. Only have 6-7 more to review. All others have done an excellent job completing their ILP. Excellent reflections and growth in CSTPs!	
Induction Colloquium Planning	Billie will pick up appetizers/finger foods from Costco for the colloquium. SchoolsFirst donated \$125. They will want to share for the first few minutes. Presentation Schedule: • Welcome/Community Builder • SchoolsFirst • Supt or Jaron to speak to the group • At their tables share out: (a success story) • Presentation of Awards • Induction Next Steps: Transportability forms (if they need it for another district; Form 41 for Year 2s)	Meeting will be held in La Palma Room Add colloquium planning to Year at a Glance. Send seating arrangement request End of Year Surveys: • Candidates • Mentors (include if they are interested in coming back) Survey Results (all years on same spreadsheet): • Candidate Responses • Mentor Responses Candidates https://forms.gle/cmQmCZQ27Lz9my249 -make the question about analyzing student data more robust (integrate TeachFX) Mentors:

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		https://docs.google.com/forms/d/e/1FAIpQLSdNBRzgeFI0m01SD1SNflfXtu20ejn5nFQKOgCFuc1Xq5yu5w/viewform?usp=sf_link -need to find a better way to support/measure growth in mentoring practices
Early Completion Applications	Kathryn Look - reviewed application Miguel Martinez	
HR Follow Up	Find out if they are using the new Google form. Follow up with HR (Scott J. or Teresa Jojola) to send out to all teachers who need Induction for next year. Send out the Google form after colloquium via HR.	

April 19, 2022

TOPIC	NOTES	NEXT STEPS
ILP Progress (Billie)	Billie is reviewing the ones that are complete. These ILPs are very well done - posting of evidence, the biggest challenge is the way they have it arranged. Need to develop a more uniform system on eKadence. Need to make sure we are able to provide feedback on their ILPs.	Professional learning around using eKadence - digital literacy We will transition to using the eKadence eportfolio. We will think of a way to capture the communication
Induction	In-person, 4:00pm - 5:00pm	Look at reserving a La

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Colloquium Planning	• celebration • Can reach out to schools first FCU, Costco, etc. for donations • Portos - boxes of day old	Palma Room for celebration
Induction Handbook	We will find a time to update the handbook. Look at ECO requirements - what changes should we make. From CSUF: In addition to the eligibility requirements listed above, Early Completion Option (ECO) induction program candidates must: Have been employed full-time for two consecutive years as the teacher of record (teaching in the area of their earned credential) at the same school and district, and will remain employed at that school throughout their participation in the TIP program. Confirm that their school administrator recommends the candidate for the Early Completion Option (ECO) via the Administrator Recommendation form. Demonstrate Exceptional Teaching Performance by way of a current (the same year application is submitted) administrator evaluation of teaching practice/performance. Must demonstrate a rating of "exemplary" on minimum of 85% of all categories on our Teacher Evaluation Form, with no rating lower than "acceptable".	Review handbook and make updates and review ECO option

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	In addition, the evaluation should include descriptions of classroom practice evidence for rating the candidate on each of the Continuum of Teaching Practice (CSTP) categories. The candidate must demonstrate a minimum rating of Level 3 in each CSTP category.	
Summer Options Candidates	These are the candidates for summer: • Desiree Jacobsen • Elyse Banuelos • Keith Garton • Phillip Srulevitch • Savannah Esquivel • Pamela Dimaano Induction leadership will review the ILPs - they will create their eportfolio Jackie will follow up with Kasey Spencer to provide support.	Develop a template for the eportfolio.

April 5, 2022

TOPIC	NOTES	NEXT STEPS
ILP Progress	Billie reports that there are some candidates who have not yet uploaded their ILP 2 work.	• ILP#2s due April 28 • Colloquium is May 10
Non-reelected	Diana shared a "jeopardy letter"	Need timeline and

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	draft, based on OCDI input	system for delivering letter and to whom
Admin Support	Discussed how to better acquaint site admin, 5Cs Coaches, etc., with induction candidates, mentors, timelines, etc.	Billie will draft a one-pager to share annually
Summer Induction Candidates	Q: Should new candidates be onboarded in Spring since summer candidates will complete in the fall?	A: Yes Everyone will be onboarded in the fall, but spring candidates will be expected to begin work 2 nd semester
2022-23 Plans Recruit New Induction Evaluators and Mentors	Need to find out who's interested in mentoring and becoming an evaluator	Regina & Diana will create a mentor Interest survey that includes: • # of candidates • Use of eK & portfolios
Reminders	• Talk induction with Robert Saldivar • Delete inactive Induction Google Calendar invites	Diana Regina will contact David

TOPIC	NOTES	NEXT STEPS
Revised ILP Template	Regina shared the new ILP Template lives in the Resources tab in eKadence. Candidates will be able to copy this into eK.	
HR Induction		



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Survey		
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January 4, 2022

TOPIC	NOTES	NEXT STEPS
COA Meeting	Report from AUHSD to Address Stipulations Team reviewed the report and discussed revisions. Meeting with the COA is set for Feb. 3rd at 2:30pm. Diana sent everyone Google calendar invitations. Induction Year at a Glance	
Induction Workshop (Jan) Planning	Mentor Focus:	Send out mentor effectiveness survey to candidates
		https://www.fcusd.org/site/handlers/filedownload.ashx?moduleinstanceid=54470&dataid=132165&FileName=Teacher%20Induction%20ILP%20Rubric.pdf

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October 19, 2021

TOPIC	NOTES	NEXT STEPS
TeachFX - Debra Russell	How might we use TeachFX to support Induction work? - How to proceed with bringing back the excitement on TeachFX. - Great opportunity for Mentors to share their experience with TeachFX - Debra will be meeting with Dang for eKadence - New teachers will need a TeachFX account - The app can be used to address a problem of practice; to help teachers reflect on their practice	Debra will create a sample portfolio showing how a new teacher uses TeachFX to reflect on practice. This will be shared with Mentors and Candidates.
Induction Consultant Update	Billie created a checklist to determine who has set up their course/portfolio in eKadence.	
Induction Workshop 10/26/21	Next week's workshop will be virtual office hours for Candidates and Mentors who have questions.	Diana will send an email out to everyone letting them know.
OCIN Updates: • RICA and CalTPA Support	For candidates who need to pass the RICA, this link will be shared: RICA Support Course. The cost to take the course is free; offered through SDCOE. CalTPA has two Cycles: 1 is all about the lesson; 2 is all about assessment. Guides are available on CTC website.	Mentors will be contacted whose Candidates need to complete these. RICA support link will be shared with those who need to pass the exam.
Induction Conference	Register using this link: Induction Conference. Conference will be held	

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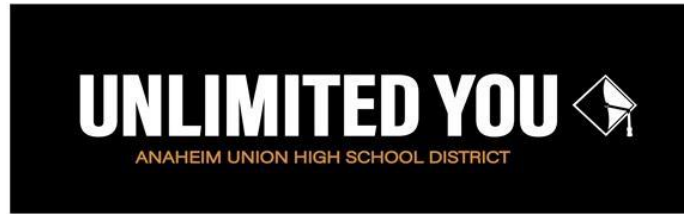
	December 6-8. Everyone please register as soon as possible. Use Code:2021InductionCommittee	
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Oct 5, 2021

TOPIC	NOTES	NEXT STEPS
Induction Candidates Final List	Mentor/Candidate Pairings	
Candidate Support	Induction Candidate Needs Assessment	
Workshop, Office Hours	Identify which dates should be designated as office hours.	Regina will set up OMS slots for "office hours"
Portfolio Review	Billie has been looking at the portfolio's	

September 16, 2021

TOPIC	NOTES	NEXT STEPS
Early Completion Applicants	Chad Clark Ahmad Shehadeh	
Induction Candidates Overflow	How to support candidates we are unable to serve:	



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October 7, 2021

TOPIC	NOTES	NEXT STEPS
Early Completion Applicants	Richard Rochin (BR) - Science Miguel Martinez (WE) - Spanish	
Portfolio - LMS Course	Regina/Billie: What Is an Essential Question? An essential question frames a unit of study as a problem to be solved. It should connect students' lived experiences and interests (their only resources for learning something new) to disciplinary problems in the world.	https://drive.google.com/file/d/1C5Q1D6A3phs_jzvENY-2Q0UZ70h5gyNZY/view
CTC Data Collection Update	Information has been filled out; Teresa in HR is researching additional info the form is requesting (demographics, etc.). Form will be submitted to Jackie this week for review and to submit to CTC.	Diana will email Jackie once it is ready for review. Jackie will review and submit to CTC. Contact CTC to add Diana as part of approval process.

August 24, 2021

TOPIC	NOTES	NEXT STEPS
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Induction Orientation Workshop Prep	Review the updated forms, instructions: Handbook receipt form Checklist How to Build Your Portfolio	
CSTP Self Assessment	Determine how this will be embedded into the LMS Candidate course. What will it look like?	

2020-21 LEADERSHIP MEETINGS

May 25, 2021

TOPIC	NOTES	NEXT STEPS
Form 41 Follow Up	Check to make sure Sarah Van Berkum has been sent her Form 41 as well as Year 1 and Year 2 Certificates. Billie sent the form to David Alcala.	Billie will go to Graphic Arts to order Certificates.
End of Year Surveys Review	Team reviewed Mentor and Candidate End of Year Surveys: Mentor Feedback: 94% of Mentors -please note how your mentoring impacted your Candidate's growth in mastering	Change the scale to 3 point scale instead of 5 point.

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	the CSTPs • how has completing your Individual Mentor Plan (IMP) allowed you to grow as a Mentor	

May 18, 2021

TOPIC	NOTES	NEXT STEPS
Colloquium	Team reviewed final slideshow presentation and made revisions. • Diana will acknowledge Mentors - reminders to complete Individualized Mentor Plan. • Candidates Year 1 will be celebrated. They will receive their Certificate of Participation. Those continuing in district will receive email communication in late summer re: Induction Year 2 • Candidates Year 2 will be celebrated. Billie sent congratulatory email. Form 41 (Verification of Completions) sent. Candidates are to make appointment with HR to complete process. Regina will include links for the end of year surveys. Team will review these at next Induction Leadership meeting to inform program effectiveness and areas for growth.	Billie will send certificates to candidates at their sites.
Induction Meetings - Workshops	Diana shared the Induction Workshop schedule for next school year: Induction Calendar 2021-22 These will be virtual until further notice. Waiting for direction from District Admin. Leadership Team meetings - the team will	

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	meet throughout the summer: • Update Induction Handbook • Plan for 2021-22 Workshops • Mentor Training • Develop new system for portfolios • Move resources into the new LMS	
Next Meeting	Tuesday, May 26	

May 11, 2021

TOPIC	NOTES	NEXT STEPS
Induction Portfolios • Billie's Review	85%-90% were very well done. Candidates addressed all components of the Induction process. Billie provided detailed feedback on their ILP and emailed them what the next steps are, especially if they are not returning. They should send Billie their address for where they want certificate sent to and she will send them their certificate via mail.	
Colloquium • Year 1 Candidate Next Steps • Year 2 Candidate Next Steps	Both: Reminders to Candidates get Certificate of Participation: If they are not going to be at the same school, notify Billie and we will send certificates of completion to them. For those not returning to AUHSD, send Billie address where you want it mailed and we will send via mail. Year 2: Billie sent each candidate	

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	Congratulations letter with instructions on how to proceed: Congrats Updated Form	
Early Completion: Eduardo Viramontes	Out of state teacher from Las Vegas, 6 years. Paperwork has been reviewed and the Induction Team agreed on his ECO.	Jackie to approve.
End of Year Surveys	Reviewed End of Year surveys questions and reviewed each question to ensure they are still relevant.	Regina - send Diana bitly link for the surveys to include in the slideshow @ the colloquium.
HR Form (Regina)	Regina has been working on the new Google sheet that HR will be using to identify Induction candidates.	

May 4, 2021

TOPIC	NOTES	NEXT STEPS
Review of Portfolios (Billie)	Portfolios have been reviewed and feedback was provided to Mentors and Candidates. So far 12 have been reviewed and all are well done. Billie has sent individualized feedback for each Candidate. They seem to appreciate the input. Leah Cohn did a great job working with Derek Bean who had some challenges in the beginning. Steps for completing process to clear	Leah Cohn (Ed Spec) - reach out to her to see if she would be interested in mentoring two Candidates.

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	credential: • Congratulations letter • Form 41 (includes name, AUHSD, signed by Director, etc.) • Candidates receive it - fill in Ed Spec or Gen Ed • This is usually given to them at Colloquium • Due to virtual - it will be sent • They can make an appointment with HR or they can scan it, already signed and send it to Credentials Tech - HR takes care of the rest. The team reviewed the Induction Google Sheet from HR. It has been difficult to discern who should be included in Induction for the year based on the information provided. The team needs to see the expiration date for new hires. Billie has picked up the Certificates of Completion and for those that are not returning, she can email those to them as proof of completion. Billie will get the Form 41 out to Candidates in the next week. Regina shared a resource: Mentoring Matters: A Practical Guide to Learning-Focused Relationships. The team reviewed some of the information/resources and will look through it to revise some of the documentation.	Share the list of candidates with David Alcala so that he can identify the candidates that have finished and those who need to be in Induction. The process needs to be improved and Regina will support with her ideas. David will schedule a meeting with Nancy Saucedo (HR), Diana, David, Regina and Jackie.
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Induction Report to COA	The report was sent to Gay Roby on April 13, 2021. Gay responded with the following: I glanced at your report and the format looks exactly how I would have recommended you organize it. I will comment on the content when I return to work on Monday.	Diana will follow up with Gay to determine next steps.
Next Induction Workshop May 18 Planning	Celebrating Candidates - Year 1 - - Year 2- when they go to another district, we are the ones who follow up to get them their credential and it will be mailed to them. THEY need to do that follow up. If you will not be in the district - send Billie your Year 1 or Year 2 certificates. Recognizing Mentors - Mentor reflection (IMP) - please take the last 10 minutes to fill out the Mentor Reflection End of Year Surveys - Complete these at the meeting	Next meeting we will review the questions to see if any need to be revised.

April 13, 2021

TOPIC	NOTES	NEXT STEPS
CTC Report	The team reviewed the 6-month update report that will be sent to CTC as part of the Accreditation visitation stipulations and made additional revisions.	Diana will forward the final report to Gay Roby and the visiting team members.

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	Accreditation 6-month Report Regina shared the Induction Course on eKadence and the team began exploring the new set up for portfolio/ILP. Regina began sharing ideas for how this could be set up for next year (see the model on eK). Possibly include one Module per CSTP. Billie suggested taking a current exemplary ILP and try to put it into the new format - we will create a template for Candidates to follow on the new LMS. Possibly make the candidate/mentor log an ongoing discussion -using the discussion board feature.	The team will continue exploring options for the new template.
Induction Workshop Prep - April 20	Topics to be discussed: ● Final Portfolio Review ○ Finalize ILP ○ CSTP Self-Assessment and reflection/growth on CSTPs - this is all due on May 1st. ● If they finish early, please email Billie so she can review and follow up ● Will we have an Induction Colloquium? ● Certificates of Completion - graphic arts order ●	
Mentor Selection for 2021-2022	Review current Mentors. Hiring new Mentors (application) https://docs.google.com/document/d/14qcKstwxmf9EtCfYm5tUAYIBiGnR3LuOdvRNn-96ymg/edit?usp=sharing Billie suggested sending out an email	

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	to Admin asking for any recommendations, especially Education Specialists. For All Teachers: Include information about Mentor Responsibilities	
HR Collaboration	Work with Nancy Saucedo to refine the system of communication to Induction Leadership.	

March 2, 2021

TOPIC	NOTES	NEXT STEPS
OCIN Meeting	Next meeting will be March 11th.	
Induction Workshop Planning	Next workshop is March 16th.	

February 23, 2021

TOPIC	NOTES	NEXT STEPS
CTC Recommendations Review	Team continued to review the CTC recommendations. Regina shared the Mentor Practices Evaluation that we will give to both Mentors and Candidates. This will help as we continue to review the Mentor IMPs. Feedback from Candidates will be	

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	used to help monitor the effectiveness of the Mentors.	

February 16, 2021

TOPIC	NOTES	NEXT STEPS
Induction Report: Review of Stipulations 1) Within a year, the institution provide evidence that it a. uses the CSTP as the road map for candidates' induction work, including the measure for successful outcomes of their inquiry cycles, as the measurement tool for candidate growth in determining program completion, as well as discussed in both initial and ongoing mentor training. b. regularly assesses and provides feedback to	What we've done to date: Candidates have completed a CSTP Self-Assessment; have identified their strengths and areas for growth; it is embedded/hyperlinked to their ILP. The reflection should show their growth. Have developed the AUHSD Mentoring Practices and	Prepare a progress report to be provided to the COA (April) Develop the CSTP Self-Assessment and integrate a measurement tool (rubric) - use this as a reference: Continuum of Teaching Practice Mentors and Candidates will review this CSTP Self-Assessment together as part of a reflective conversation and mark and date (beginning of year and end of year). Need to train Mentors on the specific conversation around this document. Teach them the

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the mentors regarding the quality of their services to their candidates, based upon candidate feedback. c. implements a comprehensive continuous improvement process that helps to determine the effectiveness of the program and the unit, through regular and systemic collection of feedback from multiple sources of data. The reports should also include any program modifications that were made based upon gathered feedback/data.	Individualized Mentoring Plan - mentors have identified a mentoring goal and developed action steps.	“language” to display their growth. Billie will do a slideshow.

February 2, 2021

TOPIC	NOTES	NEXT STEPS
CTC Presentation Follow Up	Addressed the findings from the Visiting Committee: • Mentor Practices	Continuous Improvement: Determine how to make the

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	Placemat • CSTP roadmap • Continuous improvement Team discussed how to best revise the current CSTP Self-Assessment tool. Need to develop a way for candidates to measure their growth. Possible ideas: http://www.fotip.org/uploads/4/8/0/4/4804162/cstp1possibleevidence.pdf Regina suggested rethinking how Candidates show their growth. Instead of portfolios, could look at having them develop a website that highlights their growth in CSTPs: Example of Weebly Website https://www.missmackeysclassroom.com/cstp-3.html	CSTP more of a measuring tool; dating it from the beginning of the school year - need to include more of a rubric/assessment. Develop vocabulary around the tool to assess their growth. Team will consider the website idea. Will need to see how to embed this into the new LMS, eKadence.
Review Individualized Mentor Plans	Here is the link: Copies of IMP Team will divide up the IMPs for review:	Prior to our next Induction workshop send an email to Mentors asking them to review their IMP. Develop a survey for Mentors regarding our feedback.
Induction Workshop Planning, February 15	Develop Scenarios for Mentors	

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January 5, 2021

TOPIC	NOTES	NEXT STEPS
CTC Follow Up	Date is confirmed for January 28, 1:00-2:00	
Mentor Practice Placemat Review	Here is the link: https://docs.google.com/document/d/18AOB4SXsrpXm1n-MLGmUZBPhtL4pSimLG5trz1yP3Sc/edit?usp=sharing	Continue to revise and finalize to present to the Mentors at the next Induction Workshop.
Induction Workshop Planning, January 19	Meet with Mentors for the first part of the meeting to review the Mentor Practices Placement. Establish goals? Google Form - or give them a slide where they put their goal: Identify the Practice # and establish a goal, describing how - an action plan with specific, will meet with them to start it off, share a specific strategy (could be bullet points)	Create a document with a table with links for each mentor to upload their goal - will need to make sure
ILP 2	Any changes, reminders to Candidates?	Will address at next meeting.

December 15, 2020

TOPIC	NOTES	NEXT STEPS
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Review of Portfolios • Update Tracking Sheet • Gabriela G	Team reviewed portfolios to Billie forwarded the Form 41 Verification of Completion Emily Malotte has not established her portfolio - is a Year 2 - Cynthia Parra - does not have an actual ILP Derek Bean - needs to publish his portfolio (Regina already sent him the instructions) Regina reviewed the URLs and sent emails to those Candidates who still need to update the link for team to "Send Feedback" Billie has sent feedback to Candidates after reviewing portfolio contents. The Team discussed alternatives for Candidates to show their work possibly developing a website. Re: Student Evidence - hyperlink the student evidence in the ILP and/or include additional student evidence with description and reflection. Typically, we expect the first ILP to be done by the end of the semester but if it takes a couple of weeks longer, that is fine as long as they are progressing.	Diana will email Sergio Hernandez to support Emily with ILP. Diana will email Jenni Camarena to support Cynthia so ILP is accessible.
Second Semester Planning	Regina is in the process of creating short video clips for	

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	For 2021-22 - create a template web-based portfolio for Candidates to use and build from using eKadence. Have an example and a shell	
CTC Follow Up	Tentative date schedule for January 28, 1:00-2:00	Diana will reach out to Gay to confirm and determine what we need to have prepared

December 8, 2020

TOPIC	NOTES	NEXT STEPS
Debrief CA Induction Conference	Diana shared the content from sessions she attended. Here is the link to the shared resources: CA Induction Conference Link • CalTPA and what it means for AUHSD • CSTP refresh - since last adopted in 2009, workgroup took a deep dive, 6 domains will remain the same (some possible word-smithing), 6 domains provide the conceptual framework but want to be responsive to current climate: Equity/Access/Inclusion; Culturally Responsive/Sustaining Pedagogy; Family/Guardian Engagement; Tech Integration; and Lens to include for both new and veteran teachers • Jan. 2021 public comment on refresh; Spring/Early summer recommend to CTC for action; to	

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	go into effect for 2021-2022 SY	
Update on Mentor Practices Placemat	Diana shared updates on the Mentor placemat development. She is taking the feedback from Mentors along with resources from OCIN network and will have a draft to share at the next meeting.	Finish draft placemat.
CSTP Self-Assessment	Candidates were provided with a screencast of how to link their CSTP Self-Assessment. This was pushed out in Schoology Updates and the deadline to update the link was Monday.	Check Candidates' ILP to see if link has been updated.
Future Candidate: Desiree Drew	Diana received an email from Desiree regarding her work from LAUSD for Induction: Grades for Desiree Drew	
Student Teacher/Sub	Sean Barnett	

December 1, 2020

TOPIC	NOTES	NEXT STEPS
Debrief Last Induction Workshop		
Review Surveys (Data)	Team reviewed Candidate Surveys to determine next steps: -overall Candidates feel supported by their Mentor. Two scored "somewhat"	Include activities that push Candidates out of their comfort zone (ZPD) Billie to review the Induction Portfolios to provide feedback

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	-need to make sure to capture email and/or name of Candidate for next survey so we can circle back to them for support. Mentors: Most felt the activity allowed them to reflect on their practice as mentors (both strengths and areas for growth).	before the end of the semester. Look at Jamboard from Mentors to build the Mentor Induction Practices Placemat https://jamboard.google.com/d/1Y5Rky2XbSldFPYGGt-qcW6368ZAdAdXAeKt8LETS4IY/edit?usp=sharing
	How are we using our time with Candidates effectively? What are some best practices?	Begin to think about video recording the conversations with Candidates - to create a library.
CSTP Self Assessment	Diana reviewed the CSTP Self-Assessment and created a sample one to share with Mentors/Candidates	Upload this along with video of how to add the link directly to the ILP. https://drive.google.com/file/d/1PC4J-v28a2q1rLOZ4T0LXpfjQDrRO4FB/view

November 3, 2020

TOPIC	NOTES	NEXT STEPS
CTC Accreditation Debrief Review and Analysis	The team reviewed the Draft Report and made	

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Mid-Visit Report	suggestions for revisions. Program Standard 3 was met with concern. Currently candidates are asked to identify 1-2 CSTP elements to focus on for the ILP, but the CTC Team did not see how the CSTP provides the road map for candidates' Induction work. Program Standard 6 was not met. Review team did not find we are assessing the quality of services provided by mentors to candidates. The feedback we give to mentors needs to be formalized.	Look at implementing a CSTP-based measuring tool so candidates can show growth. Three items the review team will bring up are as follows: 1. A formal system of assessment across all stakeholders to affect program improvement and change 2. A formalized assessment of CSTPs to ensure all 6 are addressed by the Candidates 3. Evaluation & providing feedback to the mentors to improve their practices We will have to provide evidence next year. We have some of these items, but our process is not formalized and consistent. With the pandemic, our focus - district wide- has been on addressing virtual learning, doing business in a virtual platform (textbook distribution, etc.), starting a virtual school, establishing a safety net for social and emotional needs of students, families, staff, and starting a brand new, virtual school.
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Mid-Visit Report

Three items the review team will bring up are as follows:

4. A formal system of assessment across all stakeholders to affect program improvement and change
5. A formalized assessment of CSTPs to ensure all 6 are addressed by the Candidates
6. Evaluation & providing feedback to the mentors to improve their practices

We will have to provide evidence next year. We have some of these items, but our process is not formalized and consistent. With the pandemic, our focus - district wide- has been on addressing virtual learning, doing business in a virtual platform (textbook distribution, etc.), starting a virtual school, establishing a safety net for social and emotional needs of students, families, staff, and starting a brand new, virtual school.

October 13, 2020

TOPIC	NOTES	NEXT STEPS
Email from CTC	• Teacher Induction Program Office Hours Thursdays, 9-9:50 Zoom Link	
Candidate Portfolio Check	Billie has reviewed the candidates' portfolio and is providing feedback via email; copying Mentor to keep them updated on progress. Regina reminded the team about the "send feedback" response button on Schoology. After reviewing a few ILPs, the team noticed not all portfolios are set up to receive feedback.	Regina will send the following announcement in the Induction Schoology Course: Attention Candidates IMPORTANT: Please check the link to your portfolio. The beginning of the URL to your portfolio needs to include this sequence - https://auhsd.schoology.com/ user ... If your portfolio's URL does <i>not</i> include "user," follow these steps to update the link: 1. Login to auhsd.Sch

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Induction Workshop 10/20 Prep	Mentors will work with Candidates on the Portfolios, specifically ILP and update Mentor/Candidate log.	oology.com 2. Use the arrow by your name to select "Your Profile" (upper right) 3. Click on "Portfolios" 4. Open... Send email reminder to Candidates/Mentors to be ready to work on Induction work.
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October 6, 2020

TOPIC	NOTES	NEXT STEPS
Induction Advisory Board	Prepare for upcoming meeting (10/8/20) • Current Induction Program updates • Accreditation update	Finalize Agenda
Website Updates (Regina)	Regina is working with Karen Lee (district webmaster) since changes were made to the website	Ensure no changes to Google Site will be made until after accreditation visit is complete.
OCIN Update (Diana)	Diana shared notes from the October 1 OCIN meeting. Districts shared their experiences with Accreditation reviews.	

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Meetings with stakeholder groups	Discussed accreditation updates with each stakeholder group	
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September 15, 2020

TOPIC	NOTES	NEXT STEPS
CTC Data Data Dashboard Review and Analysis	https://drive.google.com/drive/folders/10BqqIWlcg1ONuz-2Z2z7quoVwcFIU7gW?usp=sharing Diana shared data from CTC Dashboard. Team reviewed, discussed and completed graphic organizer	Next steps are included on the G.O.
Early Completion Option Janelle Oquendo	Portfolio Review and eligibility criteria.	Billie will look to see if she shared portfolio
HR Communication Rachelle Chavez	Looked her up on CTC - did not find her -Preliminary expires 2022	Follow up with HR, Can't do anything until we hear from Nancy Saucedo - Billie will email her
Induction Workshop Preparation for 9/22	Diana discussed the workshop training focus: Focus on Teacher Inquiry and ILP - Problem of Practice - Formulating an Inquiry Question - Measurable Goals - Professional Growth and Action Plan	Finalize Slide show for 9/22 Workshop

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September 8, 2020

TOPIC	NOTES	NEXT STEPS
OCIN Network Meeting	Diana shared information from the meeting: • What to do when shortage of mentors? Make connections with admin to tap volunteers to help the new teachers • Commission database - ADS Reporting • Suggestions for checking in with candidates/monitoring - use exit ticket/Google Forms • Questions to ask your team: How do you review and what do you do with the data? How survey results inform future meetings	Diana will retrieve data from CTC website. Team will review at next meeting
Classroom Observations	• Confirmed with Advisory Board about video recordings of candidates for purpose of Induction Observation - students will not be recorded in BBB but candidates can record themselves.	

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August 25, 2020

TOPIC	NOTES	NEXT STEPS
Website Review/Revision	Regina and Diana discussed work completed on the website	Update as needed
Early Completion Gabriela Gonzalez	Review and discuss eligibility of candidate	Contact Principal and Induction Coach Obtain further documentation for ECO

July 28, 2020

TOPIC	NOTES	NEXT STEPS
New Hires	Additional new hires were reviewed. There are several Education Specialists hired. Based on current Mentor list and new teachers hired, there is a need to identify more Education Specialist Mentors.	Add to Mentor/Candidate matches. Discuss with Tracy Olson, Curriculum Specialist for SWDs, to make recommendations for Ed Spec. Mentors.
Mentor Training Workshop	Final preparations for Mentor training workshop. Workshop is July 29 at 1:00pm. All mentors have confirmed attendance. Workshop objectives: Establish a mentoring relationship with candidate; support candidate's development and growth; support candidate in	Send reminder email to Mentors. Set up conference in Schoology.

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	completing Induction reqs. for the Clear Credential Review New and Improve Handbook with mentors. Ensure mentors understand candidate portfolio contents and mentor responsibilities. Breakout Room Discussion: Just in time support for the virtual classroom.	
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July 14, 2020

Topic	Notes	Next Steps
<u>2020-21 Induction Handbook</u> Is almost done! Common and Program Standards are noted on <u>THIS DOCUMENT</u> Now, how do we prepare Candidates for teaching in a virtual learning environment? Update Mentor/Candidate match	- Does Induction have a vision/mission statement? - What is the cognitive coaching model? - Mentor Selection Process forms need to be updated - Induction Oversight Section needs to be reviewed Questions: Program Impact - Can we <i>prove</i> that induction completers have necessary skills and have a positive impact (CS5), and are qualified (PS6) Leadership team reviewed HR Excel sheet of new hires. Update Mentor/Candidate Excel	Regina will create Handbook Receipt Form

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Mentor Training Update	sheet as needed. Diana reviewed components for upcoming Mentor training workshop:	
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July 7, 2020

TOPIC	NOTES	NEXT STEPS
Leadership Agenda Updated	• See REFERENCE for relevant links • Meeting dates are anchored to content	• Violet - Link to sign-in sheets
Induction Website Updated	• Regina & Diana met briefly yesterday afternoon to review changes	
PD Plan + M/C Match-ups		Diana, Billie, Jackie will work on setting up 2020-21 virtual meetings
Handbook being worked on	• Handbook Document • Handbook Google Folder	
Trama-informed, cultural awareness training	• EL = Social Emotional Learning • Trauma-informed =	Jackie will follow up with Kasey and Ryan re: Trama-informed training to add into

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2019-20 LEADERSHIP MEETINGS

Tuesday, June 16, 2020

8:00-9:00 a.m.

TOPIC	NOTES	NEXT STEPS
Meeting with Gay	• Induction website needs to be transformed to “tell our story.”	• Update website • Transform handbook to be single document • Update all forms to interactive PDFs
Training for trauma-informed mentors and candidates?	• SEL = Social Emotional Learning • Trauma-informed =	?

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Tuesday, June 9, 2020

8:30-9:00 a.m.

TOPIC	NOTES	NEXT STEPS
Billie give any updates from OCIN	HR & Celeste aware of intern Induction requirement	- OCIN cancellation - Send Diana 2020-2021 OCIN meeting dates
All Form 41s returned to Induction completers	Did we send Year 1 candidates a congrats?	Billie to send Transportability form in Handbook
Send out email to announce payment for Induction Program - scheduled email May 12	\$500/semester for a total of \$1000 - Set up payments through business office	Jackie to send email July 1
- Accreditation Review calendared for October 26-28 - Cancel reservations for hotel - Review will be online	Need to concentrate on the corrections & AUHSD website	- Calendar weekly meetings to work on website - Virtual review
- Keep a list of everything - - Diana will review the Commission's Recommendations	Covid 19 - modifications in summary document no more than 5 pages; according to Commission Recommendations	
Teacher Induction programs	May 1 PSD Newsletter	Sign up for newsletter
Review our website		

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Tuesday, May 5, 2020

8:30-9:00 a.m.

TOPIC	NOTES	NEXT STEPS
Billie give any updates from OCIN	- Jackie & Diana contact HR & Celeste hiring SPeD - OCDE Induction Programs - Billie reach out to Jacqie	
1-2 minute reflection from each candidate to place in their portfolio; email request sent	- Review Year 2 portfolios, Form 41 - Billie contact April Estep	
Send out email to announce payment for Induction Program - scheduled email May 12	\$500/semester for a total of \$1000 - Set up payments through business office	
Accreditation Review calendared for October 26-28	- Still on - Need to concentrate on the corrections & SAUSD website	
- Keep a list of everything - - Diana will review the Commission's Recommendations	Covid 19 - modifications in summary document no more than 5 pages; according to Commission Recommendations	
Teacher Induction programs	May 1 PSD Newsletter	

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AUHSD Induction Program

Tuesday, May 5, 2020

8:30-9:00 a.m.

TOPIC	NOTES	NEXT STEPS
Billie give any updates from OCIN	- Jackie & Diana contact HR & Celeste hiring SPeD - OCDE Induction Programs - Billie reach out to Jacqie	- Jackie & Diana contact HR & Celeste hiring SPeD - OCDE Induction Programs - Billie reach out to Jacqie
1-2 minute reflection from each candidate to place in their portfolio	Jackie to send out Billie's instructions	Review Year 2 portfolios, Form 41 Billie contact April Estep
Send out email to announce payment for Induction Program	\$500/semester for a total of \$1000 - Set up payments through business office	Please include dates and details for how to pay in message to candidates
Accreditation Review calendared for October 26-28	- Still on - Need to concentrate on the corrections & SAUSD website	
Keep a list of everything	Covid 19 - modifications in summary document no more than 5 pages; according to Commission Recommendations	Diana will review the Commission's Recommendations
Teacher Induction programs	May 1 PSD Newsletter	Sign up for newsletter



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Tuesday, April 28, 2020

8:30-9:00 a.m.

TOPIC	NOTES	NEXT STEPS
• Billie give any updates from OCIN		
• 1-2 minute reflection from each candidate to place in their portfolio		
• Accreditation Review calendared for October 26-28	• Still on • Need to concentrate on the corrections & SAUSD website	
• Teacher Induction programs	• May 1 PSD Newsletter	• Sign up for newsletter

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Wednesday, April 21, 2020

8:30-9:00 a.m.

TOPIC	NOTES	NEXT STEPS
• Billie give any updates from OCIN	• AUHSD planned well for virtual learning: ◦ Hold harmless ◦ LMS analytics ◦ Weekly “live” teaching ◦ Schedule includes “office hours” ◦ Personal calls to 10% of students not connecting	• Email Mentor and cc Yr2s re portfolios • Waiting for feedback from schools who are conducting virtual performance reviews • After April 30, re-send induction review dates/info (10/26-28)
• What do you think about a virtual celebration? • 15 sec. Message from each mentor to candidates	• 22 year 1 • 16 year 2 • Use iMovie? • Need an email to address how to	Ask for info re: accepting video clips to audits
• Accreditation Review calendared for October 26-28	• We should find out more info on April 30.	
• Teacher Induction programs	• Webinar - April 30 from 1:00-2:30	



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Wednesday, April 14, 2020

8:30-9:00 a.m.

TOPIC	NOTES	NEXT STEPS
• Billie give any updates from OCIN	•	•
• What do you think about a virtual celebration? • 15 sec. Message from each mentor to candidates	• 22 year 1 • 16 year 2	
• Accreditation Review calendared for October 26-28	•	•



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Wednesday, April 7, 2020

8:30-9:00 a.m.

TOPIC	NOTES	NEXT STEPS
Team to read this material and give input at next meeting. General Information: https://www.ctc.ca.gov/commission/covid-19-information-for-commission-stakeholders Found on the homepage, this document outlines what entities (e.g. the state legislature, the Commission) can determine changes to educator preparation programs. Scroll down the page a bit if you do not see the header COVID-19: Program Flexibility and Responsibility Information Specific to Induction Programs posted on March 19th: Induction Program Guidance Induction COVID-19 outlines possible changes to program structures and a timeline for determining those changes. Posted on March 31st: Variable Term Waiver Guidance https://www.ctc.ca.gov/docs/default-source/commission/files/vtw-guidance.pdf?sfvrsn=a8502cb1_4 provides information on how induction programs will be asked to provide support for candidates who have yet to complete their prelim prep program and earn their preliminary credential. Be sure to scroll down to the section on Responsibilities of Induction programs. Please note, an expanded version of this document will be posted on April 2nd. Additional guidance will be posted as it comes available. Emails will be sent to you ASAP. Please send your questions regarding candidate status and program responsibilities to Karen Sacramento, Sarah Solari, or me.		
● Billie give any updates from OCIN	● Billie send inquiry to Nancy about Form 41	
● Jackie send email to candidates & mentors include latest from CTC & links to handbook and checklist		

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March 9, 2020

TOPIC	NOTES	NEXT STEPS
Review all CTC recommendations	•	• Upload recommendations
AUHSD Site Induction Schedule Review & make edits	Mike & Diana made suggestions for revisions	Changes made
Schedule weekly meetings until Accreditation Review	•	•

March 3, 2020

TOPIC	NOTES	NEXT STEPS
Find completers from past two years, mentors, site administrators, superintendent, assistant superintendents, providers of workshops	- Billie will send email to mentors to recommend - Regina will make a template of names to invite with positions	•
Interview Schedule for Common Standards	Write scripts regarding common standards (institutional level, advisory board, MOU partners)	•
Program Standards	Program personnel, candidates, and mentors	•
Interviews setup in groups	Gen Ed, SPED	



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Interview Schedule		
By March 15	• List any changes • Create schedule • Train with scripts	

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November 5, 2019

TOPIC	NOTES	NEXT STEPS
Find completers from past two years, mentors, site administrators, superintendent, assistant superintendents, providers of workshops	• Billie will send email to mentors to recommend • Regina will make a template of names to invite with positions	•
Interview Schedule for Common Standards	• Write scripts regarding common standards (institutional level, advisory board, MOU partners)	•
Program Standards	• Program personnel, candidates, and mentors	•
Interviews setup in groups	• Gen Ed, SPED	
Interview Schedule		
By January	• List any changes • Create schedule • Train with scripts	

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AUHSD Induction Program

September 17, 2019

TOPIC	NOTES	NEXT STEPS
• Prep for Sept. 24 Leadership	•	•

September 9, 2019

TOPIC	NOTES	NEXT STEPS
• Plan for Induction Workshop ◦ Portfolio Content Directions	• Regina will lead	
• Discuss Portfolio Rubric	• Will review next meeting	
• Tested directions	• Adjust directions	
• Created a folder for agendas that mentors and candidates can access	• This is be utilized for absentees	
• Photo of group		
• Prep for Induction Leadership	• Sept. 24 @ 7:30	

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June 11, 2019

TOPIC	NOTES	NEXT STEPS
Common Standards Preliminary Notes of Findings	- Tasks & responsibilities - Billie shared 4 documents	- Jackie & Regina need to finish tasks - Regina will streamline process
Organization of Induction Handbook	Consisting of different folders; ez access; forms, resources, samples, procedures, guidelines	Regina will organize the Induction Handbook
Create a folder for Induction Leadership team (Team Drive - Induction)	Agendas, Program improvement, timelines, college credits, surveys, survey results	Regina will organize.
Next meeting is June 14, 2019 @ 9:00		



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REFERENCE

- **NEW Induction Handbook 2020-21**
- **Induction Websites**
 - [New AUHSD Induction Website](#) -
 - [AUHSD Induction Website](#) - created for CTC as audience
 - [“Old” Induction Website](#) - created for CTC and public as audience
- **Induction Courses**
 - 2019-20 - in Schoology LMS
 - [2018-19](#) - in Haiku/Powerschool Learning LMS
- **Induction Info Folders**
 - Induction Leadership *Shared Drive* - for leadership team
 - [Induction Folder](#) - contains all documents, including the induction handbook
 - [Induction Handbook Folder](#) - Google shared
 - [Induction Handbook Document](#) (old)
- **[Professional Learning Website](#)** - Induction should be included as a PL puzzle piece
- **Non-AUHSD Resources**
 - [SAUSD Induction Website](#)
 - <https://www.sausdtips.org/overview>