**Cohort 7**

**MENTOR INSTRUCTIONS**

**Wednesday, July 15, 2020:**

* **Mentor Training:** Info for joining the meeting:
  + Time: July 15, 2020, 1:00 PM (EST)/Noon (CT) to 5:00 PM (EST)/4:00 (CT)
  + Join Zoom Meeting: <https://zoom.us/j/94245750656?pwd=ODh4bXFEOEYrUVFvL1dGYlY3dDg0Zz09>
  + Meeting ID: 942 4575 0656
  + Password: 486349
* **Completed by Thursday, July 16, 2020, Summer Seminar:**
  + Arranged a location for your regional focus-cohort to meet on Wednesday, July 16, 2020, with appropriate social distancing requirements in place (e.g., 6 feet apart, mask, etc.). We will be closely watching the state requirements for social distancing, and we will let you know if there are any changes. Also check on your site’s social distancing requirements.
  + Sent all principals meeting location, time (8:30-4:00 EST; 7:30-3:00 CT), and social distancing requirements for your meeting location. Everyone should wear a mask, so please remind them to bring their own mask. FYI-We are sending a few masks for those who forget.
  + Checked to ensure the Internet works well at your meeting location. You will be joining the IPLI Seminar through Zoom and will need to project onto a big screen for everyone to see.
  + Have procured food and drink arrangements for the day. Everything should be pre-packaged (e.g., boxed lunch from local restaurant, Jimmy Johns, Panera, breakfast bars, yogurt, canned/bottled drinks, etc.).

**Thursday, July 16, 2020:**

* Wear your IPLI polo.
* Please be at your meeting location by 8:00. It is not unusual for principals to arrive early.
* Ensure room is ready to go with principal’s materials at each table.
* Breakfast should be served from 8:30-9:00.
* Join Zoom meeting at 8:15 and project onto large screen for all to see. Linda will conduct a test at that time to make sure all audio is working at all sites. Then, IPLI will have a looping PowerPoint going with music.
* Topic: IPLI Cohort 7 2020, Summer Seminar
* Time: July 16, 2020, 08:30 AM Eastern Time (US and Canada)
* Join Zoom Meeting <https://zoom.us/j/99995532577?pwd=SE9zWFEvVkR4SlQvVThWVnFCcEhZQT09>
* Meeting ID: 999 9553 2577
* Password: 289855
* As participants arrive, please greet them, take an individual headshot – principals and mentors only, and help them find their seats.
* Please have them check their folders. If they are missing anything, please keep a list and send to Lori (lori.davis.indstate.edu). We will either email a copy or bring these missing items to the September Seminar.
* Collect signed *ISU Photo Model Release* form from teacher-leaders. We will collect these from you when we meet face-to-face again. Please let us know if someone objects ASAP, so we don’t post his/her picture on our website.
* Assist principals and teacher-leaders with Internet access.
* Please have everyone seated and ready to go a few minutes before 9:00.

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| **BOX CONTENTS** | | | |
| **Principals’ Folders** | **Teacher-Leaders’ Folders** | **Mentor’s Folder** | **Mentors to Distribute** |
| Left Side   * Agenda * Dates to Remember   Right Side   * IPLI Model & Year 2 Overview * Heflebower Handout * *HRS Level 1 Survey Administrators* * *Principals: How to Help Teacher-Leaders Succeed in Year 2* * *Year 2 Coaching Summary* * *Principal Year 2 Personal Reflection Journal* | Left Side   * Agenda * Dates to Remember * Photo Release   Right Side   * IPLI Model & Year 2 Overview * Heflebower Handout * *HRS Level 1 Survey Teachers & Staff* * *Teacher-Leader Year 2 Personal Reflection Journal* | * Agenda * T-L Dates to Remember * Principal Dates to Remember * IPLI Model & Year 2 Overview * Heflebower Handout * *HRS Level 1 Survey Administrators* * *HRS Level 1 Survey Teachers & Staff* * *Principals-How to Help Teacher-Leaders Succeed in Year 2* * *Teacher-Leader Year 1 Personal Reflection Journal* * *Principal Year 2 Personal Reflection Journal*   **Clipped – Mentor Training Materials**   * Mentor Instructions * Mentor Training Agenda * *Feedback Nightmares Protocol* (Yellow) * *Giving Receiving Feedback NSRF (lime green)* * *Probing Questions (blue)* * Baseball Field Handout (white) * *Block Party Protocol* * *Year 2 Coaching Summary* * *Mentors – How to Help Principals Lead* * Mentor Directory | * Book – *Leading a High Reliability School* (Teacher-leaders only) * Book – *PLC Book –* (Principals & First-round mentors) * Book – *Collaborative Teams* (Principals & first-round mentors) * Handout - *Team Mini AR Try Its* * Handout – *Compass Activity* * T-shirts (see accompanying size list) * IPLI Notepad (All) * IPLI Pen (All) |

**Thursday Notes**

* Complete attendance report. Lori sent these out via email on June 26, 2020.
* After breaks and lunch, make sure your principals and teacher-leaders are ready to go 2-3 minutes before the next session begins.
* Sometime during the day, please try and get a group picture with everyone in their IPLI t-shirts. (Social distancing – stagger).
* Lunch is an opportunity for principals and teacher-leaders to get to know each other. Here are some prompts to stimulate conversation during this time:
  + What’s one great thing you would like to share about your school?
  + As you think about staff and students returning to school this fall, what’s something you want to focus on as the school leader or teacher-leader?
  + How are you preparing yourself for students/staff returning to school?
* During your focus-cohort meeting from 2:45-4:00, you will:
  + Review regional Focus-Cohort norms with teacher-leaders.
  + View an AR Example on the IPLI website: <http://indianapli.org/>. Click on “AR Summaries,” then follow the tiers to “Year 2,” “AR Showcase of Schools 2020 – Cohort 6.” Open the “AR Showcase of Schools Program Cohort 6.” Scroll through to find a presentation you would like to review. Click on the link below the abstract to see the video presentation. Please note, some presentations do not have a link, because they have not been submitted (or uploaded) yet.
  + Using the PowerPoint sent to you on Wednesday during the Mentor Training and the IPLI AR “Try It” Mini Cycle handout, explain the AR Mini Try It assignment to be completed before the September Seminar (September 22, 2020).
  + Identify meeting dates/locations for August, October, February, March, and May/June regional focus cohort meetings with principals.
* Troubleshooting:
  + Lori & Madison
    - Office phone: 812-237-2932
    - Email: [lori.davis@indstate.edu](mailto:lori.davis@indstate.edu);
    - Email: [mgruenert1@sycamores.indstate.edu](mailto:mgruenert1@sycamores.indstate.edu)

**\*\*\*Don’t forget our post-seminar mentor meeting immediately following the end of the seminar on Thursday. We will meet on Zoom (same as seminar link) at 4:15 p.m.**

**Seminar Follow-Up:**

* Send pictures to Lori: [lori.davis@indstate.edu](mailto:lori.davis@indstate.edu) ASAP (preferably Jpeg format)
* Send itemized receipts (take a picture) for reimbursement to Lori ASAP.
* If someone did not attend, please contact the principal ASAP to find out why he/she was not there, and then contact Linda ([linda.marrs-morford@indstate.edu](mailto:linda.marrs-morford@indstate.edu)) to discuss.