**Cohort 8**

**MENTOR INSTRUCTIONS**

**Monday, July 13, 2020:**

* **Mentor Training:** Info for joining the meeting:
* Time: 9:00 AM (EST)/8:00 a.m. (CT) to 3:00 p.m. (EST)/2:00 (CT)
* Join Zoom Meeting: <https://zoom.us/j/92145719005?pwd=TWw5bk4zQy9lTVdRcWNkWDNPRHd2dz09>
* Meeting ID: 921 4571 9005
* Password: 251844
* **Completed by Tuesday, July 14, 2020, Summer Seminar:**
  + Arranged a location for your regional focus-cohort to meet on Tuesday, July 14, 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.).

**Tuesday Morning, July 14, 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 8 Summer Seminar
  + Time: July 14, 2020, 08:30 AM Eastern Time (US and Canada)
  + Join Zoom Meeting: <https://zoom.us/j/99968392563?pwd=Y3hrZEZ1SlV4TmNkWnpzQlRjN1Q4dz09>
  + Meeting ID: 999 6839 2563
  + Password: 905476
* As participants arrive, please greet them, take an individual headshot, 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. 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 with Internet access.
* Please have everyone seated and ready to go a few minutes before 9:00.

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| **BOX CONTENTS** | | |
| **Principals** | **Mentors** | **Mentors to Distribute** |
| **Left Side**   * Agenda * Photo Release * Dates to Remember   **Right Side**   * Model & Two-Year Overview * Nancy Dana Handout * Nancy Dana Quotes (different colors) * *IPLI Year One Personal Reflection Journal* | **Left Side**   * Agenda * Dates to Remember * Model & Two-Year Overview   **Right Side**   * Nancy Dana Handout * Nancy Dana Quotes (different colors) * *IPLI Year One Personal Reflection Journal*   **Clipped – Mentor Training Materials**   * Mentor Instructions * Mentor Training Agenda * *Leadership Questions* (blue) * *Seed Conversations Protocol* (tangerine) * *Willing To Be Disturbed* (bright green) * *Microlab Protocol* (light green) * *Save the Last Word for Me Protocol* (pink) * *Hopes and Fears Protocol* (bright yellow) * *Coaching Calendar* (white) * Mentor Directory * *Probing Questions* (blue) | * Book – *Leading with Passion & Knowledge (For principals only)* * Book – *What Great Principals Do Differently (All)* * Handout – *Mini AR Try Its* * T-Shirts (see accompanying size list) * IPLI Notepad (All) * IPLI Pen (All) * Lollipops (for later activity) |

**Tuesday Notes**

* Complete attendance report. Lori sent these out via email on June 26, 2020.
* After breaks and lunch, make sure your principals 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 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?
  + How are you preparing yourself for students/staff returning to school?
* Lollipops are for the last activity Linda will be doing with Cohort 8. Linda will prompt when to distribute.
* During your focus-cohort meeting from 2:45-4:00, you will:
  + View an AR Example on the IPLI website: <http://indianapli.org/>. Click on “AR Summaries,” then follow the tiers to “Year 1,” “AR Showcase 2020 – Cohort 7.” Open the “AR Showcase Program Cohort 7.” 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 Monday 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 23, 2020).
  + Develop ground rules for your group using the protocol provided by Nancy outlined on the PowerPoint sent to you (with AR Mini cycle).
  + Identify meeting dates/locations for August, October, February, March, and May/June regional focus cohort meetings.
* 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 Tuesday. 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. Normally, they cannot continue in IPLI if they did not attend the Summer Seminar. We usually ask them to wait until the next year.