

CIT May Mentor Forum & Interns of the Year Celebration May 20, 2024



Introduce yourself to other Mentors at your assigned table.

Identify the new or nearly-new Mentors at your table.



Experienced Mentors:

Ask the Rookies if they have questions.

New (or nearly New) Mentors:

Ask the Veterans your questions.

CIT May Mentor Forum & Interns of the Year Celebration

May 20, 2024



AGENDA:

- Share Wisdom with a Newbie!
- How was Your Year? Rose-Thorn-Bud
- What's New with CIT? Numbers & Changes
- Uncertified Teachers, Layoffs, etc.
- Wrapping Up. What's New?
- How Might We Help with Transition
- Celebrate our CIT Interns of the Year



CIT Forum Ground Rules

- **Respect** (for this work, ideas, time, space, each other)
- **Participation and Focus** (vs. electronics)
- **Confidentiality**
- **Open Minds**
- **Others?**



Let's Reflect . . .

Turn to a partner. Share one mentoring 'Rose,' one mentoring 'Thorn,' and one mentoring 'Bud.'

MENTORING ROSE



A highlight or something that went well.

MENTORING THORN



A challenge or something you struggled with.

MENTORING BUD



A goal or something you want to work on.

Thanks to your work with your Intern . . .

- Your Intern Mastered a New Skill/Strategy
- Your Intern Built Positive Relationships with Students
- Your Intern Built a Working, Constructive Relationship with a Co-teacher or Administrator
- Your Intern Grew to Trust You or
Your Intern No Longer Fears Asking for Help
- Your Promising Intern Chose to Stay in the RCSD
- Your Struggling Intern “turned the corner” and Found Success
- Your Intern gave you Positive Verbal Feedback: You are Appreciated!
- You were there for your Intern when they really needed you
- Others?



Congratulate a Mentor Rookie!!



**During Dinner Later . . .
Check in with the new
Mentors near you to ask
them about their year!**

CIT Support Data September 2023–May 2024

<u>CURRENT TOTALS</u>		<u>2022-2023</u>	<u>2021-2022</u>
INTERN	247	305	121
PS Uncertified	27	39	
PS RESIDENT	45	22	31
PS TENURED	13	14	27
PS LT Sub	13	12	28
TOTAL:	345	392	208
<u>2023-2024 CUMULATIVE TOTALS</u>		<u>2022-2023</u>	<u>2021-2022</u>
INTERN	287	352	133
PS Uncertified	28	40	
PS RESIDENT	63	32	48
PS TENURED	15	18	34
PS LT Sub	13	12	33
TOTAL:	406	454	248

	<u>RESIGNED</u>	<u>2022-2023</u>	<u>2021-2022</u>
INTERN	26	34	11
PS Uncertified	1	1	
PS RESIDENT	3	0	2
PS TENURED	0	0	1
PS LT Sub	0	0	1
TOTAL:	30	35	15
<u>COMPLETED</u>		<u>2022-2023</u>	<u>2021-2022</u>
INTERN:	14	13	1
PS Uncertified	0	0	
PS RESIDENT:	15	10	15
PS TENURED:	2	4	6
PS LT Sub	0	0	4
TOTAL:	31	27	26

Layoffs & Transfers & Bears, oh my!

3:30 PM Check-in Event starts at 4:15 PM

All Middle Schools & Padilla High School

May 20th – Library, Social Work, Counseling, Music, Art, Phys Ed, ESOL/ENL, Reading, Health tenure areas (K-12)

May 22nd – Math, Science, English, Social Studies, Family Consumer Science, Tech, Business/Marketing, Foreign Lang. tenure areas (Core Academic)

May 28th – Special Education tenure area

Receivership week

May 30th – June 5th

Exempt week

May 31st – June 5th

Mentor Priority: Listening, Validating, Sympathy, & Perspective

Avoid guessing: refer to written instructions from the district and RT

Perspective: once this period of uncertainty wraps up, . . .

All other Non-Receivership High Schools, Elementaries

June 10th – Library, Social Work, Counseling, Music, Art, Phys Ed, ESOL/ENL, Reading, Health tenure Areas (K-12)

June 12th – Math, Science, English, Social Studies, Family Consumer Science, Tech, Business/Marketing, Foreign Lang. tenure areas (Core Academic) June 13th – Special Education tenure area (Will be held in person TBD location, online okay, too)

June 17th -- Elementary Tenure Area

Layoffs

If you are supporting a **certified, probationary** elementary teacher who received a layoff letter:

- Mentor Priority: Listening, Validating, Sympathy, & Perspective
- Placed on a "Preferred Eligibility List" (PEL) and recalled from that list in order of seniority.
- Benefits continue through August
- June 5th Drop-In at RTA Office 2:30–4:30 pm
<https://rochesterteachers.org/potential-layoffs/>
- Perspective: district hiring outlook is changing constantly, especially as staffing shifts are made for the fall.
- Ask Intern to keep you informed.

www.rcsdk12.org/CIT/Layoff



Uncertified Contract Substitutes

If you are supporting an **uncertified** teacher/service provider:

- Mentor Priority: Listening, Validating, Sympathy, & Perspective
- “Contract Substitute” appointments end June 30th.
- Benefits continue through August
- Displaced for Transfer Day...position becomes a “Vacancy”
- Certified teachers must be prioritized in filling vacancies.
- If making significant progress on their TCAP, and a vacancy remains, they may be able to return as a contract sub.
- Perspective: district hiring outlook is changing constantly, especially as staffing shifts are made for the fall.
- Ask your Intern to keep you informed.

www.rcsdk12.org/CIT/Certification

Time for Reflection

Phases of First-Year Teachers' Attitude Toward Teaching

by Ellen Moir, Founder and Chief Executive Officer, New Teacher Center



3 Functions of Learning-Focused Relationships



Phases of First-Year Teachers' Attitude Toward Teaching

by Ellen Moir, Founder and Chief Executive Officer, New Teacher Center



OFFER SUPPORT by providing information and tips regarding end-of-year events and paperwork. Share your routines for organizing end-of-year tasks. Make a gift pack of colored markers, tape, and stickers for labeling boxes. Start a list of items to order for next year.

CREATE COGNITIVE CHALLENGE Make connections between what was expected, what was desired, and what actually occurred. . . . Structure a learning-focused conversation [to] surface insights, applications, and goals for the coming year.

FACILITATE PROFESSIONAL VISION

Explore student successes and mark the specific turning points for them and your [Intern]. Share high points and low points and notice patterns or categories. Collaborate on constructing a professional growth plan for the coming year.

And **CELEBRATE!**

Mentoring Matters, third edition, page 12.

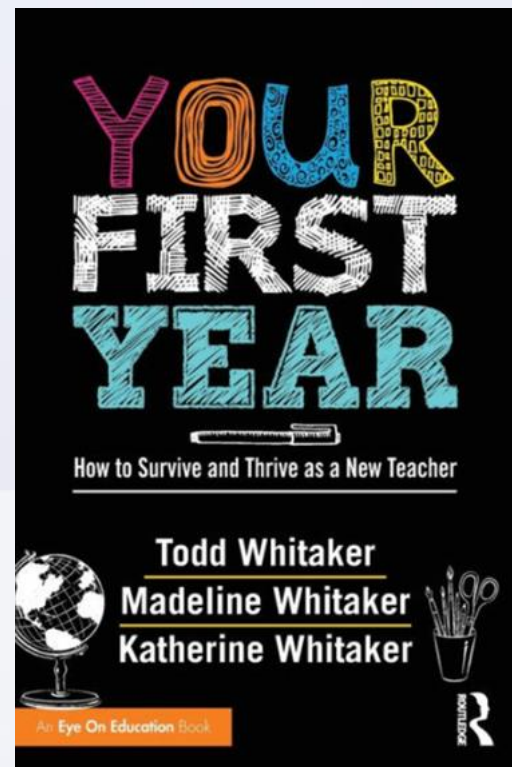


End-of-Year for Interns

- End of year evaluation: TEACHBOOST
- Your Final Report: Recommendation
- End-of-year Survey
- New Educator Orientation (August 19–21st)
- Professional Support Requests

A New Tool for our 2023–2024 Interns

- Was distributed at New Educator Orientation in August
- Did you use the text this year as a reference – a “third point?”
- Discuss at your table if you found the text useful, or discuss ways you might use it in the coming school year.
- Please share any insights on the survey you will receive later tonight.



Wrapping up Intern Paperwork

Panel Contact Review of Records

www.rcsdk12.org/CIT/Resources



End-of-Year 2022
Review of Records Slides
Review of Records Checklist

Guidelines for Intern Final Reports
Intern Final Report BLANK
Intern Final Report SAMPLE-RECOMMEND
Intern Final Report SAMPLE-HIGHLY RECOMMEND
Intern Final Report SAMPLE-NOT RECOMMEND

Intern End-of-year Self-Assessment (for use with Intern, not submitted)

- Nov 18, 2018
Mentor Forum
- October 2018
Report Clinic
- Sept 23, 2018
Mentor Forum
- May 20, 2018
Interns of the Year and May Forum
- Mar 18, 2018
Mentor Forum
- Jan 28, 2018
Mentor Forum
- Nov 16, 2018

Framework for Teaching (CIT) Program
Framework for "Mentor" Teaching Team
Professional Support Model
Professional Support Session Topics
Mentor Peer Observation Reflection Form
Student Work Analysis Form
Intern Supervision Site Form
Statement of Concern Case Sample Introduction
End-of-Year Forum
End of Year 2022
Review of Records Checklist
Guidelines for Intern Final Reports
Intern Final Report Sample



Wrapping up Intern Paperwork

Panel Contact Review of Records

www.rcsdk12.org/CIT/Resources

CIT End-of-Year INTERN FINAL REPORTS & REVIEW OF RECORDS

In May, you will begin to prepare Intern Final Reports to present to your CIT Panel Contact as part of your end-of-year Review of Records meeting. (If you were assigned to support an intern after the school year began—"off cycle"—I will contact you directly about your timeline.) You can find blank forms, a checklist, and sample reports by scrolling down to "End-of-Year Forms" on the CIT Mentor Resources page: www.rcsdk12.org/CIT/resources.

Some guidelines for Intern Final Reports:

- Part A of your Intern Final Report should open with a clear recommendation for continued employment.
 - "Highly Recommend" indicates the exceptional intern who stands out from other new teachers based on the intern's significant impact on students, strong work ethic, effective teaching practices, professional growth, and positive contributions to the district. This is the intern that we would hate to lose, and that we want to make every effort to keep.
 - "Recommend" indicates that the intern is doing a good job, shows solid growth and potential, and has met professional standards that merit "effective" ratings. We are happy to retain this intern as a colleague.
 - "Not Recommend" will already have been discussed prior to writing this report.
- Include the number of observations and conferences that form the basis for your recommendation (refer to samples).
- Make the case for continuation (or not). What makes the intern a positive addition to the district (or not)? Describe the intern's potential for ongoing contributions to the district. How has this intern had an impact on students? How does this intern relate to students, colleagues, and families? You should describe the intern's growth and strengths, but also be sure to include any ongoing challenges and professional development needs.
- Be guided by the Danielson rubrics (but avoid a component-by-component accounting). This is a summative review, and while it should describe specific strengths and weaknesses, it does not require the detailed examples that you used as evidence in your Intern Status Reports.
- Part B can be a bulleted list of ways you supported your intern (refer to samples).
- You need to go over the report with your intern and obtain signatures prior to your meeting with your CIT Panel Contact for your...

Panel Contact Review of Records

In late May, your CIT Panel Contact will schedule a meeting with you to discuss your Intern Final Reports and to review your mentor paperwork. The Review of Records is an informal dialogue about the process you use to monitor and document your intern's progress. It allows time to discuss your recommendations for your interns, and it is intended to support you in your efforts and to provide important feedback to the CIT Governing Panel about our procedures. This meeting should be a pleasant, satisfying way to close out your mentoring year.

Refer to the "End of Year Checklist" at the CIT Mentor Resources page: www.rcsdk12.org/CIT/resources. It describes what to bring with you, which items you need to hand in, and which items you need to show, but not submit.



CIT END-OF-YEAR ITEMS

If you are working with interns, you should hear soon from your CIT Panel Contact to schedule your Review of Records. Please arrange for a mutually convenient time to meet. The Review of Records is an informal dialogue about the process you use to monitor and document your intern's progress. It allows time to discuss your recommendations for your interns. It is intended to support you in your efforts and to provide important feedback to the CIT Governing Panel about our procedures. (Sample form on back of this page.)

Submit the following items at your Review of Records meeting:

- Interns' Final Reports, signed by you and your interns. (If you can, send reports to your Panel Contact assigned to you as an email attachment in advance of your meeting. Then bring a hard copy with signatures to submit. Make sure to keep a copy for yourself.)
- Mentor Calendar from the CIT Google Classroom Google Sheet. Please print out a copy to turn in (be careful to select the number of pages to print), or you may prefer to show it with your Panel Contact from your laptop/tablet phone. If you track your email correspondence separately, you may wish to bring a printed list of email addresses for that have Date.A.12@rcsdk12.org or you can show your Panel Contact your correspondence on your computer (and print out every email).
- Mentor PD Log (written or typed list of PD you attended this year). You can send along a Trail@NorthLogic transcript once that is available.

Bring to show, but DO NOT SUBMIT, at your Review of Records meeting:

- Mentor Log (spiral notebook or equivalent). See note above about email correspondence.
- Observation/Conference Feedback. For example, the Collaborative Mentor-Status Feedback Form, or other written feedback.
- Copies of Status Reports, Intern Reports on Mentor, Peer and Panel Observation Reports, and any other relevant paperwork.

Please keep all paperwork filed somewhere safe for three years.

All of the forms attached (and other useful documents) can be found at the CIT Website Resources page: www.rcsdk12.org/CIT/Resources.

* Adapted from www.rcsdk12.org/CIT/Resources by a list of resources available on the CIT Website. All rights reserved.

This is being shared so you know what to expect at the Review of Records meeting. You are not expected to complete this on your own ahead of time.

Career In Teaching Program - Review of Written Records

Note: This review is to be completed by a CIT Panel Member for inclusion in the CIT file.

Lead Teacher Assigned as Mentor _____ Date of Review _____	
Reviewed by _____	
Records	Comments
Calendar <input type="checkbox"/> Printed and Submitted today <input type="checkbox"/> Updated monthly on CIT Google Classroom <input type="checkbox"/> Will update by _____ <input type="checkbox"/> Any concerns of equipment or unable to complete	
Mentor Log (Mentor's given spiral or equivalent, notes, correspondence, etc.) <input type="checkbox"/> Complete and submitted <input type="checkbox"/> Missing items (specification) <input type="checkbox"/> Organized Record-keeping	
Written Feedback for Interns (Feedback forms, etc.) <input type="checkbox"/> Complete and submitted <input type="checkbox"/> Missing items (specification) <input type="checkbox"/> Organized Record-keeping	
Copies of Intern Status Reports, Intern Reports on Mentor, and Status Report Reviews (All reports attached and/or provided) <input type="checkbox"/> Complete and submitted <input type="checkbox"/> Missing items (specification) <input type="checkbox"/> Organized Record-keeping	
Panel Observation <input type="checkbox"/> Conducted by _____ Date _____ <input type="checkbox"/> Not conducted (specification)	
Peer Observation <input type="checkbox"/> Conducted by _____ Date _____ <input type="checkbox"/> Not conducted (specification)	
Mentor Self-Assessment (For New Mentors only) <input type="checkbox"/> Submitted today <input type="checkbox"/> Attached sent to CIT <input type="checkbox"/> Will send to CIT by June 15th	
Intern Final Reports <input type="checkbox"/> Reports Ready to Review <input type="checkbox"/> Missing Reports (specification)	
Other Comments	

Quality of Written Records

☐ Proficient ☐ Needs Improvement

CIT Reviewer's Signature: _____ Date: _____

LT/Mentor's Signature: _____ Date: _____
 A LT/Mentor may attach a written response to this form. Please return signed form to CIT Office, 410-3.

End-of-Year Tutorial (or “Refresher”)

Tuesday, May 21st at 3:00 PM, and again at 4:15 PM
on Microsoft Teams

CIT END-OF-YEAR REVIEW OF RECORDS

May 25, 2020



Two Parts of Review of Records

Review of Intern Final Reports

Review of Mentor Records

CIT Panel Review or Records Form



Some Guidelines for Writing CIT Intern Final Reports

- Part A of your Intern Final Report should open with a clear recommendation for continued employment.

“Highly Recommend”

indicates the exceptional Intern who stands out from other new teachers based on the Intern's significant impact on students, strong work ethic, effective teaching practices, professional growth, and positive contributions to the district. This is the Intern that we would hate to lose, and that we want to make every effort to keep.

“Recommend”

indicates that the Intern is doing a good job, shows solid growth and potential, and has met professional standards that merit “effective” ratings. We are happy to retain this Intern as a colleague.

What's New...Google Department Drive

... > DOE, JANE - CIT Mentor > ROOKIE, JOSEPHINA - I... ▾ 👤

Type ▾ People ▾ Modified ▾

Name ↑

Copy of MENTORLASTNAME-InternLastName_Intern Final Report and Recommendation 👤

DOE-Rookie_First Intern Report on Mentor (by CIT Intern) 👤

DOE-Rookie_First Intern Status Report 👤

DOE-R

DOE-R

**Signatures indicate that the Mentor has reviewed this report with the Intern.
Interns may attach a written response or comments or include in the Digital Signature Form.**

CIT Mentor signature	Date

[CIT Report Digital Signature Form](#)

CIT Intern signature

Date

If this is being signed digitally, type names into the signature boxes above, and **the CIT Intern must click [here](#) to complete the CIT Report Digital Signature Form** using the Intern's RCSD Google account ([Intern's 7-digit ID#]@rcsd121.org).

CIT Intern Final Report

page 2

Please edit the name of this document using the format: "MENTORLASTNAME-InternLastName_Intern Final Report"
CIT Mentor has permission as "Editor." When completed, CIT Intern may be given permission as "Viewer" or "Commenter."



Career In Teaching Intern Final Report

Intern's Name:	 	Certification:	
Mentor's Name:	 	School:	

Hiring Status: ☐ Probationary ☐ Contract Substitute ☐ Part-time

A. Describe the progress this intern made during the school year. Include references to growth and/or problems in meeting the professional expectations for interns and any other areas germane to the intern's future in the teaching profession.

CIT Intern Final Report

page 1

Meeting the Current Moment: REFLECTION TIME!

2024-2025 School Year

- New Superintendent
- New Middle Schools
- New Principals
- New Colleagues
- New Assignments



INSIGHTS? Please Discuss and Share



CIT Mentor Forum May 20, 2024
CIT & the Coming "Transition"

What are going to be the most significant issues our newest teachers and service providers will need support with as we begin the 2024-2025 School Year?

How might our CIT Program be able to help address these?

What other specific ideas do you have for providing colleagues needed support through this transition with our CIT Program:



10 minutes

Intermission

**We will reconvene to
celebrate at 5:15 p.m.**

2024 CIT Interns of the Year

Chester Shellman	Fifth Grade	School #22
Alexis Lodico	Science VII-VIII	School #28
Damaris Reinosa Traverso	Bilingual Speech	School #22
Ashley Pheilshifter	High School ENL	East Upper
Sylvia Rooney	First Grade Bilingual	School #12
Andrea Singletary	Third Grade Bilingual	School #33
Jessica Hands	School Psychologist	Edison Tech

Thank you to our CIT Governing Panel

Career in Teaching Governing Panel 2023-2024

Rochester's CIT program is overseen by a Joint Governing Panel of six teachers selected by the RTA President and six administrators selected by the Superintendent of Schools. The CIT Governing Panel convenes about every three weeks. The Panel is charged with developing, implementing, and evaluating the policies of the CIT program as described in Section 52 of the RCSD-RTA Contract.

RTA Members:

Alexis Leslie, ESOL Teacher, OACES
 Stefan Cohen, CIT Program Director, Social Studies Teacher
 Martha Keating, RTA Labor Relations Consultant
 Sharon Key, Kindergarten Teacher, School #22
 John Pavone, RTA 1st Vice-President
 Vacancy TBA

RCSD Members:

Thomas Anderson, Assistant Principal, School #45
 Kimberly Harris-Pappin, Principal, School #53
 Susan Ladd, Principal, School #28
 Christopher Miller, Chief of the Office of Human Capital
 Dominic Pickard, Director of Arts
 Kara Reidy-Vedder, Director, Staff & Educator Effectiveness

2023-2024 CIT GOVERNING PANEL CALENDAR

All meetings of the CIT Governing Panel will take place via [Microsoft Teams](#) or at the RTA Office on Monday afternoons, [beginning at 4:00 p.m.](#), unless otherwise noted.

Summer 2023 Meetings: Friday, July 14, 2023 at 1:00 PM [via Zoom](#)
 Thursday, August 10, 2023 at 10:00 AM [via Zoom](#)

September 14, 2023 (Thursday [Microsoft Teams Meeting](#)) - How was your start?
 We will meet briefly to confirm Panel Contact assignments and a few other brief items.

September 18, 2023 - On [Microsoft Teams](#) @ 5:30 p.m. You will have the opportunity to meet with your mentors at their Mentor Forum. The mentors will meet from 4:00-5:30. If you are available for the entire Forum, please feel free to join the mentors at 4:00; if you are not available at 4:00, please plan to arrive at 5:30 to meet with your assigned mentors. ~~Then stay for dinner!~~
 You should begin to schedule your CIT Mentor Panel Observations; complete by March 31st.

October 16, 2023 New Location: [IN PERSON](#) @ RTA Office Large Conference Room
 (30 N. Union Street, 3rd floor)

November 27, 2023 New Date: November 29, 2023 (Wednesday Meeting)
 You will receive Fall Status Reports from your mentors with Interns.

December 18, 2023
 Please submit your completed Fall Status Report Reviews.

January 22, 2024 New Date: January 29, 2024

February 26, 2024 New Date: March 4, 2024
 We will review Current Mentor Reapplications and begin the New Mentor Interview Process.

March 25, 2024 New Date: March 26, 2024 (Tuesday Meeting)
 You will receive Spring Status Reports from your mentors with Interns.
 We will review nominations for Intern of the Year.
 We will review New Mentor Applications.
 Please submit all completed CIT Mentor Panel Observation reports.

April 22, 2024 New Date: April 29, 2024
 Please bring your completed Spring Status Report Reviews.
 We will review CIT Panel recommendations for New Mentor applicants.
 We will review cases of Interns not recommended for continuation by Administrators or Mentors.

Added Date May 6, 2024 (if needed)
 We will review cases of Interns not recommended for continuation by Administrators or Mentors.

May 20, 2024 - (Temple B'rith Kodesh, 2131 Elmwood Avenue, 4:00-7:00 p.m.)
 Join the mentors in celebrating their work and honoring the Interns of the Year. Stay for dinner!

Please schedule to meet with your assigned mentors to conduct the Review of Mentor Records and to review Intern Final Reports by June 7th.

May 28, 2024 (Tuesday meeting)
 We will finalize decisions about New Mentor applicants and review any unresolved cases of Interns not recommended for continuation by Administrators or Mentors.

June 10, 2024
 Please submit Reviews of Mentor Records and Recommendations for Continued Employment with the Intern Final Reports.

Fond Farewells to these Retirees . . .

Phil Gauldin

Lisa Tilley



2024 CIT Interns of the Year

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