SCHEV Meeting 12/6/05

Participants:
Dr. Abha Gupta, Project Director, ODU
Dr. Leigh Butler, Mentorship Consultant, ODU
Laura Nelson, Director, Science Education, PPS
Helen Taylor, Director, Reading Education, PPS
Carla Bell, Project Coordinator

AGENDA

1. Introduce Dr. Leigh Butler
2. Overview of Mentorship Module in the grant
3. Briefing on how mentors were identified for the project
4. Developing a “kit” for mentors including: General Brochure, a form for monthly meetings with mentees and with principal.

Minutes of Discussion Points:

Need of the Mentors:
Laura Nelson and Helen Taylor noted that from their observations, Mentors need training in:

- How to use “teachable moments” to help mentees; how to “walk and talk”, using those few sporadic moments to help the mentee problem solve. This is particularly pressing since most mentees are unable to observe their mentors during the instructional day.
- How to help mentees efficiently manage time and schedule/structure days for best learning outcomes;
- How to help mentees develop classroom management skills;
- How to help mentees consistently tie lessons and materials into the curriculum and the SOLs;
- How to help mentees teach toward National standards as well as state standards; and
- How to help mentees become reflective teachers, able to look at his/her own teacher practices and debrief their own lessons.

Dr. Taylor noted that new teachers often feel stressed and overwhelmed; rather than that being a sign of failure, new teachers should see that as a sign that they are doing a good job because the job of teaching is indeed overwhelming.

Dr. Butler noted the areas mentioned above and plans to address them in her training sessions.

Training Sessions:
Dr. Butler will e-mail the mentors within the next week to introduce herself and ask for input for a meeting time as well as items for discussion. The first training session will take place in January, during the day or in the evening, depending upon Mentor input. Two follow-up sessions will take place in early March and early April; those will likely be “Dinner and Debrief” meetings, right after school.
**Data Collection:**

Dr. Butler will create a Mentor Questionnaire to use in collecting Pre/post data. Data will be collected from both the Mentor and the Mentees. Dr. Butler will have the mentors work on their own formal reflection protocols for working with mentees.

**Other SCHEV Project issues:**

Carla Bell asked about stipends and recertification points. Dr. Taylor and Ms. Nelson clarified that teachers can receive either a stipend OR recertification points – not both. Carla will e-mail Reading Workshop teachers to determine which each would prefer.

Carla asked about a school to host the NASA follow-up workshop. Ms. Nelson suggested M.E. Waters Middle School.