Capital Region Professional Growth Circle Session #1 Notes

December 7, 2017, 8:00-9:30am

1. All provided introductions.
2. Agenda was reviewed.
3. Overview of the Circle’s strengths and how they are part of PGC tenants was shared.
4. Established draft Circle Norms (see below). These will be revisited at the next Circle session for finalization.
5. Created monthly meeting dates/times and locations, with emergency plan (see below). All agreed to calendar these dates and locations, knowing we will revisit these at the next Circle session for finalization.
6. Generated two problems of practice
   1. Teacher Accountability
   2. Parent Complaint
7. Distributed the *Mentor Coach Conversation Path*. Agreed to use the collective voice of the mentee while others served as success partners regarding the teacher accountability issue.
8. Circle Debrief – Agreed that today’s Circle session was in levels 3 and 4 on the *Mentoring Circle Rubric*.

Note: the Circle formally ended at 9:33am; some members stayed on to share more about the second problem of practice.

**Capital Region Professional Growth Circle Norms**

Draft #1

Goal: Grow in to an administrator’s mindset where we collectively expand our leadership practices. Trust is the rock our work is built upon.

1. **Confidentiality** - Confidentially is essential; what is said in Circle stays in Circle unless permission is granted beforehand.
2. **Intention** - Mind the goal of *Good Intention* so all have a rewarding experience.
3. **Feedback** – Provide open and honest feedback. Disagree with ideas but not people.
4. **Active Listening** - All engage in active listening, reflection, and processing.
5. **Agenda** – Non-agenda items will be discussed after Circle time.
6. **Time**  - Time is used for agreed upon topics; we will start and end Circle sessions on time.
7. **Celebrations** – Each session will begin and/or end with sharing something to celebrate – even if it is ‘I survived…’ (We know celebrations are antidotes for feeling overwhelmed and fatigued).

**PGC Meeting Dates/Time/Location/Snack Calendar**

Month Date Time Locations Snacks\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| December | 27 (Wednesday) | 10:00-12noon | SAANYS Office | Mentee A |
| January | 23 (Tuesday) | 8:00-10:00am | SAANYS Office | TDB |
| February | 26 (Monday) | 8:00-10:00am | SAANYS Office | TDB |
| March | 19 (Monday) | 8:00-10:00am | Elementary School A | TDB |
| April | 25 (Wednesday) | 8:00-10:00am | SAANYS Office | TDB |
| May\*\* | 21 (Monday) | 8:00-10:00am | SAANYS Office | TDB |
| May | 25 (Friday) | 8:00-10:00am | High School B | TDB |
| June | 26 (Tuesday) | 8:00-10:00am | SAANYS Office | TDB |

\* SAANYS will provide coffee when the Circle meets at the Latham Office. Thanks to Participant A for agreeing to bring snacks to our December 27, 10:00 Circle session!

\*\*Emergency/Snow make up PGC Session

Note: Reminder - Bonnie will be scheduling 1:1’s between the March and April Circle meetings and again after the June session. As not all Circle members are 12-month employees and summer vacation plans are not known yet, it was agreed to extend each Circle session by 30 minutes moving forward, in lieu of July and August sessions.

Emergency/Snow Day Plan.

1. Bonnie will make the call by 6:00pm the night before. (Bonnie will look at forecasts for weather conditions from Elementary A and High school B to Cobleskill and if the prediction is poor for any one of these three areas the Circle will not take place that month, rather the May 21 PGC date will be used in its place).
2. Bonnie will email, text, and/or phone each Circle member of the cancellation.
3. If additional PGC make-up sessions are needed the Circle will examine the use of Skype. (Note: SAANYS has a license for ZOOM meetings so we could explore that as an option as well).