



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



Series 2009-2010
Circular Letter: C-6

TO: Superintendents of Schools
Superintendent, Connecticut Technical High School System
Superintendent of Unified School Districts
Directors of Endowed and Incorporated Academies
Directors of Approved Private Special Education Facilities
Directors of Regional Educational Service Centers
Directors of Public Charter Schools

FROM: Mark K. McQuillan
Commissioner of Education

DATE: October 19, 2009

SUBJECT: Passage of Legislation Establishing the
Teacher Education And Mentoring (TEAM) Program

On October 2, 2009, the General Assembly passed Public Act No. 09-6, of the September special session, which included a provision establishing the Teacher Education And Mentoring (TEAM) Program. Pursuant to the Public Act, full implementation of the program will begin with the school year commencing July 1, 2010. You may access the bill through this link: <http://www.cga.ct.gov/2009/ACT/PA/2009PA-00006-R00SB-02053SS3-PA.htm>. Sections 37-39 relate to TEAM.

The following information provides an overview of the program and addresses some questions about its components and requirements for new teachers:

2009-2010 School Year: Transition from BEST to TEAM

During the 2009-2010 school year, the Connecticut State Department of Education (CSDE), in collaboration with Regional Educational Service Centers (RESCs), teachers, districts, professional organizations, higher education and teacher bargaining unit representatives, will:

- develop the professional growth modules central to the design of TEAM;
- develop and deliver training for mentors and other district personnel who will support beginning teachers; and
- provide technical assistance in creating TEAM infrastructures.

Because the 2009-2010 school year will be a developmental year and beginning teachers will not begin participation in TEAM until next year, districts are strongly encouraged to continue mentorship of initially certified teachers during this year.

2010-2011 School Year: Implementation of TEAM

All teachers holding initial or interim initial educator certificates who have not previously completed BEST requirements will be required to participate in TEAM beginning with the 2010-2011 school year. A participation timeline will be provided to TEAM district facilitators.

Note regarding certification: All beginning teachers, whose initial educator certificates have a lapse date prior to or during their scheduled timeline for TEAM participation, will be eligible for an extension of their

certificates, as needed. Note that teachers are responsible for keeping their certificates current and should apply to extend their certificates prior to the certificate's expiration date.

How will districts build capacity to implement the TEAM program in 2010-2011?

During the 2009-2010 school year, districts are required to:

1. **By November 2, 2009, appoint a "TEAM District Facilitator:"** Superintendents/Directors are requested to appoint a representative who will be responsible for facilitating the TEAM Program in their districts. You may appoint the individual who most recently served in the role of BEST District Facilitator (DF) or you may assign a new person (including yourself) to this role. An *Appointment of the 2009-10 TEAM District Facilitator Form* can be accessed by clicking on this link:

www.ctteam.org

<http://ctteam.org/df/login.php> (your passcode is your district number, no leading zeros)

We are planning to meet with all DFs during November at each RESC. As Superintendent or Director, you are also welcome to register for the DF meetings. **The meetings are scheduled for:** November 6 at ACES, November 9 at LEARN, November 10 at CES, November 12 at EASTCONN, November 19 at Education Connection and November 23 at CREC. All meetings are scheduled from 9:00 a.m. to 12:00 p.m. To register, please click on this link: <http://ctteam.org/registration/form.php>

2. **By January 29, 2010, establish a district TEAM Coordinating Committee (TCC):** The TCC will be responsible for developing a plan for the support of beginning teachers based on state-developed guidelines.

Regional Option for the Review of Reflection Papers: Each module will culminate with a reflection paper submitted by the beginning teacher. Reflection papers may be reviewed in district by the TCC or by a subset of the TCC **or** a district may choose to participate in a regional review committee to determine successful completion of module reflection papers. As a preliminary inquiry (not yet binding), we would like to know if your district is interested in participating on a regional review committee or would like to assign the review of reflection papers to your district committee. Please let us know by reviewing the options on the form linked here and return to us by **November 2, 2009**, by clicking on this link:

<http://ctteam.org/tcc/login.php> (your passcode is your district number, no leading zeros)

A chart containing a timeline of District Roles and Responsibilities for the TEAM Program for 2009-2010 is attached to this letter.

Although full implementation of this new program will not begin until next year, we are planning to involve a limited number of districts and beginning teachers in a small scale pilot of the modules in order to inform our development work. Further information will follow as guidelines for such a pilot are determined.

In summary, our intent this year is to work with all involved stakeholders to develop a strong foundation for supporting and retaining new teachers. We look forward to working with you and your district's administrators, teachers and mentors in moving towards this goal.

If you have any questions about this memo or its attachments, please contact Beverly Hartstone, Education Consultant, at 860-713-6811 or via e-mail at beverly.hartstone@ct.gov.

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Attachment

District Roles and Responsibilities for the TEAM Program 2009 - 2010

<u>District Role</u>	<u>Responsibilities</u>	<u>Tentative Timeline</u>
<u>Superintendent/District Facilitator</u>	<ul style="list-style-type: none"> • Communication to administrators and teachers about proposed TEAM Program • Appoint TEAM District Facilitator • Selection of Review Option for Reflection Papers • Attend a District Facilitator meeting • Establish a Team Coordinating Committee (TCC) • Develop/Submit District Support Plan for teachers in TEAM to CSDE • Recruit mentors and ensure that prospective mentors and previously trained mentors attend appropriate trainings 	<ul style="list-style-type: none"> • Ongoing • By November 2, 2009 • By November 2, 2009 • November 2009 • By January 29, 2010 • By March 31, 2010 • Now and ongoing through spring 2010
<u>Principals/School Administrators</u>	<ul style="list-style-type: none"> • Participate in the mentor recruitment process. • Encourage continued mentorship for the 2009-10 year 	<ul style="list-style-type: none"> • Ongoing
<u>Mentors</u>	<ul style="list-style-type: none"> • Establish collaborative relationship with beginning teachers • Focus conversations/support on logistics, organization of beginning teacher's classroom, getting to know students, becoming familiar with curriculum, resources and materials, etc. • Attend appropriate trainings: <ol style="list-style-type: none"> 1. update mentor training for previously BEST-trained mentors or 2. new mentor training 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Late fall 2009 • Spring 2010