

**Program Services Meeting: Instructional Coaches  
Topics: Livebinders & New Teacher Orientation**

**August 12, 2015**

**8:30**

**Present: Bert Lane, Kimberly Whitehurst, Christie Pauley**

<b>Time</b>	<b>Item</b>	<b>Leader</b>	<b>Notes</b>
8:30	2016-2017 New Teacher Orientation Proposal	B. Lane	Building upon the current orientation structure, Instructional coaches shared ideas for next year's new teacher induction. Ideas include developing a general session for all and then break out sessions that address both elementary and secondary teachers' needs. We discussed the possibility of inviting teacher leaders from each school to present a session and then having a debriefing session at the end of each day. The idea of compiling a New Teacher Orientation Manual was discussed; the manual would include the following items: a <u>Food Plan</u> that included the menu, sponsors, and contact information; a <u>Work Order</u> chart to ensure the AC and lights are on and the trash is removed daily; a <u>Timeline/Calendar</u> outlining tasks that need to take place prior to August; and a <u>Site Orientation Checklist</u> for school to use when teachers report to schools. We agreed to continue adding to the manual as needed.
1:00	Livebinders	C. Pauley	C. Pauley shared the process for setting up Livebinders. Each coach created a Livebinder for his/her subject area and began to gather resources. Resources posted include standards, released tests, assessment specifications, pacing guides, and professional development. This is a work in progress, and we will continue to update Livebinders as new information is released and new resources are found. Livebinders will soon be linked to our Curriculum and Instruction page at <a href="http://www.ecpps.k12.nc.us">www.ecpps.k12.nc.us</a> As we worked on curriculum Livebinders, B. Lane suggested we use Livebinders as our "manual" for New Teacher Orientation.

