To: District 97 Board of Education
Dr. Carol Kelley, Superintendent of Schools

From: Faith Cole, Director of Multi-Tiered Systems of Support
Gina Herrmann, Senior Director of Human Resources
Dr. Eboney Lofton, Chief Academic and Accountability Officer

Re: New Principal Mentorship Program

Date: May 12, 2020

Type of Report: Informational

Purpose of Report: The purpose of this report is to provide the Board of Education with a recommendation for a new structured Principal Mentorship Program. Our new principals, regardless of experience, will take part in a two year mentorship program upon being hired.

Introduction:

Oak Park District 97 recognizes the responsibility of all stakeholders to invest in the support of each new administrator rooted in the Illinois Performance Standards for School Leaders. The New Administrator System of Support is aligned to the District 97 Professional Learning Framework and designed to build the capacity of new administrators as effective instructional leaders who are able to positively impact teaching, student learning, and school culture. The New Administrator System of Support involves job-embedded, authentic and culturally relevant learning opportunities and places emphasis on collaboration with principal mentors who have experienced success as principals.

Our mentoring program also contributes to helping our leaders achieve the following goals with our students:
- **Known, nurtured, and celebrated LEARNER**
- **Empowered and passionate SCHOLAR**
- **Confident and persistent ACHIEVER**
- **Creative CRITICAL THINKER & GLOBAL CITIZEN**

D97 New Principal Mentorship Program

Outcomes of proposed program
- ❏ Building leadership capacity that is culturally responsive
- ❏ Increasing retention rates of principals
- ❏ Ensuring proactive community involvement
- ❏ Building leadership teams at school level

During the school year, it is critical that new principals have frequent touchpoints with central office mentors and principals. The below outlines the plan for engagement during the school year:

Frequent and Regular Opportunities for professional collaboration
- Professional Learning Community (PLC) meetings (three times per month)
- Monthly 1 on 1 meeting with principal mentor
- Monthly new principal group meeting
- Weekly check in with Chief Academic and Accountability Officer
- Bi-weekly principal phone calls
- Consistent availability of veteran principals via phone or email

In addition, it is also critical to plan intentionally for onboarding and thoughtful transition to leading and collaborating with staff, families and district partners. Current best thinking around transition planning is outlined below:

New Administrator Onboarding- Compliance & Clarification

Task:
Cabinet Briefings ● School level data review ● Personnel ● Budget ● Communications
Local Transition Planning ● School level data review ● Personnel ● Budget ● Support Structures ● School Improvement Planning ● Communications ● Formalized plan for school level meetings and district level supports

Make connections to the Oak Park community and stakeholders

New Principal Collaboration - Culture & Connection

Topic:
Strategic SIP planning : Overview and Visioning
Introduction to the Cycle of Inquiry process
Instructional Technology vision/updates
Special Education Overview
Customized Leading Teacher Teams support
Evaluation, Teachboost and Hiring Process 101
Curriculum Updates
Introduction to the Role of Instructional Coaches and the Culture and Climate Coaches
Multi-Tiered System of Supports-Behavior: Visioning
Introduction to Teacher Roles/Responsibilities
Multi-Tiered System of Supports-Academic: Visioning
Assessment and Data Analysis
Overview of the Student Behavior Handbook
Overview of the Physical Plant
Safety Overview
Principal Responsibilities and Expectations ● **Support Structures** ● **Organizational Structure**
Revision of entry plan
Attendance at Building Leadership Training and the Reading Units of Study Homegrown Institute