National Board Cohort: Components 1 and 3 - FACILITATOR AGENDA ‘22-’23

**\*\*To Prepare for the Cohort:**

* **Set dates/time for each meeting.**
* **Reserve adequate space/technology.**
* **Email interested parties. Include a Calendar invite (if applicable)**
* **Review corresponding Meeting Presentations and Materials Available from the** [**CERRA National Board Toolkit Materials for Facilitators Only**](https://www.cerra.org/national-board-toolkit.html)**.**
* **Print a Sign-In Roster for each meeting.**
* **You may wish to download any presentations/videos if you are concerned about bandwidth issues during meetings**
* **If meetings are after school, provide snacks/beverages or set up a sign-up for them.**

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| Date/Location | Preparation Needed | Topics |
| Awareness Meeting (if applicable) | * Advertise on District Social Media, newsletters, via mass email, school calendars, etc. * Download General Agenda. Add specific dates for your cohort. Remove the DRAFT watermark. * Copy Agenda for each participant. * Review NB Awareness Ppt and presenter notes. * Print off a sign-in sheet. * Copy Awareness Ppt with room for notes. * Make copies of the “Certificate Areas” document. | * Introduction to National Board Certification * Meet your facilitators * Q&A |
| Meeting One  Goal: August or September | * Print off any materials from Awareness Mtg preparation above if you are combining the Awareness Mtg and Mtg One * Bring an example of a NB binder. * Print a copy of “PRINT THIS ONE What teachers should know…” document for each participant. * Have highlighters, markers, and paper to make table tents available. (Remind them to bring their table tents to each meeting.) * Print a copy of the “See Hear Feel” activity for each participant. | * Introduction to National Board Certification (if needed) * Five Core Propositions * Analyzing Standards * Release Forms |
| Meeting Two  Goal: Late September | * Have multiple colored highlighters available. * Have copies of ‘Studying the Standards” for each participant. * Share electronically or /print copies of “Guide to Electronic Submission” | * Analyzing Standards * Focus on Component 3: Videotaping for NB |
| Meeting Three  Goal: Late September/early Oct. | * Make copies of “Component 3 Preplanning” for each participant. * Make 1 copy only (for the facilitator) of the “Strengths Needs Worries” document if needed for reference | * Checking In/Strengths and Needs Assessment * Focus on Component 3:   + Writing for NB   + Planning for Component 3   + Instructional Context Sheet |
| Meeting Four  Goal: Late October | * The presentation for this Mtg is large b/c of an embedded video. You will need to download the presentation and check that the video works prior to the meeting. * Make copies of the Video Analysis Worksheet and Video Reflection document. Each participant needs at least one of each. Extras may be needed during other meetings. | * Component 3: Analysis of a Video * Using the lens of the National Board’s body of knowledge to choose the appropriate videotaped lesson |
| Meeting Five  Goal: Early November | * Bring more copies of the Video Analysis Worksheet and Video Reflection documents. * You may want to have extra headphones available for those that may need them. | * Sharing and Analyzing Videos |
| Meeting Six  Goal: Late November | * Copy “Peer Evaluation Of Instructional Context”. You will need **2** for each participant. * Extra copies of the Video Analysis Worksheet and Video Reflection documents, if needed. | * Instructional Context feedback * Writing for National Board * Evidence for Planning for Instruction * Review video analysis |
| Meeting Seven  Goal: January | * Participants will need access to his/her content specific SRI sheets. All content areas are one one document. This document is available in the CERRA/NB Toolkit indifferent formats to meet your needs (Microsoft Word and pdf). We recommend electronically sharing the Word doc with all participants so they can download it to his/her own device and edit as necessary for his/her work by deleting the unneeded content areas. * Pay special attention to the slides and notes for the presentation. You will be facilitating 3 different activities during the meeting. * You will need highlighters and chart paper. | * Preparing for the Assessment Center * What will Test Day look like? * Scoring SRIs and CRs * How to prepare for the SRIs and CRs |
| Meeting Eight  Goal: February | * Extra copies of the Video Analysis Worksheet and Video Reflection documents, if needed. * Extra headphones, if needed. | * The e-Portfolio System * Work time |
| Meeting Nine  Goal: Early March | * Extra copies of the Video Analysis Worksheet and Video Reflection documents, if needed. * Extra headphones, if needed. | * Peer Review of Written Commentaries * The Final Checks * How do I know when I am ready to submit? * Work time |
| Saturday Workday  Goal: March | * This is a full workday. Be sure you have made arrangements for snacks/lunch/space/climate control, etc. * Arrange for current NBCTs to be in attendance to assist with feedback. * Extra copies of the Video Analysis Worksheet and Video Reflection documents, if needed. * Extra headphones, if needed. | * Work Day * NBCT Feedback |
| Meeting Ten: April | * This is a day of Celebration! Liven up your space. Ides include balloons, special snacks (cake!), maybe some music playing while they enter/leave, etc. * Be sure to share your email/contact info so you can be kept abreast of score results. * Schedule a tentative date for the first meeting of next year’s cohort. | * Work Day * CELEBRATE |

\*All meetings will run from 4:30 to 6:30 unless otherwise noted. Please bring a laptop or other device to each meeting.