National Board Cohort: Components 2 and 4 - 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.**

| Date/Location | Preparation Needed | Topics |
| --- | --- | --- |
| Awareness Meeting (if applicable) | * Advertise on District Social Media, newsletters, via mass email, school calendars, etc. * Download Participant Comp 2&4 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: Late August or Early 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. | * Re-Introduction to National Board Certification (if needed) * Review of NB Body of Knowledge * Release Forms * Overview of Components 2 & 4. * Resource Management |
| Meeting Two  Goal: Late September | * Print copies of Ticket in and out the Door (2 tickets per person) and “Studying the Standards” for each participant. * Have multiple colored highlighters available. | * Analyzing Component 4 Standards and Determining Next Steps to Meet the Standards * Brainstorming for Components 2 and 4. |
| Meeting Three  Goal: Early October | * Make copies or electronically share the “Component 4: Planning Guide” and “Overview of Component 4” for each participant. * Make 1 copy only (for the facilitator) of the “Strengths Needs Worries” document if needed for reference | * Planning for Component 4 * Component 4 * Forms * Overview * Writing for National Board |
| Meeting Four  Goal: Late October | * Make copies of the *Example: Dissecting the Rubric* and *Mining the Rubric* documents. Each participant needs at least one of each. Extras may be needed during other meetings. * You will need to project a participant’s document for the group, so be sure to have the necessary technology available: Document camera, tablet, etc. | * Component 4 Reminders * Unpacking the Component 4 Scoring Rubric * How to Provide Feedback for Forms * Peer Review of Forms and/or Planning Time |
| Meeting Five  Goal: Early November | * Choose which Component 2 Overview Organizer you prefer (there are 2 options available in the Toolkit) and make copies for each participant. | * Component 2 * Overview * Instructions * Organizer * Reflection * Feedback and Ethical Guidelines * Peer Review of Work |
| Meeting Six  Goal: Late November/Early December | * Copy the *NBPTS Component 2 Planning Organizer ATT and Rubric* * Make copies of *Mining the Rubric* documents. Participants may want to use it to “mine” the Component 2 Rubric. | * Continue with Component 2 * How AAT impacts your work * Setting Goals with your Knowledge of Students * Unpacking Prompts and the Scoring Rubric for Comp. 2 * Contextual Information Sheet * Work Time |
| Meeting Seven  Goal: January | * Review Policy Guidelines for Ethical Candidate Support if necessary. | * Work Time |
| Meeting Eight  Goal: February | * Make copies of the “Required Documents Tracking Sheet” | * The e-Portfolio System * Submission Page * Submission Tutorial * File Formats * Document Tracking Activity * Work time |
| Meeting Nine  Goal: Early March | * No special preparations needed. | * Peer Review/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. | * 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. | * The Final Checks * How do I know when I am ready to submit? * The Final Work Day * CELEBRATE! * Next Steps |

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