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
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| 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
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| Meeting TwoGoal: 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.
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| Meeting ThreeGoal: 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
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| Meeting FourGoal: 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
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| Meeting FiveGoal: 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
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| Meeting SixGoal: 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
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| Meeting SevenGoal: January | * Review Policy Guidelines for Ethical Candidate Support if necessary.
 | * Work Time
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| Meeting EightGoal: February | * Make copies of the “Required Documents Tracking Sheet”
 | * The e-Portfolio System
* Submission Page
* Submission Tutorial
* File Formats
* Document Tracking Activity
* Work time
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| Meeting NineGoal: Early March | * No special preparations needed.
 | * Peer Review/Work time
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| Saturday WorkdayGoal: 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
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| 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
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\*All meetings will run from 4:30 to 6:30 unless otherwise noted. Please bring a laptop or other device to each meeting.