
ACTION PLAN REVIEW**2002-2004****The Collaborative to Support Initially Licensed Professionals**

STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
01.01.01 To train career teachers as mentors.	2002/12/16 2003/02/28	Facilities at Martin Community College, Windsor Campus and Halifax Community College Workshop materials Refreshments	-Barbara Harrington -Betty Pugh -Brenda Dail	Attendance rosters Agendas List of newly trained mentors

Review Date: 6/11/2004**Rating:** *Fully Implemented***Comments/** (6/13/03) *Trained approximately 50-60 mentors this year. Will need to continue***Recommendations:***Trained approximately _____ mentors this year.*

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STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
01.01.02 To develop a Support Coach Handbook.		Notebook	-Ralph Evans, Director	Completed handbook
		Materials	-Support Coach Handbook Committee	Log of Committee Meetings

Review Date: *6/11/2004* **Rating:** *Fully Implemented*

Comments/ *(6/13/2003) Partially implemented*

Recommendations: *Completed prior to the beginning of the 2003-04 school year. Continue to refine for next year.*

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	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
01.01.03	To provide an opportunity for selected beginning teachers to attend the annual New Teacher Spring Conference	2002/12/13 2003/01/10 2003/02/14 2003/03/14 2003/04/18	Planning committee Presenters Speakers AV Equipment Technology	-Ralph Evans, Director -Spring Conference Planning Committee -LEA Representatives	Conference attendance records Participant conference evaluations Debriefing session (April meeting)

Review Date: 6/11/2004**Rating:** *Fully Implemented***Comments/** (6/13/2003) *Excellent professional development opportunity as indicated by evaluation results.***Recommendations:***Excellent professional development opportunity as indicated by evaluation results.*

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STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
01.01.04 To train experienced mentor teachers as support coaches.		Support Coach Handbook	-Ralph Evans, Director	Attendance records
		Trainers	-Support Coach Handbook Committee	Participant evaluations
		Materials/Equipment	- Veteran Support Coaches	Debriefing session
		Facility		

Review Date: 6/11/2004 **Rating:** Fully Implemented**Comments/** (6/13/2003) *Conducted two orientation sessions, but when handbook is completed, will need to do more extensive sessions.*
Recommendations:*Conducted two orientation sessions, including use of new handbook. Continue to enhance orientation based on continued development of the handbook.**Sponsored a trial concurrent session for support coaches at the new teacher conference. Recommended to add a regular session with one coach from each LEA attending.*

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	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
01.01.05	To provide an opportunity for selected beginning teachers to attend the Fall Conference at East Carolina University sponsored in collaboration with the Golden Leaf Education Consortium.	2002/08/23 2002/09/13 2002/10/11 2002/11/02 2002/11/08	Golden Leaf Education Consortium Participant or LEA support for travel and lodging	-Ralph Evans, Director -Golden Leaf Education Consortium -LEA Representatives	Attendance records of participants

Review Date: 6/11/2004 **Rating:** *Partially Implemented*

Comments/ (6/13/2003) *Because of the timing of some of the logistics, we did not have as many participants as we hoped for; however, those*
Recommendations: *that attended was at no cost to the Collaborative.*

Only Collaborative members who are also members of the Golden Leaf Education Consortium participated this year. The initiative was not present from GLEC to involve other members of the Collaborative.

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	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
02.01.01	To provide participating school systems networking opportunities to plan effective induction programs for beginning teachers with relevant preparation for the first day/first year of teaching.		Monthly meetings Connect Teams Regional Representatives Shared LEA Training Materials	-Ralph Evans, Director -LEA Representatives	Meeting minutes Agendas Attendance Records

Review Date: *6/11/2004* **Rating:** *Partially Implemented***Comments/** *(6/13/2003) Partially Implemented***Recommendations:**

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STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
02.01.02	To identify a list of the critical attributes that are essential to the design of high quality local programs that support beginning teachers.		-Ralph Evans, Director -Critical Attributes of Effective Induction Programs Committee	

Review Date: 6/11/2004 **Rating:** *Partially Implemented*

Comments/ (6/13/2003) *Needs to be more formalized*

Recommendations:
Needs to be more formalized

02.01.03 To design a core program that LEA's may utilize in implementing the 10-day orientation requirement for lateral entry teachers

Review Date: 6/11/2004 **Rating:** *Fully Implemented*

Comments/ *Utilized the model created by DPI. May consider extended use for the next school year. Share ideas among member LEAs.*

Recommendations:

ACTION PLAN REVIEW 2002-2004 The Collaborative to Support Initially Licensed Professionals

STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
03.01.01 To identify a list of the critical attributes that are essential to the design of high quality local programs that support the skill development of veteran teachers and administrators.			-Ralph Evans, Director -Need Volunteers	

Review Date: 6/11/2004 **Rating:** *Partially Implemented*

Comments/ (6/13/2003) *Targeted for 2003-04*

Recommendations:
 (6/11/04) *TPAI Revised Training, and How to use IGP as a growth tool.*

03.01.02 To administer surveys to veteran teachers and administrators who work with new teachers to determine areas of support.			-Ralph Evans, Director -Need Volunteers	
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Review Date: 6/11/2004 **Rating:** *Not Implemented*

Comments/ (6/13/2003) *Targeted for 2003-04*

Recommendations:

ACTION PLAN REVIEW**2002-2004****The Collaborative to Support Initially Licensed Professionals**

STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
03.01.03	To develop a support skills module that provides a policy statement, guidelines and procedures for designing local programs to train veteran teachers and administrators to provide support to new teachers.		-Ralph Evans, Director -Need Volunteers	

Review Date: 6/11/2004 **Rating:** *Not Implemented***Comments/** (6/13/2003) *Targeted for 2003-04***Recommendations:**

03.01.04	To collaborate with other organizations with common goals, to maximize opportunities for building support skills of veteran teachers and administrators.		-Ralph Evans, Director	
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Review Date: 6/11/2004 **Rating:** *Not Implemented***Comments/** (6/13/2003) *Targeted for 2003-04***Recommendations:**

ACTION PLAN REVIEW**2002-2004****The Collaborative to Support Initially Licensed Professionals**

STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
03.01.05	To use a train-the-trainer model to continue upgrading the mentoring and support skills of Collaborative Representatives and Support Coaches to enable them to provide on-site expertise to their veteran teachers and administrators.		-Need Volunteers	

Review Date: 6/11/2004 **Rating:** *Not Implemented*

Comments/ (6/13/2003) *Targeted for 2003-04*

Recommendations:

03.01.06	To set up a veteran teachers hot-line or link so that they can chat with other veterans.		-Ralph Evans, Director -Need Volunteers	
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Review Date: 6/11/2004 **Rating:** *Not Implemented*

Comments/ (6/13/2003) *Targeted for 2003-04*

Recommendations:

ACTION PLAN REVIEW**2002-2004****The Collaborative to Support Initially Licensed Professionals**

STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
03.01.07 To periodically sponsor update training sessions for veteran teachers and administrators (I.e., Saturday Drive-In Workshops, Sessions at New Teacher Conference)			-Ralph Evans, Director -Need Volunteers	

Review Date: *6/11/2004* **Rating:** *Not Implemented***Comments/** *(6/13/2003) Targeted for 2003-04***Recommendations:**

ACTION PLAN REVIEW**2002-2004****The Collaborative to Support Initially Licensed Professionals**

STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
04.01.01 To conduct monthly meetings of the LEA Representatives.	2002/09/17	Agendas	-Ralph Evans, Director	Agendas
	2002/11/08	Minutes	-LEA Representatives	Attendance Records
	2003/02/14		-Regional Representatives	
	2003/04/18	Budget/Finance Reports		Meeting Minutes
	2003/06/06	Information Items		
		Action Items		

Review Date: 6/11/2004 **Rating:** Fully Implemented**Comments/ Recommendations:** (6/13/2003) Fully Implemented

04.01.02	To utilize Connect Teams to assist partner LEAs in staying abreast of Collaborative functions.	2002/12/13 2003/06/06	Meeting materials	-Ralph Evans, Director -LEA Representatives	Feedback from LEA Representatives
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Review Date: 6/11/2004 **Rating:** Fully Implemented**Comments/ Recommendations:** (6/13/2003) Fully Implemented

ACTION PLAN REVIEW**2002-2004****The Collaborative to Support Initially Licensed Professionals**

	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
04.01.03	To utilize email to enhance internal and external communications.	2002/10/11 2003/01/10 2003/04/18 2003/06/06	Internet email accounts Appropriate software	-Ralph Evans, Director -LEA Representatives -Regional Representatives	Feedback from Collaborative members

Review Date: *6/11/2004* **Rating:** *Fully Implemented***Comments/** *(6/13/2003) Fully Implemented***Recommendations:**

04.01.04	To enhance the Collaborative web site by providing additional communication links for stakeholders.	2002/09/17 2002/11/08 2003/01/10 2003/03/14 2003/05/09	Web Server Web publishing software Related links	-Ralph Evans, Director -LEA Representatives	Published Collaborative Web
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Review Date: *6/11/2004* **Rating:** *Fully Implemented***Comments/** *(6/13/2003) Fully Implemented. Always room for enhancements***Recommendations:***Continue development. If funding available, consider redesigning the website (keep up with growth).*

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STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
04.01.05 To share successful practices between member LEAs.	2002/10/11 2002/12/14 2003/02/14 2003/04/18 2003/06/06	Materials specific to individual sharing sessions. Host LEA and one or two other presenters	-Ralph Evans, Director -LEA Representatives	Presentation Agendas Feedback from participants

Review Date: 6/11/2004**Rating:** *Partially Implemented***Comments/** (6/13/2003) *Perhaps needs to be more formalized***Recommendations:**

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	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
04.01.06	To publish a bi-monthly newsletter highlighting Collaborative activities.	2002/09/17 2002/11/08 2003/01/10 2003/03/14 2003/05/09	Collaborative Template Paper Printer Cartridges Postage for Mailings Web site for electronic posting	-Ralph Evans, Director	Published Newsletters

Review Date: 6/11/2004**Rating:** *Partially Implemented***Comments/** (6/13/2003) *Fully Implemented. Need to improve timing a little.***Recommendations:***Budget constraints on time resources.*

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	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
04.01.07	To provide orientation sessions for special groups sponsored by the Collaborative (i.e., Support Coaches)	2002/12/13 2003/06/06	Agendas AV materials Handouts	-Ralph Evans, Director -Support Coach Handbook Committee - Veteran Support Coaches	Agendas Attendance Records Meeting Minutes

Review Date: 6/11/2004 **Rating:** *Fully Implemented*

Comments/ (6/13/2003) *Fully Implemented*

Recommendations:

04.01.08	To have the Director visit each member LEA at least once during the school year.	2002/09/17 2002/11/08 2003/02/14 2003/04/18 2003/06/06	Materials needed for specific visits Travel	-Ralph Evans, Director -LEA Representatives	Feedback from LEA Representatives Feedback from visit audience
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Review Date: 6/11/2004 **Rating:** *Fully Implemented*

Comments/ (6/13/2003) *Partially Implemented. Missed one due to the need to change a scheduled meeting date. Will make sure to visit next*

Recommendations: *year.*

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	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
04.01.09	To have the Director to attend meetings of other relevant groups or organizations, such as: Northeast Personnel Administrators of North Carolina; Golden Leaf Education Consortium.	2003/02/14 2003/03/14 2003/04/18 2003/05/09 2003/06/06		-Ralph Evans, Director	Director's Monthly Activity Reports Meeting minutes Other special reports

Review Date: *6/11/2004* **Rating:** *Fully Implemented***Comments/** *(6/13/2003) Attended NEPANC and Golden Leaf meetings***Recommendations:**

ACTION PLAN REVIEW**2002-2004****The Collaborative to Support Initially Licensed Professionals**

	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
04.02.01	To develop a strategic plan to serve as a blueprint for Collaborative functions.	2002/08/09 2002/09/17 2002/10/11 2003/01/10 2003/06/06	Strategic Planning Software Input from Director Input from LEA Representatives	-Ralph Evans, Director -LEA Representatives	Completed Document

Review Date: 6/11/2004**Rating:** *Partially Implemented***Comments/** (6/13/2003) *Partially Implemented. Plan was designed to implement over a two-year period. Made a good start.***Recommendations:***Some components were not implemented due to budget restraints on time resources and setting a higher priority on other components.*

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STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
04.02.02 To develop a handbook for LEA Representatives.	2002/10/11 2002/11/08 2002/12/13 2003/02/14 2003/05/09	Collaborative Guidelines Core resources required for LEA Representatives. Loose leaf binders & index tabs Paper Printer Cartridges	-Ralph Evans, Director -LEA Representative Handbook Committee -LEA Representatives	Published Handbook

Review Date: 6/11/2004 **Rating:** *Not Implemented***Comments/** (6/13/2003) *Not Implemented*
Recommendations:

ACTION PLAN REVIEW**2002-2004****The Collaborative to Support Initially Licensed Professionals**

	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
04.02.03	To develop a New Teacher Orientation (Induction) Handbook for member LEAs.	2002/10/11 2002/12/13 2003/02/14 2003/05/09 2003/06/06	Core resources required for new teacher orientation among all member LEAs. Loose leaf binders & index tabs Paper Printer Cartridges	-Ralph Evans, Director -NTO Handbook Committee -LEA Representatives	Published Handbook

Review Date: 6/11/2004 **Rating:** *Not Implemented***Comments/ Recommendations:** (6/13/2003) *Not Implemented.*

05.01.01	To evaluate meetings using a plus/delta process.			-Need Volunteers	
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Review Date: 6/11/2004 **Rating:** *Fully Implemented***Comments/ Recommendations:** (6/13/2003) *Partially Implemented. Utilized in most meetings*

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STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
05.01.02 To create tools and/or procedures to effectively evaluate the implementation of each component of this comprehensive strategic plan.			-Need Volunteers	
Review Date: 6/11/2004 Rating: <i>Partially Implemented</i>				
Comments/ (6/13/2003) <i>Partially Implemented</i>				
Recommendations:				
05.01.03 To create rubrics, feedback responses, reflection forms, etc.			-Need Volunteers	
Review Date: 6/11/2004 Rating: <i>Partially Implemented</i>				
Comments/ (6/13/2003) <i>Partially Implemented.</i>				
Recommendations: <i>Selected forms created and put on-line for readily available use. Created Support Coach Annual Feedback form.</i>				

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STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
05.01.04	To identify a target group of ILTs in each LEA in the Collaborative and follow the target groups professional development -- focus interviews, telephone interviews, etc.		-Need Volunteers	

Review Date: *6/11/2004* **Rating:** *Not Implemented*

Comments/ *(6/13/2003) Not Implemented. Targeted for 2003-04*
Recommendations:

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	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
06.01.01	To create a marketing Brochure.	2002/11/08 2003/01/10 2003/02/14	Marketing plan Appropriate software Paper Printer Cartridges	-Ralph Evans, Director -Marketing Committee	Completed Brochure

Review Date: *6/11/2004* **Rating:** *Fully Implemented***Comments/** *(6/13/2003) Fully Implemented.***Recommendations:**
Updated as needed.

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STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
06.01.02 To create a marketing CD.	2002/11/08 2003/01/10 2003/02/14	Marketing plan Appropriate software Blank CDs & Jewell Cases Paper Printer Cartridges	-Ralph Evans, Director -Marketing Committee	Completed CD

Review Date: 6/11/2004 **Rating:** *Not Implemented***Comments/** (6/13/2003) *Not Implemented. Targeted for 2003-04***Recommendations:** *Lower priority than other components.*

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	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
06.01.03	To utilize mailing lists of key persons to publicize Collaborative functions. - Superintendents - Personnel Directors - State Superintendent - State Board Chair - Other DPI persons in related areas - RALC Coordinator - Board Members	2002/10/11 2002/11/08 2003/02/14 2003/04/18 2003/06/06	-List of key persons -Mailing lists	-Ralph Evans, Director	Created lists

Review Date: *6/11/2004* **Rating:** *Fully Implemented***Comments/** *(6/13/2003) Fully Implemented.***Recommendations:**

ACTION PLAN REVIEW**2002-2004****The Collaborative to Support Initially Licensed Professionals**

	STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
06.01.04	To conduct meetings with member LEA Superintendents.		Agendas Marketing Materials	-Ralph Evans, Director	Attendance Rosters Agendas Feedback from participants

Review Date: 6/11/2004 **Rating:** *Fully Implemented***Comments/** (6/13/2003) *Partially Implemented. Targeted for 2003-04; however, there were sessions with several Superintendents and*
Recommendations: *Assistant Superintendents*

Met with some individually during LEA visits. Sponsored a Superintendents' Luncheon in December - provided overview of Collaborative and its functions.

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STRATEGIES	BENCHMARK DATES	RESOURCES REQUIRED	PERSON(S) RESPONSIBLE	MEANS OF EVALUATION
06.01.05 To create a template for press releases (to encourage better press coverage).	2002/10/11 2002/11/08 2002/12/14	Appropriate software Paper Printer Cartridges	-Ralph Evans, Director -Marketing Committee	Completed template (hard copy & computer files)

Review Date: 6/11/2004 **Rating:** *Not Implemented***Comments/ Recommendations:** (6/13/2003) *Not Implemented. Targeted for 2003-04*

06.01.06 To establish partnerships with local businesses.			-Business Liason Committee -Need Volunteers	
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Review Date: 6/11/2004 **Rating:** *Not Implemented***Comments/ Recommendations:** *Targeted for 2003-04*

ACTION PLAN REVIEW**2002-2004****The Collaborative to Support Initially Licensed Professionals**

STRATEGIES**BENCHMARK RESOURCES REQUIRED
DATES****PERSON(S)
RESPONSIBLE****MEANS OF EVALUATION**

Signatures indicate the goals have been reviewed and the report has been shared appropriately.

Additional comments may be added here or may be attached.

Signature: _____ Date: _____
Signature: _____ Date: _____
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