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
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| 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
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| Meeting TwoGoal: 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
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| Meeting ThreeGoal: 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
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| Meeting FourGoal: 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
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| Meeting FiveGoal: 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
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| Meeting SixGoal: 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
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| Meeting SevenGoal: 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
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| Meeting EightGoal: February | * Extra copies of the Video Analysis Worksheet and Video Reflection documents, if needed.
* Extra headphones, if needed.
 | * The e-Portfolio System
* Work time
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| Meeting NineGoal: 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
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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.
* Extra copies of the Video Analysis Worksheet and Video Reflection documents, if needed.
* Extra headphones, if needed.
 | * 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.
 | * Work Day
* CELEBRATE
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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.