

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 09/27/2019

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"> <li>1. Review previous session agreements               <ol style="list-style-type: none"> <li>a. Introduction discussion of formulating goals</li> </ol> </li> <li>2. Identify coaching session emphasis based on candidate's Individual Plan <u>Goals</u> <ol style="list-style-type: none"> <li>a. Further Discussion and brainstorming of Induction Plan goals.</li> <li>b. Formulated ideas of possible goals for CPSELs 1-4</li> </ol> </li> </ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"> <li>• Formulate goals for CPSEL Standards 1-4</li> </ul>
	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"> <li>• Follow up with Norma's goals for standards 1-4 and help formulate these into strong SMART goals</li> </ul>
<p>Coaching Session STANDARDS: Development and Implementation of a Shared Vision; Instructional Leadership, Management and Learning Environment, Family and Community Engagement</p>	<p>Next Meeting Agenda</p> <p>Induction Plan Goals; formulate and brainstorm on standards 5-6 and formulate strong SMART goals for standards 1-4</p>
	<p>Next Meeting Date and Time</p> <p>10/4/19 @ 11am via Zoom Meeting</p>

### California Professional Standards for Educational Leaders

Development and Implementation of a Shared Vision  
 Instructional Leadership  
 Management and Learning Environment

Family and Community Engagement  
 Ethics and Integrity  
 External Context and Policy

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 10/4/19

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"> <li>1. Review previous session agreements               <ol style="list-style-type: none"> <li>a. Followed up and discussed IIP CPSEL Standards 1-3 in detail and changed a couple of Assessment Data.</li> </ol> </li> <li>2. Identify coaching session emphasis based on candidate's Individual Plan <u>Goals</u> <ol style="list-style-type: none"> <li>a. Further in detailed discussion and brainstorming of Induction Plan goals.</li> <li>b. Formulated possible goals for CPSEL 6. Coach Brad and I brainstormed in detailed goals revolving around external context and policy</li> </ol> </li> </ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"> <li>• Create goals for CPSEL Standards 4-6; revise standards 1-3 to include amendments from our discussion.</li> </ul>
	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"> <li>• Follow up with Norma's goals for standards 5-6 and review standards 1-4 on changes made based on discussion.</li> </ul>
<p>Coaching Session STANDARDS: External Context and Policy, Development and implementation of a shared vision, Instructional Leadership, Management and Learning Environment, Family and Community Engagement, Ethic and Integrity.</p>	<p>Next Meeting Agenda            Induction Plan Goals: review and discuss Norma's goals for standards 5 and 6.            Review standards 1-4 on changes made from discussion.</p>
	<p>Next Meeting Date and Time            10/11/19</p>

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 10/11/19

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"> <li>1. Review previous session agreements               <ol style="list-style-type: none"> <li>a. Created goals for CPSEL Standards 4-6</li> <li>b. Revised standards 1-3 to include amendments from our discussion</li> </ol> </li>   <li>2. Identify coaching session emphasis based on candidate's Individual Plan <u>Goals</u> <ol style="list-style-type: none"> <li>a. In depth collaboration on CPSEL 6</li> <li>b. Dialogue on ways in which my daily Assistant Principal position influences the larger political, social, economic, legal and cultural contexts.</li> <li>c. Further developed my goal of a vision of learning</li> </ol> </li> </ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"> <li>● Finalize vision of learning goal</li> <li>● Discussion with the school principal on ways in which we will continue to influence the larger political, social, economic, legal and cultural contexts.</li> </ul>
	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"> <li>● Follow up with Norma on a vision of learning pertaining to CPSEL 1.</li> <li>● Review, revise and collaborate with Norma on goals in IIP.</li> </ul>
<p>Coaching Session STANDARDS:</p> <p>Eternal Context and Policy</p> <p>Development and Implementation of a Shared Vision</p>	<p>Next Meeting Agenda</p> <p>CPSELS follow up</p> <p>Finalize and sign Induction Plan</p>
	<p>Next Meeting Date and Time</p> <p>October 16,2019</p>

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 10/16/19

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"> <li>1. Review previous session agreements             <ol style="list-style-type: none"> <li>a. Reviewed standards 4-6</li> <li>b. Collaborated on standard 1 to include personal and professional contract for staff and teachers.</li> </ol> </li>   <li>2. Identify coaching session emphasis based on candidate's Individual Plan Goals             <ol style="list-style-type: none"> <li>a. In depth collaboration on CPSEL 1</li> <li>b. Further developed my goal of a vision of learning</li> <li>c. Review of Goals for CPSEL's 4-6</li> </ol> </li> </ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"> <li>● Revise vision of learning goal to include personal and professional contract</li> <li>● Review CPSELs 1-6 and get signature from Coach</li> </ul>
<p>Coaching Session STANDARDS:</p> <p>Eternal Context and Policy</p> <p>Development and Implementation of a Shared Vision</p> <p>Management and Learning Environment</p> <p>Ethics and Integrity</p>	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"> <li>● Follow up with Norma on vision of learning pertaining to CPSEL 1.</li> <li>● Collaborate on Action Steps for CPSELs 1-3</li> </ul> <hr/> <p>Next Meeting Agenda</p> <p>CPSELs follow up on Action Steps for CPSELs 1-3</p> <hr/> <p>Next Meeting Date and Time</p> <p>October 25,2019 @ 8:30am</p>

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 10/25/19

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"> <li>1. Review previous session agreements             <ol style="list-style-type: none"> <li>a. Actions Steps for CPSEL Standard 1 discussion</li> <li>b. Collaborated on standard 1 to include personal and professional contract for staff and teachers.</li> </ol> </li>   <li>2. Identify coaching session emphasis based on candidate's Individual Plan <u>Goals</u> <ol style="list-style-type: none"> <li>a. In depth collaboration on CPSEL 1 Action Steps</li> <li>b. Review of Goals for CPSEL's 4-6</li> </ol> </li> </ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"> <li>● Meet with my school's Instructional Coach to review the evaluation process.</li> <li>● Make notes on challenging aspects of the evaluation process</li> </ul>
	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"> <li>● Continue discussion on Evaluation Process</li> <li>● Collaborate on Action Steps for CPSELs 1-3</li> </ul>
<p>Coaching Session STANDARDS:</p> <p>Development and Implementation of a Shared Vision</p> <p>Management and Learning Environment</p>	<p>Next Meeting Agenda</p> <p>Begin discussion on supervision process in our district</p> <p>Next Meeting Date and Time</p> <p>October 28,2019 @ 8:30am</p>

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 10/31/19

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"> <li>1. Review previous session agreements               <ol style="list-style-type: none"> <li>a. Collaboration on supervision process in our district</li> </ol> </li> <li>2. Identify coaching session emphasis based on candidate's Individual Plan <u>Goals</u> <ol style="list-style-type: none"> <li>a. In depth collaboration on External policy on the supervision process</li> </ol> </li> </ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"> <li>● Meet with my school's Instructional Coach to review the evaluation process.</li> <li>● Make notes on strengths and areas of growth of our school's evaluation process</li> </ul>
	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"> <li>● Continue discussion on Evaluation Process</li> <li>● Collaborate on Action Steps for CPSELs 1-3</li> </ul>
<p>Coaching Session STANDARDS:</p> <p>External Context and Policy</p> <p>Management and Learning Environment</p>	<p>Next Meeting Agenda</p> <p>Continue discussion on supervision process in our district</p>
	<p>Next Meeting Date and Time</p> <p>November 4, 2019 @ 8:30am</p>

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 11/4/19

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"><li>1. Review previous session agreements<ol style="list-style-type: none"><li>a. Sharing findings of my discussion with our school's Instructional Coach on the supervision of instruction process.</li><li>b. Made notes of the strengths and areas of growth of our school's evaluation process. One important strength of our evaluation process is that teachers and staff get evaluated in 5 categories: Job Knowledge, Quality of Instruction, Quantity of Instruction, Professionalism and Meeting Goals. The area of growth for our evaluation process is that although the Assistant Principal does acquire feedback from the Instructional Coaches, the evaluation falls solely on the Assistant Principal.</li></ol></li><li>2. Identify coaching session emphasis based on candidate's Individual Plan <u>Goals</u><ol style="list-style-type: none"><li>a. Continued in depth collaboration on External policy on the supervision process</li><li>b. Management of staff and student learning environment- having issues arising from the Special Education classroom. The teacher is having a difficult time managing her students' behaviors. The classroom maybe an issue, due to it being small and our number of students with IEPs is growing. My Coach suggested I move the Special Education students to another classroom, which is more visible to me, and the rest of the staff.</li></ol></li></ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"><li>● Meet with my school's Instructional Coach to review the evaluation process.</li><li>● Make notes on strengths and areas of growth of our school's evaluation process</li></ul>
	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"><li>● Continue discussion on Evaluation Process</li><li>● Collaborate on Action Steps for CPSEL 1</li></ul>

<p>Coaching Session STANDARDS:</p> <p>External Context and Policy</p> <p>Management and Learning Environment</p>	<p>Next Meeting Agenda</p> <p>Discussion on the frustrations of the supervision/evaluation process in our district</p> <p>Collaboration on Action Steps for CPSEL 1</p> <hr/> <p>Next Meeting Date and Time</p> <p>November 15, 2019 @ 8:30am</p>

**California Professional Standards for Educational Leaders**

Development and Implementation of a Shared Vision  
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## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 11/15/19

### Coaching Session Agenda/Anticipated STANDARD

1. Review previous session agreements
  - a. Sharing findings of my discussion with our school's Instructional Coach on the supervision of instruction process.
  - b. Discussed the frustrations of our program's evaluation/supervision system. Not setting time to conduct observations. I get bogged down with the day to day issues that arise at school that observations are not conducted.
  - c. Frustration: I don't feel that I'm trained enough to know what I'm supposed to be observing in class.
  
2. Identify coaching session emphasis based on candidate's Individual Plan Goals
  - a. Due to the recent school shooting in Santa Clarita, we discussed on how to reinforce our safety here at school. By teachers being nice to students and parents and forming those meaningful relationships.
  - b. Looking into having our school psychologist offering Anxiety Group sessions in our school.
  - c. Offering our teachers training focused on student mental health, warning signs, and some strategic actions during these types of situations
  - d. Reinforcing that all students and staff wear their Student ID badges.

### Candidate's Next Steps:

- Meet with my school's Instructional Coach to review the evaluation process.
- Make notes on strengths and areas of growth of our school's evaluation process

### Coach's Next Steps:

- Follow up on setting up Anxiety Group sessions at the Lancaster and Palmdae centers
- Collaborate on Action Steps for CPSEL 1

Coaching Session STANDARDS:  External Context and Policy  Management and Learning Environment	Next Meeting Agenda Follow up on setting up Anxiety Group sessions for my two centers Collaboration on Action Steps for CPSEL 1
	Next Meeting Date and Time November 22, 2019 @ 8:00am

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 11/22/19

### Coaching Session Agenda/Anticipated STANDARD

1. Anxiety Group Sessions for my two centers
  - a. Reached out to our school Psychologist and expressed the alarming number of students suffering from anxiety.
  - b. School Psychologist and I agree that we needed to start having Anxiety Group sessions for our students at each center during our lunch hour to provide students with lunch. We agreed that having the meetings at least twice a month at each center would be a good start.
  
2. Identify coaching session emphasis based on candidate's Individual Plan Goals
  - a. Issues between a paraprofessional and Special Education teacher. They are not collaborating and working together to move instruction forward.
  - b. Paraprofessional is territorial and feels that those are her students since she was there before the teacher.
  - c. Being that the Special Education Teacher is new, the students are not working with her. Instead the students work with the para. The para does not encourage the students to also work with the Special Education teacher.
  - d. There is tension in the classroom and this is causing a toxic learning environment.

### Candidate's Next Steps:

- Meet with my paraprofessional and my special education specialist to have a conversation on the tension that exists between them both.
- Have them both look at each other's strengths and areas of growth.
- Have them express what's working and what is not working in the learning environment now
- What are some of the solutions they can come up to work together to help our students reap the benefits of having the assistance of two educators?
- Have the teachers come up with a seating arrangement plan so that they both have access to help the students and the setting is more conducive to a healthy learning environment.

### Coach's Next Steps:

- Follow up with Norma on her meeting with the paraprofessional and the Special Education Teacher.
- What were the outcomes of the meeting? What solutions did the educators come to an agreement?

Coaching Session STANDARDS: External Context and Policy Management and Learning Environment Development and Implementation of a Shared Vision Ethics and Integrity	Next Meeting Agenda Follow up on setting up Anxiety Group sessions for my two centers Collaboration on Action Steps for CPSEL 1
	Next Meeting Date and Time November 27, 2019 @ 8:00am

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 11/27/19 (this is a continuation of the previous coaching session; school was on Thanksgiving Break the week of 11/25/19)

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"><li>1. Anxiety Group Sessions for my two centers<ol style="list-style-type: none"><li>a. Reached out to our school Psychologist and expressed the alarming number of students suffering from anxiety.</li><li>b. School Psychologist and I agree that we needed to start having Anxiety Group sessions for our students at each center during our lunch hour to provide students with lunch. We agreed that having the meetings at least twice a month at each center would be a good start.</li></ol></li> <li>2. Identify coaching session emphasis based on candidate's Individual Plan <u>Goals</u><ol style="list-style-type: none"><li>a. Issues between a paraprofessional and Special Education teacher. They are not collaborating and working together to move instruction forward.</li><li>b. Paraprofessional is territorial and feels that those are her students since she was there before the teacher.</li><li>c. Being that the Special Education Teacher is new, the students are not working with her. Instead the students work with the para. The para does not encourage the students to also work with the Special Education teacher.</li><li>d. There is tension in the classroom and this is causing a toxic learning environment.</li></ol></li></ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"><li>● Meet with my paraprofessional and my special education specialist to have a conversation on the tension that exists between them both.</li><li>● Have them both look at each other's strengths and areas of growth.</li><li>● Have them express what's working and what is not working in the learning environment now</li><li>● What are some of the solutions they can come up to work together to help our students reap the benefits of having the assistance of two educators?</li><li>● Have the teachers come up with a seating arrangement plan so that they both have access to help the students and the setting is more conducive to a healthy learning environment.</li></ul>
	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"><li>● Follow up with Norma on her meeting with the paraprofessional and the Special Education Teacher.</li><li>● What were the outcomes of the meeting? What solutions did the educators come to an agreement?</li></ul>

<p>Coaching Session STANDARDS:</p> <p>External Context and Policy</p> <p>Management and Learning Environment</p> <p>Development and Implementation of a Shared Vision</p> <p>Ethics and Integrity</p>	<p>Next Meeting Agenda: Dec 6<sup>th</sup> 8am</p> <p>Follow up on setting up Anxiety Group sessions for my two centers</p> <p>Collaboration on Action Steps for CPSEL 1</p>

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Development and Implementation of a Shared Vision  
 Instructional Leadership  
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Family and Community Engagement  
 Ethics and Integrity  
 External Context and Policy

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 12/6/19

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"><li>1. Follow up meeting with paraprofessional and SpED teacher<ol style="list-style-type: none"><li>a. I met with para and SpED teacher. Set up a meeting and gave them a preview of what our discussion would be about.</li><li>b. Met with the two professionals and I set our norms for the meeting. We each spoke about our concerns. The two listened to each other's concerns and ask each other relevant questions.</li><li>c. We talked about solutions for a healthier working environment for the benefit of our students. Communication was one of the key solutions that came out of the meeting.</li><li>d. I will follow up with them in a couple of weeks to check on the solutions that were set are working or need to be adjusted.</li></ol></li> <li>2. Identify coaching session emphasis based on candidate's Individual Plan <u>Goals</u><ol style="list-style-type: none"><li>a. Issues between my new teachers and the veteran teacher in my Lancaster Center.</li><li>b. New teachers feel isolated and not included in the collaboration process.</li><li>c. New students feel that there are cliques of teachers and staff in the learning center.</li><li>d. There is tension in the center; very evident by the separate lunch groups forming and the cold stares.</li><li>e. New teachers have come to me to express their concerns.</li></ol></li></ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"><li>● Have a reflection meeting with all my staff in the Lancaster Center to openly discuss the tension that exists between the new and veteran teachers.</li><li>● Have them both look at each other's strengths and areas of growth.</li><li>● Have them express what's working and what is not working in the learning environment now</li><li>● What are some of the solutions they can come up to work together?</li><li>● I will find an activity, TED talk and set norms for our meeting.</li></ul>
	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"><li>● Follow up with Norma on her meeting with the teachers and staff in the Lancaster Centers</li><li>● What were the outcomes of the meeting? What solutions did the educators come to an agreement?</li></ul>

<p>Coaching Session STANDARDS:</p> <p>External Context and Policy</p> <p>Management and Learning Environment</p> <p>Development and Implementation of a Shared Vision</p> <p>Ethics and Integrity</p>	<p>Next Meeting Agenda:</p> <p>Follow up on the meeting held for all staff in my Lancaster Center</p> <p>Collaboration on Action Steps for CPSEL 1</p> <hr/> <p>Next Meeting Date and Time</p> <p>Fri. Dec 13<sup>th</sup> at 8am</p>

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## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 12/13/19

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"> <li>1. Follow up meeting with my Center Teachers and Staff             <ol style="list-style-type: none"> <li>a. I met with Center Teachers and Staff from the Lancaster Center and held a reflection meeting to openly discuss the tension that exists between the new and veteran teachers.</li> <li>b. I started the meeting with our NORMS</li> <li>c. I had them express what's working and what's not working in the learning environment now</li> </ol> </li> <li>d. Had staff come up with solutions to work together in order to work; they came up with communication, asking each other questions or reaching out for help.</li> <li>2. Identify coaching session emphasis based on candidate's Individual Plan <u>Goals</u> <ol style="list-style-type: none"> <li>a. Now that we're entering a new semester, how will the candidate implement CPSEL Standard 1: Vision of Learning</li> <li>b. How is the candidate implementing the Mission Grow PD in the new semester?</li> </ol> </li> </ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"> <li>● Set up a Reflection Meeting for the teachers and staff for the new semester</li> <li>● Work with Instructional Coach on planning Mission GROW</li> <li>● Set up meeting Mission GROW for teachers and staff</li> </ul>
	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"> <li>● Follow up with Norma on her steps or process for setting up her Vision Statement with her Team</li> <li>● Follow up with Norma on her next steps for the Mission GROW PD</li> </ul>
<p>Coaching Session STANDARDS:</p> <p>External Context and Policy</p> <p>Management and Learning Environment</p>	<p>Next Meeting Agenda:</p> <p>Collaboration on Action Steps for CPSEL:</p> <p>Vision Statement for my schools coming back to new semester</p> <p>Mission GROW PD</p>

Development and Implementation of a Shared Vision Ethics and Integrity	
	Next Meeting Date and Time Thurs Dec 19th at 8am

## Coaching Session Notes

CANDIDATE: Norma Carlos

COACH: Brad Bixel

DATE: 12/18/19

<p>Coaching Session Agenda/Anticipated STANDARD</p> <ol style="list-style-type: none"> <li>1. Follow up meeting with my Center Teachers and Staff             <ol style="list-style-type: none"> <li>a. Set up meeting date with teachers and staff to set up Team building day for everyone due to the tension between staff</li> <li>b. Set up Mission GROW PD Google invite</li> <li>c. SBAC Plan for schools</li> </ol> </li>   <li>2. Identify coaching session emphasis based on candidate's Individual Plan <u>Goals</u> <ol style="list-style-type: none"> <li>a. Now that we're entering a new semester, how will the candidate implement CPSEL Standard 1: Vision of Learning</li> <li>b. How is the candidate implementing the Mission Grow PD in the new semester?</li> <li>c. Review of Induction Plan</li> </ol> </li> </ol>	<p>Candidate's Next Steps:</p> <ul style="list-style-type: none"> <li>● Set up a Reflection Meeting for the teachers and staff for the new semester</li> <li>● Work with Instructional Coach on planning Mission GROW</li> </ul>
<p>Coaching Session STANDARDS:</p> <p>External Context and Policy</p> <p>Management and Learning Environment</p> <p>Development and Implementation of a Shared Vision</p>	<p>Coach's Next Steps:</p> <ul style="list-style-type: none"> <li>● Follow up with Norma on her steps or process for setting up her Vision Statement with her Team</li> <li>● Follow up with Norma on her next steps for the Mission GROW PD</li> </ul> <p>Next Meeting Agenda:</p> <p>Collaboration on Action Steps for CPSEL:</p> <p>Vision Statement for my schools coming back to new semester</p> <p>Mission GROW PD continuation</p> <p>SBAC Plans</p>

Ethics and Integrity	
	Next Meeting Date and Time Thurs Jan 10, 2020 at 8am