

2023 Summer Inservice  
Committee Minutes



## **Committee: Mentor Program**

**Chair: Kyle Nesbitt**

**Secretary: Kelsey Williams**

### **Committee Members Present:**

Rachel Melad

Kattlyn Wolf

Anthony Jefferies

Denton Perkins (replace Rye Hyer)

Don Curry (replace Josette Nebeker)

Gary McKinney

Tessa Hubert

Tyson Smith

Rachel Rheuby

Johanna Hynke

Derek Jones

### **Non-Voting Members Present:**

**Business:** (please be advised that the minutes should include maker of motions, 2nder, that debate took place, result of votes and proper wording of the passed motion. Highlighting the motion and results of voting will help clarify the process)

Old Business:

1. Approval of Minutes

a. Moved by Denton Perkins to accept the minutes as read. Seconded by Tyson Smith

i. Motion passes

2. Review of 2022 Action Items

New Business:

Email/Share committee minutes to [idahoagteachers@gmail.com](mailto:idahoagteachers@gmail.com) upon completion.

**Note: Be sure to include an action items list with who from your committee will be responsible for motions/activities and committee business.**

1. Create a list of "requirements" or expectations for the mentors in the mentor program.
  - a. **Discussion:**
    - i. Mentors connect with mentees twice in the first month and then as needed throughout the year. No log required. (from mentor handbook found on IATA website)
    - ii. See Section 2 of the Mentor Handbook
    - iii. Question from Johanna Hynke and Denton Perkins: How is that being documented that communication is happening?
      1. Dr. Kat Wolf sends the form to Michelle Aoi and then folks sign up for credits.
      2. Mentees not from U of I are being missed with being partnered with a mentor
    - iv. Tyson Smith suggests a form with verification of dates
      1. In the handbook there is a monthly expectation list and log at the end.
      2. A lot of the things already exist but informing mentors of the process
    - v. Denton Perkins: What are the requirements to be a mentor and who picks them?
      1. Member of IATA
      2. Within FFA district
      3. Mentor Program Coordinator selects the mentors and mentee pairing
    - vi. Kelsey Williams moves to recommend that we host a workshop at summer inservice for people that are interested in being mentors as well as pair mentors and mentees. Seconded by Tyson Smith.
      1. Motion passes
    - vii. Gary McKinney: Is this an ag mentor or teacher mentor?
      1. This is a mentor for ag teachers so that we can help with FFA and within the FFA district
  - b. Tessa Hubert moves to recommend that the Mentor Program Coordinator contact information be posted in a convenient location, such as the ag teacher corner and a more central location on the IATA website. Seconded by Denton Perkins.
    - i. Motion passes
  - c. Rachel Melad moves to recommend that we have a mentor check in at state convention. Seconded by Tyson Smith.
    - i. Denton Perkins moves to amend the motion by adding that the mentor/mentee be seated together at the IATA Business meeting/ dinner as a

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check in and to reserve tables for mentor and mentees. Seconded by Kelsey Williams

1. Motion passes

ii. Main motion now reads "Recommend that we have a mentor check in during the IATA business meeting/ dinner as a check in and to reserve tables for the mentor and mentees"

1. Motion passes

**2. Identify the list of expectations and responsibilities for the Mentor Program Coordinator versus the Mentor Program Committee.**

a. Denton Perkins moves to recommend that the coordinator contacts district directors and the FFA Executive Director (Clara-Leigh) to identify new teachers with less than 2 years of teaching and/ or from out of state. Seconded by Tyson Smith.

i. Motion passes

b. The following is a list of responsibilities for the Mentor Program Coordinator compiled from the committee:

i. Enforce requirements of mentors as listed in the mentor program handbook

ii. Assign mentors to mentees at the inservice, by the second day of inservice

iii. Communicate with U of I for who should receive credits

iv. Identify mentors at State CDEs (Moscow) or email to the listserv prior to inservice

1. Add the check for mentor on registration/ workshop sign up

2. Add the check for mentee on registration/ workshop sign up

c. Don Curry moves to recommend that every district every year should have an agenda item of mentor/mentee. Seconded by Denton Perkins.

i. Motion passes

d. The following is a list of responsibilities for the Mentor Program Committee compiled from the committee:

i. Get resources to teachers in person as well as post to the website

ii. Mentor program function at inservice

iii. Advocate for mentor program and recommend people as a mentor

iv. Help the coordinator as needed (specific ask for help)

v. Approve the list of mentor/ mentees from coordinator (during first committee meeting at inservice)

vi. Review calendar/duties as posted in the teacher toolbox

e. **Identify the minimum requirements to receive the \$\$ stipend for mentor (currently \$75 but not always guaranteed).**

i. Not sure where funds come from—6/20 funds have been coming from the NAAE STAR Grant.

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- ii. U of I has covered the cost of the credit, confirmed by Dr. Wolf
- iii. Derek Jones moves to remove stipend. Seconded by Rachel Rheuby
  - 1. Motion passes

**f. Additional Committee recommendations**

- i. Document/ list for resources. A condensed version of all the resources
- ii. Print the checklist in the teacher toolbox with digital option
  - 1. Mailed to ones that missed inservice
- iii. Expert list to be updated

**g. \$600 to host Gem State meetings**

- i. Discussion: don't need more meetings, could schedule one if needed, could not be needed if mentor/mentee assignments occurred at inservice
  - 1. mentor/mentee breakfast at IATA
  - 2. 30ish people
  - 3. Already a line item of \$800 in the audit and budget committee
    - a. Revisit next year

**h. Rachel R. Nominate Kyle, second Rachel M.**

- i. Motion passes

**Adjourn 5:28pm**

**Minutes finalized and submitted by Kelsey Williams 6/20/23.**

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