

Placeholder - If printing back-to-back, this will allow your Activities and log pages to print facing each other.

Google Docs Users: Be sure to "Make A Copy" of this file to save in your own drive, so you aren't sharing your meeting log with others!

August/September – Activities and Ideas

Topics to discuss:

- Classroom management strategies
- Tips for keeping grades
- Setting up sub folder
- Review supply needs
- Review disciplinary procedure forms
- Review curriculum guides & expectations
- Confidential files, IEPs, health records
- Introduce protégé to custodians, explain how to submit work orders
- Plan to visit the first 10 minutes of your protégé's class
- Inclusion
- Review procedure for contacting sub service
- Classroom rules
- Support staff
- Lesson planning & daily schedules
- Parent Open House
- Review student handbook
- Review dates to remember and note in calendar
- Discuss the process for working at events/games (extra \$\$)

Share an activity you have used this year. *Explain why it is good, how it helps kids learn, what you expect students to learn and how you could make it better.*

Have the protégé share one of their own and evaluate in a similar manner

School Climate

- Review school procedures & policies
- Discuss dress code/expectations
- Review how to send interschool mail, email, & US mail
- Review where various forms can be found (planned absence, professional leave, field trip requests, etc.)
- Introduce to other staff
- Discuss field trip procedures
- Review Xerox copy procedures
- Encourage protégé to get involved in school activities by attending sporting event, after-school activity, etc.

Be sure protégé knows the names of all staff in her/his department

Assessment

- Discuss procedures for midterm reports & grade reports
- Set up goals/targets for 1st quarter curriculum
- Give overview of homework, makeup work policies

August/September Log

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October - Activities and Ideas

Topics to discuss

- Discuss "difficult" students and helpful strategies
- Discuss classroom management strategies
- Discuss effective instruction
 - Communicating effectively
 - Questioning techniques
 - Engaging students
 - Providing feedback to students
 - Demonstrating flexibility & responsiveness
- Discuss methods for parent contacts after midterms are sent
- Discuss how to handle students
- Discuss how to adjust lesson plans for alternative schedule days
- Look at sample lesson plans
- Discuss possibility of getting involved in committee work
- Share materials and ideas

School Culture:

- Continue to review school procedures & policies
- Review supervision of students during assemblies
- Visit the school nurse

Assessment

- Discuss 1st quarter grades and report card comments

October Log

Mtg. Date	Discussion	Duration

Have Mentors observed Protegees at least once by the end of October?

November – Activities and Ideas

Topics to discuss:

- Review classroom management strategies
- Prepare for Parent-Teacher conferences
 - o Handouts
 - o Procedures
 - o Schedules
 - o Ideas
- Recall that this is about the time that the “survival” phase shifts into the “disillusionment” phase for a new teacher. Do a “reality check” to assess where the protégé thinks s/he “is” in this process.
- This is a good time to discuss pacing of the curriculum. Help the protégé assess if s/he is at an appropriate point in the curriculum since the first semester is half finished.
- Review plans for follow-up with parents as needed after parent conferences
- Share materials and ideas.

Mentor Activity:

Offer to discuss the protégé’s evaluations. Concentrate on areas of success and concern. Plan to visit your protégé’s classroom.

November Log

[illegible]

December – Activities and Ideas

Topics to discuss:

- Review classroom management strategies
- Review procedures for obtaining materials for second semester
- Discuss plans for semester exams
- Discuss the holiday period, plans, special events, things to expect
- Share materials & ideas
- ENJOY A WELL-DESERVED HOLIDAY BREAK!

Mentor Activity:

- Discuss protégé's evaluation to date. Areas of concern and needed improvements must be addressed immediately. If you still have not been in your protégé's classroom you will be of little help to him/her in this area.
- Encourage protégé to set up a schedule for visiting classrooms of other teachers. Assist in this by contacting colleagues if they are willing to have your protégé visit.

December Log

Mtg. Date	Discussion	Duration

Have Mentors scheduled the second observation of their Protegees by now?

January - Activities and Ideas

Topics to discuss

- Review first semester highlights. Review growth experiences.
CELEBRATE!
- Review activities for upcoming semester/term
- Review classroom management strategies
- Promote positive classroom relationships
- Discuss, prepare, and plan for annual reviews (students with IEPs)
- Discuss student course recommendation process
- Discuss need for further observation times
- Share materials & ideas

January Weekly Log

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February 2011 - Activities and Ideas

Topics to discuss:

- Review classroom management strategies
- Review curriculum guides & expectations
- Review evaluation process & goals
- Brainstorm some ways to alleviate/reduce stress levels. Pick one that you think will help... and then do it!
- Share a "difficult" experience with a student, colleague, or parent from some previous year. Discuss possible responses to the experience. Let your protégé do some talking & brainstorming.
- Share materials and ideas

Assessments:

- Discuss PARCC administration procedures

Mentor Activities:

- Reserve a meeting time to discuss a particular classroom teaching strategy that the protégé uses that works well for her/his students. Discuss the benefits to the students and the teacher. List ways to enhance the experience to reach the kids that are being missed. Let the protégé do the thinking and the talking.
- Help improve the Mentor Program "Topic for Discussion" for next year. On your log sheet, list two items that you have discussed recently that were not on the checklists that you think would be helpful to other mentor/protégé pairs.
- Set time for another class visit, if needed. Suggest that any opportunity taken to observe peers is an investment in one's teaching career.

Mtg. Date	Discussion	Duration

Mentors should schedule the third Protegee observation by the end of March.

March – Activities and Ideas

Topics to discuss

- Discuss professional organizations and publications
- Discuss parent-teacher conferences
- Continue discussions of PARCC
- Begin a discussion about long-range planning for the remainder of the school year
- Be sensitive to the fact that the contract renewal process usually begins now
- Share materials and ideas
- Discuss summer school referrals/forms
- Discuss retention policies & procedures

March Log

[illegible]

April - Activities and Ideas

Topics to discuss

- Discuss professional organizations and publications
- Begin end-of-year closure procedures
- SPRING is here! Discuss strategies to help keep the students (and ourselves) focused on learning
- Help establish a schedule for the rest of the year.
- Review procedures for seniors.
- Check to be sure that grade book formats are correct for checkout.
- Share materials and ideas
- Discuss summer school referrals & forms
- ENJOY A WELL-DESERVED SPRING BREAK! ☐

April Log

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May/June - Activities and Ideas

Topics to discuss

- Discuss procedures for ending the school year
- Discuss exam schedules
- Discuss graduation procedures
- Discuss procedures for students who are moving over the summer
- Discuss completion of cumulative records
- Discuss building check-out procedures
- Share materials and ideas
- Discuss summer school referrals/forms
- ENJOY SUMMER VACATION! ☐

May/June Log

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