

# Lexington City Schools

BT Name: \_\_\_\_\_

BT Year: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

School Year: 2019 - 2020

**August**

Use this form to document support provided for the Beginning Teacher. Check off items covered during meetings and add other topics discussed. Return to School's Lead Mentor by the last day of the month.

Establish a meeting time and place. . **Note day and time for meeting: Day**\_\_\_\_\_ **Time**\_\_\_\_\_

<b>Check</b>	<b>Topic</b>
	1. Familiarize the BLT with the facility (tour of building).
	2. Introduce the BLT to the faculty, staff and support personnel.
	3. Ensure that the teacher has a copy of the necessary curriculum documents- common core, essential standards.
	4. Review professionalism including the Code of Ethics and the Code of Professional Practice and Conduct (located in the back of this document.)
	5. Assist in lesson planning.
	6. Assist with room set up and room environment.
	7. Help the teacher get needed resource materials.
	8. Explain committee assignments and duties.
	9. Review the staff handbook, including instructions for absences, fire drill procedures, etc.
	10. Share the process for ordering supplies.
	11. Explain attendance reporting procedures in Power School.
	12. Review the classroom management plan.
	13. Discuss setting up a sub folder.
	<b>Comments:</b>

**Please Record Meeting Dates:**

BLT 1 – 3X/Mo: (Date: ) (Date: ) (Date: )

BLT 2 – 2X/Mo.: (Date: ) (Date: )

BLT 3 – 1X/Mo.: (Date: )

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School Year: 2019 - 2020

## September

Use this form to document support provided for the Beginning teacher. Check off items covered during meetings and add other topics discussed. Return to School's Lead Mentor by the last day of the month.

Check	Topic
	1. Assist in lesson planning and pacing.
	2. Help the BT set up a sub folder. Share your folder.
	3. Assist the BT in setting up organizational systems for records and files. Share your own systems.
	4. Explain the grading rationale and policies for the school. Explain the make- up work policy.
	5. Reflect on classroom management. Discuss the classroom procedures and environment. Consider adjustments that need to be made to improve motivation, student achievement or relationships.
	6. Discuss parent communication methods and the need to establish a parent communication log. (Standard 2)
	7. Reflect on student participation and motivation in class.
	8. Discuss any questions about completing the Self- Assessment rubric.
	9. Review the PDP together so that you can assist the BLT in reaching the goals. Ensure principal, teacher and mentor sign. Have the BLT place a copy in the BT file.
	10. Celebrate accomplishments.
	11. Assist with formative assessment process.
	12. Discuss the process for formal observations. (pre-conference, formal observation, post-conference)
	13. Set up a time for the mentor to observe and provide informal feedback before the first formal observation by the administrator.
	14. Make sure the BT has done a self-assessment online.
	<b>Comments:</b>

Meeting Dates: BLT 1 – 3X/Mo: (Date:    ) (Date:    ) (Date:    )

BLT 2 – 2X/Mo.: (Date:    ) (Date:    )

BLT 3 – 1X/Mo.: (Date:    )

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### October

Use this form to document support provided for the Beginning teacher. Check off items covered during meetings and add other topics discussed. Return to School's Lead Mentor by the last day of the month.

Check	Topic
	1. Assist in preparation for the first observation. Decide on areas of lesson design the BLT would like to learn more about. Ensure that the BT has had or is scheduled to have an observation with a preconference and post conference.
	2. Reflect on first quarter grading and assessments. Discuss alternate assessment practices.
	3. Discuss ways to make instruction relevant to students.
	4. Discuss a variety of presentation techniques for lessons.
	5. Discuss differentiation strategies (EC, LEP, etc.).
	6. Celebrate success.
	7. Discuss and reflect on feedback from walkthroughs.
	8. Review professionalism including the Code of Ethics and the Code of Professional Practice and Conduct in the Teacher Evaluation booklet.
	9. Help with progress reports.
	10. Remind to update webpage
	<b>Comments:</b>

**Please Record Meeting Dates:**

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**November**

Use this form to document support provided for the Beginning teacher. Check off items covered during meetings and add other topics discussed. Return to School's Lead Mentor by the last day of the month.

Check	Topic
	1. Review student assessment data.
	2. Review classroom management plan and discipline strategies. Ensure good record keeping. Discuss issues.
	3. Discuss/ reflect on independent work and strategies for monitoring and accountability.
	4. Reflect on use of technology. Share resources.
	5. Reflect on integrating subjects in lessons.
	6. Discuss ways to include 21 <sup>st</sup> Century Skills.
	7. Discuss ways to handle student behavior and motivation between the Thanksgiving Holidays and Christmas.
	8. Ensure that the teacher has been observed one time by an administrator.
	9. Review <b>Standard 2 of the Evaluation Instrument: Establish a Respectful Environment for a Diverse Population of Students</b> and possible artifacts.
	10. Share some social time.
	11. Celebrate success.
	12. Remind BT to update webpage.
	<b>Comments:</b>

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School Year: 2019 - 2020

**December**

Use this form to document support provided for the Beginning teacher. Check off items covered during meetings and add other topics discussed. Return to School's Lead Mentor by the last day of the month.

Check	Topic
	1. Discuss the process for preparing for end-of-course or tests that may be given at the end of the semester. Share examples of teacher made exams if it is necessary to prepare one.
	2. Discuss <b>Standard 4 of the Teacher Evaluation Instrument: Teachers Facilitate Learning for Their Students</b> and possible artifacts.
	3. Review Instructional Focus Calendars.
	4. Encourage continued parental contact. Discuss progress on parental involvement.
*	5. Share some social time.
	6. Discuss ways to differentiate for students.
	7. Share success stories.
	8. Discuss use of both formative and summative assessments and ensure they are used effectively. Look at data notebook together.
	9. Encourage BT to attend Holiday BT/Mentor Social – Tuesday, December 13 <sup>th</sup> – 4:00
	10. Remind BT to update webpage
	<b>Comments:</b>

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**February**

Use this form to document support provided for the Beginning teacher. Check off items covered during meetings and add other topics discussed. Return to School's Lead Mentor by the last day of the month.

	1. Ensure that the teacher has been observed twice. Reflect on the observations.
	2. Make sure the BT has completed an observation of another teacher this semester and has completed 2 for the year.
	3. Talk about ways to expand and improve units of study that will be repeated in a course second semester.
	4. Look for humor in your work. Share with one another.
	5. Talk about mistakes and how you can learn from them.
	6. Discuss Standard 5 of the Teacher Evaluation Instrument: Teachers Reflect on Their Practice and possible artifacts.
	7. Celebrate teacher on accomplishments.
	8. Review system for assessments and use of data to drive instruction.
	9. Remind BT to update webpage
	<b>Comments:</b>

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School Year : 2019 - 2020

**March**

Use this form to document support provided for the Beginning teacher. Check off items covered during meetings and add other topics discussed. Return to School's Lead Mentor by the last day of the month.

Check	Topic
	1. Review plans for the end of the year activities.
	2. Review assessment schedules and record keeping for the end of the grading period.
	3. Assist with report cards as needed.
	4. Discuss Standard 1 of the Teacher Evaluation Instrument: Teachers Demonstrate Leadership and possible artifacts.
	5. Talk about ways to keep momentum during the last quarter.
	6. Review pacing guides.
	7. Make sure the BT had a 3 <sup>rd</sup> observation or is scheduled for one.
	8. Remind BT to update webpage.
	<b>Comments:</b>

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**April**

Use this form to document support provided for the Beginning teacher. Check off items covered during meetings and add other topics discussed. Return to School's Lead Mentor by the last day of the month.

Check	Topic
	1. Review cumulative folder requirements.
	2. Discuss the end of year schedule and expectations.
	3. Continue to monitor classroom management and discuss ways to keep momentum at the end of the year.
	4. Encourage your BT to reflect on what he/she has learned about his/her teaching practices this year.
	5. Talk about next year. Discuss ways to organize materials to make the start of the year easier.
	6. Spend informal social time.
	7. Celebrate accomplishments.
	8. Discuss use of data to drive instruction at the end of the year.
	9. Remind BT to update webpage.
	<b>Comments:</b>

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**May**

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<b>Check</b>	<b>Topic</b>
	1. Talk about areas for growth for the PDP plan.
	2. Review plans and procedures for the closing of school including reports and timelines for paperwork
	3. Review the BT file of documentation for the year.
	4. Review the school promotion/retention policies.
	5. Discuss areas of strength and weakness to plan for the coming year.
	6. Celebrate success.
	<b>Comments:</b>

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