Elementary Mentor Monthly Checklists

AUGUST GUIDE FOR THE INITIAL MEETING WITH PROTEGES

OVERVIEW: The mentor’s job for the first meeting with his/her protégé is to help the new teacher:

1. organize and prepare for the opening of school
2. arrange the classroom furniture
3. decorate the classroom
4. find and organize materials and resources
5. plan for the first week of school, specifically address what to do for the first day
6. establish classroom routines, procedures, and expectations that will serve as a foundation for the year
7. understand the role of other professionals in the building - TRT, counselor, paraprofessionals, etc.
8. gain an overview of SOL’s that will guide long-range planning and pacing
9. answer questions

THE BUILDING
(If your protégé attended the Beginning Teacher Institute August 9-10, the lead mentor at your school went over this section with your protégé.)

☐ Tour - work room, lounge, book room, mailboxes, office, computer lab, Students Records, etc.
☐ Office Personnel - Who’s who, where are they and what exactly do they do?
☐ Equipment
  o Where to find it, how to use it
  o “Equipment etiquette”
☐ Building Procedures
  o Duties
  o Hours
  o Sign-out
  o Emergency drills
  o Schedules
  o Meetings
  o Policies (dress code, cell phone use, extracurricular attendance, etc.)
  o Incident reports for injuries/accidents

ROOM SET-UP
☐ Supplies - What do you need? Where can you find it?
☐ Furniture arrangement
☐ Bulletin boards
  o Simple
  o A space to display student work and Word Wall
☐ Class list displayed outside of room

Plan your room arrangement without moving a chair!
Scholastic Classroom Set-up

Loudoun Learning in Leesburg is a great store for finding school materials! http://loudounlearning.com/

1st Year Teachers…. may need more information about county and school policies and procedures. Review 1) arrival and dismissal procedures for staff, 2) requirement to be on school grounds all day, 3) cell phone use, 4) appropriate Internet activity.
Organization - bins, files, binders, cubbies

- Ideas for easy-to-change centers and smooth rotation of students

*If possible, this is a great place to stop. Then you can begin your next meeting, prior to the beginning of school, with CURRICULUM AND INSTRUCTION.*

**CURRICULUM AND INSTRUCTION**

- Setting up plan book according to the principal’s expectations
- Plans for the first day (provide a template)
- Plans for the first week (provide a template)
  - Teach your protégés to do backward planning - Plan with the end in sight!
- Assessment
  - Provide ideas and samples
- Grades
  - Remind new teachers of the number of grades that your administrator requires each week/grading period. Interims will be a month away and they need to know how to be prepared.

- Phoenix
- Resources - Pacing guide, SOL’s, curriculum maps, textbooks, Mentor and Coaching teacher resources site
  - Instruct the protégés where to find the necessary resources and how to use them.
  - Stress the importance of keeping relevant documents at their fingertips.
  - Instruct the protégés on the steps to access curriculum guides through the use of the Internet and Loudoun County Intranet.
  - Curriculum Resources are found under the Staff tab on the LCPS web page. This resource is arranged by grade and includes quarterly pacing, unit pacing, curriculum framework, learning progression scales, and several other resources for each of the content areas including P.E., Art, and Music. The login is the same as the login for managing your web page.
  - Books - What’s needed, where to find them and how to organize them
    - Professional library
    - Resource library
    - Text book room
    - Reading Room Library (Guided Readers/Class Sets)
- Special Education
  - Case managers
  - IEP’s - Where are they and why are they important
  - Discuss co-teaching, establishing a supportive relationship and defining roles and expectations
- ELL
  - Discuss co-teaching, establishing a supportive relationship and defining roles and expectations
ORGANIZATION for the beginning of the school year
☐ First day envelopes/packets – follow school procedure
☐ Make folders for county forms that are returned to school.
   - Emergency form
   - Early release
   - FLE
   - Rights and Responsibilities
   - Free and reduced lunch
   - Insurance
☐ Welcome your students (post card, letter, phone call)
☐ Make sure your website has your biography in third person posted
☐ Organize an emergency bag (updated class list, copy of emergency forms, recording sheets, nurse passes, and a first aid Ziploc with gloves, band aids, and tissues)
☐ Prepare folders/systems for personal organization: parent communication, principal memos, faculty meetings, grade level notes

CLASSROOM MANAGEMENT (Establishing a positive school atmosphere)
☐ Procedures - How will things get done? Example: How will homework be recorded?
☐ Routines - What do you want your students to do daily without needing to ask for directions? Example: When to sharpen pencils?
☐ Setting rules and consequences for infractions
☐ Documentation of behavior is school based. Find out how behaviors are handled in your school.
☐ Parent Communication - Create a file folder for each child to store notes and emails to/from parents
☐ Awareness of Religious and Cultural Diversity (ask the guidance counselor for a copy of a calendar of important religious holidays)
☐ Questions and concerns regarding Back-to-School Night
   - Provide ideas within the framework of the principal’s guidelines: Agenda, schedule, volunteer sign-up sheet, curriculum information, homework policy, tests, planners, textbooks, conference signup sheet etc.
   - Explain that it is important to “Stick to the facts”; never make broad or subjective statements such as “This class is not very motivated.”
☐ Recommended web sites for new teachers by Jenna Irwin (First year teacher 2012).
  o www.brainpop.com - great, short videos on ANY topic!
  o http://harveyshomepage.com/Harveys_Homepage/Welcome.html - great interactive whiteboard math power points and activities.
  o www.pinterest.com - great for any ideas! There is always something on Pinterest... just search!
  o www.teacherspayteachers.com - I love this resource... I use it for centers a lot. There is minimal fee for some activities, but there are many free activities as well!
    www.tagxedo.com - Word cloud resource. Helpful with vocabulary!
  o www.mathplayground.com - Helpful math resource!
  o www.youtube.com - Always songs and short videos to supplement my lessons.
  o www.history.com - Short video clips about anything historical... be aware of videos' age range though!

  o Also check out the Teacher Resources site on the Mentor and Coaching page!

LOOKING AHEAD

• Set the date of your September meeting today! Set the dates for EACH monthly meeting as soon as possible.
• Suggest ideas for Open House and/or Back-to-School.
• August 24 - First Day of School for Students
• September 4 - Holiday (Labor Day)
SEPTEMBER

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Protégés are to come prepared to discuss lesson plans. Make sure that pacing is on-target for this month.
  o Review 9-week plans that have been developed by the grade level.
  o Review curriculum guides to prepare for the month ahead.
  o Discuss the way your team assesses and determines grades.

☐ Collaborate - Share ideas, instructional strategies, and units for the following month.

☐ Discuss/Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management
  o Procedures and routines - Make sure that they are established and are working successfully. If not, brainstorm ideas and options. Areas of focus: homework, record keeping, students without proper supplies, infractions of classroom rules

CURRICULUM AND INSTRUCTION

☐ Interims/Comments

☐ Observations (usually informal for the first month, but protégés need to be informed of the principal’s expectations)
  o Go over what your principal will look for in an observation, whether an informal walk-through or a formal evaluation.
  o This is a great time to schedule visits to each other’s classrooms.

☐ IEP’s - Make sure that IEP’s have been read and are understood.

☐ Formal Assessment - Examples: PALS, DRA’S, benchmark testing
  o Make sure protégés understand the process for administering the assessments and the procedure for recording the results.
  o Suggest ideas for independent activities for students so that the protégés may complete individualized testing.
  o Discuss instruction and methods of student grouping based on data acquired from the assessment tools.

☐ Intranet - How to find Curriculum and Pacing Guides, Content Newsletters, field trip forms, etc.

☐ Begin to establish routines for small group instruction (guided math and reading groups)

CAPTURING THOUGHTS!
All teachers who are new to LCPS received a small notepad in their T.L.C. welcome bag. Ask your protégés to jot down questions and ideas to share with you and other colleagues. We know how fleeting thoughts can be during the fast pace of a school day!
ORGANIZATION
☐ Cumulative Files
   o Make sure protégés understand cumulative file documents that need to be read and/or pulled.
   o Make sure protégés have filed all of the forms that have been signed and returned by parents and have turned in necessary documents to the office.
☐ Receipts - Hold onto them for tax purposes.
☐ Have a safe place to keep passwords.
☐ Organize email using folders for easy retrieval.
☐ Update Class lists for Emergency Folder and replenish emergency supplies.
☐ Supplies - Need anything?
☐ Sub folder - Show an example (Most schools require at least two to three days of emergency plans.)
   o Plans should be easily accessible in case of an emergency, not just planned absences. Folder should include schedules, allergies and special conditions, emergency contacts and procedures, seating charts, activities.

SPECIFIC ISSUES
☐ Non-instructional duties
☐ Resources
   o Make sure they have necessary resources and know how to use them: Intranet, LCPS Website
   o Teacher Stores
   o What supplies and resources can be purchased by your school?

CLASSROOM MANAGEMENT (Establishing a positive school atmosphere)
☐ Discuss the importance of modeling, practicing, and giving feedback on procedures and routines
☐ Address any specific questions or concerns

COLLABORATION
☐ Technology
   o Email - Do they know how to check it from home? (Emphasize the importance of responding to emails in a timely manner.)
   o MyLearningPlan
☐ Professional Relationships - Teams, Paraprofessionals, Administrators, TRT’s (now IFT’s), etc. (see “C” in Mentor Competencies in the LCPS Mentor binder)
   o Special assistance should be given to new teachers who have teacher assistants in the classroom…clearly defining roles and responsibilities.
☐ Communication with parents
  o Newsletter - Show sample
  o Web Page - Provide assistance and ideas….keep it simple!
    • Bio in 3rd person
    • Newsletter
    • 9-week plans
  o Phone Calls - Document the date, time, and topic and file in folder marked “Parent communication”
  o Emails - They should refer to times the teacher is available to conference and not specifics that should be discussed one-on-one. A rule of thumb that they should follow…“Would I want the email shared with everyone?”

☐ Support the PTO/PTA by joining!
☐ Celebrate Success! Give your protégé the opportunity to tell you what is working well!

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LOOKING AHEAD

- October is Disabilities Awareness Month
- Review information regarding interims.
- **October 9 - Holiday** (Columbus Day)
- **October 23 - Student Holiday** (Staff Development)
- **November 3 – End of First Grading Period**
OCTOBER

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Protégés are to come prepared to discuss lesson plans. Make sure that pacing is on-target for this month.
  o Provide a copy of the second 9-week curriculum map that was developed by the grade level. It will be needed for the next two months.
  o Use curriculum guides to prepare for the month ahead--review the concept of Backward Planning. Make sure that pacing is on-target for this quarter.
  o Discuss the way your team assesses and determines grades.
  o Discuss various ways to approach planning. Ex 1: Plan an entire unit and break it up by day 1, day 2, etc. to easily insert in your daily/weekly plans. Ex 2: Monday, plan an entire week of math, Tuesday, plan an entire week of science, etc. By Friday, you will have the following week planned.

☐ Collaborate - Share ideas, instructional strategies, and units for the following month.

☐ Discuss/Problem Solve Specific issues (items that are specific to each protégé)

☐ Discuss Classroom Management
  o Procedures and routines--Make sure that they are established and are working successfully. If not, brainstorm ideas and options. Areas of focus: homework, record keeping, students without proper supplies, infractions of classroom rules

CURRICULUM AND INSTRUCTION

☐ Student data - look at it together so your protégés know how to analyze and use in planning instruction

☐ Report Cards - The first grading period ends November 3.
  o Procedure for completing the reports correctly
  o Samples of comments
  o Make sure someone proofreads your protégés’ report cards

☐ Plan American Education Week activity for November 13-17

☐ Special Education Referrals
  o Process - Remind teachers that referral documents are read aloud at Eligibility meetings
  o Interventions before referring

Research shows that at least 25% of us are “introverted thinkers”; we like to have time to think before we discuss. If your protégé falls into this category, send him/her your agenda the week before meeting.

1st Year Teachers….

It is a good idea to sit in the same room or location as the protégé works through a few report cards to see that he/she understands what he is doing, and answer any questions that arise as the report cards are completed.
Differentiation - How to plan and carry out differentiated instruction
  o Remind the protégés to collaborate with the Special Ed., ELL, and Search teachers to help meet students’ needs
  o Check IEP’s for accommodations

Observations
  o Formal - How to prepare, what the principal will expect and look for
  o Informal observations with mentor - take turns observing

Columbus Day Video on www.history.com

Technology
  o Successful lessons for the computer lab
  o Suggestions for using the computers in the room
  o Explore Safari Montage: https://safari.lcps.org/SAFARI/montage/login/login.php

ORGANIZATION
  Technology
    o Updating web page
    o Make folders in your email for specific items
  Student folders with data and information for conferences
  Update Class lists for Emergency Folder and replenish supplies
  Update Sub folder
  Discuss organization of lesson plans, unit materials, and resources used

SPECIFIC ISSUES
  Opt-out form - Explain the procedure for experienced teachers who wish to opt out of the Mentor Program.

CLASSROOM MANAGEMENT
  Classroom management
    o Discuss behavior issues
    o How to complete Discipline Forms
    o Workshops available on My Learning Plan

Help your protégé set a goal for the second quarter. Discuss ways to meet this goal.

COLLABORATION
  Parent Conferences - Be prepared! Discuss possible scenarios.
    o Have samples of students’ work/portfolios available
    o Share test results
    o Be prepared to discuss how grades are determined
    o Have a plan for students who are making inadequate progress or are having behavior or social issues.
    o Arrange for interpreters with parent liaison well in advance
Technology
  o Update web page (Weekly/Monthly Newsletter)
  o Check and respond to email regularly
  o My Learning Plan

Celebrate Success! The first quarter is about to end…what has gone well?

LOOKING AHEAD

- November 6-7 - Student Holiday  (Planning/Records/Conference Days)
- Help your protégés plan for American Education Week, Nov. 13 - 17, 2017.
- Help them prepare for extended vacations that are sometimes taken by students in November and December….What are their responsibilities for make-up work, preparing assignments ahead of time?
- Thanksgiving Break is November 22 - 24!
The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Protégés are to come prepared to discuss lesson plans. Make sure that pacing is on-target for this month.
  o Discuss the way your team assesses and determines grades.
  o Use curriculum guides to prepare for the month ahead.
  o Provide 9 week plans/curriculum map for the 2nd grading period that was developed by the grade level. It will be needed for the next two months.

☐ Collaborate - Share ideas, instructional strategies, and units for the following month.

☐ Discuss/Problem Solve Specific issues (items to be addressed that are specific to each protégé)

☐ Discuss Classroom Management
  o Procedures and routines - Make sure that they are established and are working successfully. If not, brainstorm ideas and options. Areas of focus: homework, record keeping, students without proper supplies, infractions of classroom rules

CURRICULUM AND INSTRUCTION
☐ American Education Week November 13-17
☐ For Thanksgiving videos go to
  o www.history.com
  o https://safari.lcps.org/SAFARI/montage/login/login.php

☐ Referral Process
  o Understand Child Study
  ☐ Proofread Report Card Comments

ORGANIZATION
☐ Technology
  o Update Website - 2nd nine weeks plans
  ☐ Update Class lists for Emergency Folder and replenish supplies
SPECIFIC ISSUES

☐ Recertification points
   o 180 points needed in a cycle - How to earn and keep track of points. For specific questions, contact your licensure specialist in the Personnel Department
   o Those on a Provisional license need to stay closely in touch with their licensure specialist in the Personnel Department.

☐ MyLearningPlan
   o They may not have used it since the beginning of the year and should occasionally check to see if there are workshops and classes that would be helpful in their Professional Development.

CLASSROOM MANAGEMENT

☐ Review Behavior data and how data is communicated to the parents (i.e.; phone calls, email, weekly folder, Dojo email sent weekly.)

COLLABORATION

☐ Technology
   o Update web page (Weekly/Monthly Newsletter)
   o Check and respond to email regularly
   o MyLearningPlan- http://www.mylearningplan.com/

☐ Celebrate Success!

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LOOKING AHEAD

- December is often the month when new teachers hit a “low”. Watch for signs of burn-out. Perhaps you can have your next meeting at a restaurant or plan a joint meeting with another mentor and his/her protégés!
- December 18 - January 1 - Winter Break (Classes resume Tuesday, January 2, 2018)
DECEMBER

*The first 4 topics are top priority for EACH month:*

☐ **Check on pacing, planning, and grading.**
  - Protégés are to come prepared to discuss lesson plans and assessments.
  - Make sure pacing is on target.
  - Use curriculum guides to prepare for the month ahead.
  - Discuss the way your team assesses and determines grades.

☐ **Collaborate - Share ideas, instructional strategies, and units for the following month.**

☐ **Discuss/Problem Solve Specific issues** (items to be addressed that are specific to each protégé)

☐ **Discuss Classroom Management** (Importance of reestablishing procedures and routines after the Winter Break)

**CURRICULUM AND INSTRUCTION**

☐ Have plans completed before leaving for the Winter Break!

**ORGANIZATION**

☐ Update Class lists for Emergency Folder and replenish supplies

**SPECIFIC ISSUES**

☐ Dealing with stress

☐ Holidays
  - Awareness of various religious holidays and customs that may affect students
  - Understanding of your school’s policies for holiday displays

☐ Probation
  - Even though your Principal cannot officially tell you that your protégé is going to need “Mid-Year Support,” you can probably read your protégé well enough to know if there is a problem. If you haven’t already, schedule a time to visit each other’s classrooms.

Give your protégé a Winter Card of encouragement…Winter Break will provide time to relax and replenish the spirit!
CLASSROOM MANAGEMENT
☐ Revisit classroom rules
☐ Develop additional incentive plan for the weeks before the holiday

COLLABORATION
☐ Technology
  o Update web page (Weekly/Monthly Newsletter)
  o Check and respond to email regularly
  o MyLearningPlan
☐ Celebrate success!

LOOKING AHEAD

- Make sure your protégés do not return from Winter Break to piles of paper. Take some time to help them file what is important and toss what is not.
- **December 18-January 1 - Winter Break** Classes Resume Tuesday, January 2
- **January 15 - Holiday** (Martin Luther King, Jr. Day)
- **January 26 – End of Second Grading Period.**
- **January 29 - Moveable Student Holiday** (Planning/Records/Conference Day)
JANUARY

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning and grading.
  o Protégés are to come prepared to discuss lesson plans, assessments, and grades for the second 9-weeks.
  o Discuss the way your team assesses and determines grades.
  o Use curriculum guides to assist in preparing for the month ahead.
  o Provide 9-week plans/curriculum maps for the 3rd grading period.

☐ Collaborate - Share ideas, instructional strategies, and units for the following month.

☐ Discuss/Problem Solve Specific issues (items to be addressed that are specific to each protégé)

☐ Discuss Classroom Management

CURRICULUM AND INSTRUCTION

☐ Report Cards - review grading and report procedures
  o Provide samples of comments
  o Make sure report cards are proofread by another person.
  o Possible retention must be stated in the 2nd quarter report card. (Follow school policy)

☐ Mid-Year Assessments (PALS/DRA/other)
☐ View Martin Luther King videos on Safari Montage

☐ Inclement weather-provide ideas for indoor recess.

ORGANIZATION

☐ Replenishing classroom supplies
☐ Update Class list for Emergency Folder
☐ Update Sub Folder

SPECIFIC ISSUES

☐ Encourage informal “Walk-Throughs” to observe good teaching.

Welcome Back! Reconnect with your protégé to help him/her begin the New Year with a renewed spirit! Take a few minutes to just chat about Winter Break.
CLASSROOM MANAGEMENT

☐ Revisit all school and classroom rules
☐ Goal setting for new year

COLLABORATION

☐ Technology
  o Update web page (Weekly/Monthly Newsletter)
  o Check and respond to email regularly
  o *MyLearningPlan*

☐ Celebrate success!

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LOOKING AHEAD

- Make plans for Black History Month.
- Work with parent volunteers to prepare for Valentine’s Day.
- **February 19 - Holiday** (Presidents’ Day)
FEBRUARY

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Protégés are to come prepared to discuss lesson plans and assessments.
    Make sure pacing is on target.
  o Use curriculum guides to assist in preparing for the month ahead.
  o Discuss the way your team assesses and determines grades.

☐ Collaborate - Share ideas, instructional strategies, and units for the following month.

☐ Discuss/Problem Solve Specific issues (items to be addressed that are specific to each protégé)

☐ Discuss Classroom Management

CURRICULUM AND INSTRUCTION

☐ Differentiation - What is the evidence of differentiation in the plans and in the classroom?

☐ Activities that can be integrated into the curriculum for:
  o Black History Month
  o Presidents Day
  o Valentine’s Day
  o 100 Day (Primary grades)
  o Dental Health
  o Prepare for Read Across America Day on Friday, March 2\text{nd}

☐ SOL’s
  o Preparing students
    • Jefferson Lab – \texttt{http://education.jlab.org/index.html}
  o Finding information on Department of Education website
    \texttt{http://www.pen.k12.va.us/}

ORGANIZATION

☐ Replenishing classroom supplies
☐ Update Class list for Emergency Folder
☐ Update Sub Folder

This is the perfect month to send an E-Card to your protégé!
SPECIFIC ISSUES
- MyLearningPlan - make sure they know how to keep track of recertification points in “My Profile”. Good time to check and update.

COLLABORATION
- Technology
  - Update web page (Weekly/Monthly Newsletter)
  - Check and respond to email regularly
  - MyLearningPlan

- Celebrate success!

- Questions and Concerns

LOOKING AHEAD
- Prepare for Read Across America – March 2. For activities, costumes, books and games go to Apples For Teachers NEA
- March 26-30 – Holiday (Spring Break)
- April 2 – Student Holiday (Staff Development)
- April 6 - End of Third Grading Period
- March is Women’s History Month.
- March is “Music and Art in our Schools Month”
MARCH

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Make sure that pacing is on-target for this point in the year; keep the end in sight when planning for the months to come.
  o Use curriculum guides to assist in preparing for the month ahead
  o Provide 9-week plans/curriculum maps for the 4th grading period.
  o Discuss the way your team assesses and determines grades.

☐ Collaborate - share ideas, instructional strategies, and units for the following month.

☐ Discuss/Problem Solve Specific issues (items to be addressed that are specific to each protégé)

☐ Discuss Classroom Management

ORGANIZATION

☐ Update Class list for Emergency Folder

COLLABORATION

☐ Technology
  o Updating web page (Weekly/Monthly Newsletter)
  o Checking and responding to email regularly
  o MyLearningPlan

☐ Celebrate success!

☐ Questions and Concerns

Help your protégé set a goal for the fourth quarter.
Discuss ways to meet this goal.

LOOKING AHEAD

- April 2 – Student Holiday (Staff Development Day)
- April 6 – End of Third Grading Period
- April 9 – Student Holiday (Planning/Records/Conference Day)
APRIL

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Make sure that pacing is on-target for this point in the year.
  o Use curriculum guides to prepare for the month ahead.
  o Discuss the way your team assesses and determines grades.

☐ Collaborate - Share ideas, instructional strategies, and units for the following month.

☐ Discuss/Problem Solve Specific issues (items to be addressed that are specific to each protégé)

☐ Discuss Classroom Management

CURRICULUM AND INSTRUCTION
☐ Earth Day is Sunday, April 22
  Apple for Teachers
  HotChalk Lesson Plans
☐ SOL testing schedule
☐ SOL review strategies and activities
☐ Summer school recommendations must be mentioned on the 3rd quarter report card

ORGANIZATION
☐ Replenishing classroom supplies
☐ Update Class list for Emergency Folder
☐ Update Sub Folder

CLASSROOM MANAGEMENT
☐ Maintain expectations in behavior and quality of work

COLLABORATION
☐ Technology
  o Update web page (Weekly/Monthly Newsletter)
  o Check and respond to email regularly
  o MyLearningPlan
☐ Comments
☐ Celebrate success!
☐ Questions and Concerns

LOOKING AHEAD

- SOL tests are next month.
- May 28 - Holiday (Memorial Day)
MAY

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.
  o Make sure that pacing is on-target for this point in the year.
  o Review curriculum guides to make sure curriculum has been taught.
  o Discuss the way your team assesses and determines grades.

☐ Collaborate - Share ideas, instructional strategies, and units for the following month.

☐ Discuss/Problem Solve Specific issues (items to be addressed that are specific to each protégé)

☐ Discuss Classroom Management

CURRICULUM AND INSTRUCTION
☐ Teaching suggestions for Post-SOL days!
☐ End of Year Assessments (PALS/DRA/Other)
☐ Complete Summer School packets if applicable.
☐ Memorial Day is May 28. Use a video from one of the following sites.
  o https://safari.lcps.org/SAFARI/montage/login/login.php
  o www.history.com

ORGANIZATION
☐ Complete supply order (dates for completion vary among the schools).
☐ Update Class list for Emergency Folder

SPECIFIC ISSUES
☐ Student placement recommendations.

CLASSROOM MANAGEMENT

COLLABORATION
☐ Technology
  o Up-dating web page (Weekly/Monthly Newsletter)
  o Checking email regularly
  o My Learning Plan
☐ Celebrate success!
☐ Questions and Concerns

LOOKING AHEAD

• June 13 – Last Day of School for Students/End of Fourth Grading Period!
• June 14 and 15 - Planning/Records/Conference Days
• The last day for teachers is June 15!
• Get a head start on cumulative folders work.
JUNE

The first 4 topics are top priority for EACH month:

☐ Check on pacing, planning, and grading.

☐ Collaborate - Share ideas and instructional strategies

☐ Discuss/Problem Solve Specific issues (items to be addressed that are specific to each protégé)

☐ Discuss Classroom Management

CURRICULUM AND INSTRUCTION

☐ Report Cards

☐ Procedure for end of the school year.

ORGANIZATION

☐ End-of-Year Checklists

☐ Packing up the room

☐ Complete and file student information in cumulative files
  (DRA, Student Rights and Responsibilities, writing samples, conference sheets, report card etc.)

COLLABORATION

☐ Technology
  o Up-date web page (Weekly/Monthly Newsletter)
  o Check and respond to email regularly
  o My Learning Plan

☐ REFLECTION! REFLECTION!! REFLECTION!!!
  o What was the best part of the school year?
  o What was the most difficult part of the year?
  o What will be done differently next year? (Take notes so your protégé will remember his/her ideas!)
  o What can be done over the summer months?
  o What Professional Development should be planned for the future?

☐ Share ideas, units and projects for the following year.

☐ Celebrate the successes of the year!

LOOKING AHEAD

• Help your protégés set goals for next year.

We all need time to relax, refresh and rejuvenate! Talk about plans for the summer.