



Mentorship Timeline

The Mentorship Timeline is a tool for mentors and mentees to make sure they keep up with progress each month. All the listed tasks should be completed. There is also an open space to capture other activities that may be assigned by individual school buildings.

Mentor/buddies should submit completed timeline logs to their individual building mentor leads by June 1st. Building leads will turn timelines into Kim Lawler (elementary) or Jamie Hutchinson (secondary).

The maximum number of PD points earned for this partnership is 90 points (for each person). One log per partnership is enough. The total number of points on the final page is the number of points each person will earn- unless it is over 90 hours at which point it is still 90 points.

Month	Tasks		
August	Item	Date	Hours
	Introductory Meeting with New Teacher		
	Explanation of procedures including lesson plans, classroom procedures, emergency procedures, review accommodations		
	Create a sub folder		
	Tour the school		
	Locate and review school & division calendars		
	Share/discuss ARTICLE from Instruction		
	Other building based work Explain:		
	TOTAL HOURS	Tally →	
	September	Item	Date

	Review calendar for school and district activities		
	New teacher to observe mentor or another experienced teacher and reflect		
	Collaborate on/review lesson plans		
	Share/discuss ARTICLE from Instruction		
	Other building based work Explain:		
	TOTAL HOURS	Tally →	

October	Item	Date	Hours
	Review calendar for school and district activities		
	Mentor informally observe new teacher and provide feedback		
	Review/discuss article from Building Mentor Lead		
	Other building based work Explain:		
	TOTAL HOURS	Tally →	

November	Item	Date	Hours
	Review calendar for school and district activities		
	Discuss planning around breaks		
	Discuss delayed opening and snow procedures		
	Discuss report cards		
	Review/discuss article from Building Mentor Lead		
	Other building based work		

	Explain:		
	TOTAL HOURS	Tally →	
December			
	Item	Date	Hours
	Review calendar for school and district activities		
	Review/discuss article from Building Mentor Lead		
	Other building based work Explain:		
	TOTAL HOURS	Tally →	
January			
	Item	Date	Hours
	Review calendar for school and district activities		
	Review first semester experience		
	New teacher to observe mentor or another experienced teacher and reflect		
	Review/discuss article from Building Mentor Lead		
	Other building based work Explain:		
	TOTAL HOURS	Tally →	
February			
	Item	Date	Hours
	Review calendar for school and district activities		

	Mentor informally observe new teacher and provide feedback		
	Review/discuss article from Building Mentor Lead		
	Other building based work Explain:		
	TOTAL HOURS	Tally →	
March			
	Item	Date	Hours
	Review calendar for school and district activities		
	Review/discuss article from Building Mentor Lead		
	Other building based work Explain:		
	TOTAL HOURS	Tally →	
April			
	Item	Date	Hours
	Review calendar for school and district activities		
	Budgeting and ordering for next year		
	Review/discuss article from Building Mentor Lead		
	Other building based work Explain:		
	TOTAL HOURS	Tally →	
May			

	<table border="1"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Review calendar for school and district activities</td> <td></td> <td></td> </tr> <tr> <td>Review/discuss article from Building Mentor Lead</td> <td></td> <td></td> </tr> <tr> <td>Other building based work Explain:</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL HOURS</td> <td>Tally →</td> <td></td> </tr> </tbody> </table>	Item	Date	Hours	Review calendar for school and district activities			Review/discuss article from Building Mentor Lead			Other building based work Explain:			TOTAL HOURS	Tally →				
Item	Date	Hours																	
Review calendar for school and district activities																			
Review/discuss article from Building Mentor Lead																			
Other building based work Explain:																			
TOTAL HOURS	Tally →																		
June	<table border="1"> <thead> <tr> <th>Item</th> <th>Date</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Review calendar for school and district activities</td> <td></td> <td></td> </tr> <tr> <td>Reflect on this year's progress honoring celebrations and discussing potential goals for next year</td> <td></td> <td></td> </tr> <tr> <td>Complete and submit hours log Submit Elementary Logs to Kim Lawler Submit Secondary Logs to Jamie Hutchinson</td> <td></td> <td></td> </tr> <tr> <td>Other building based work Explain:</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL HOURS</td> <td>Tally →</td> <td></td> </tr> </tbody> </table>	Item	Date	Hours	Review calendar for school and district activities			Reflect on this year's progress honoring celebrations and discussing potential goals for next year			Complete and submit hours log Submit Elementary Logs to Kim Lawler Submit Secondary Logs to Jamie Hutchinson			Other building based work Explain:			TOTAL HOURS	Tally →	
Item	Date	Hours																	
Review calendar for school and district activities																			
Reflect on this year's progress honoring celebrations and discussing potential goals for next year																			
Complete and submit hours log Submit Elementary Logs to Kim Lawler Submit Secondary Logs to Jamie Hutchinson																			
Other building based work Explain:																			
TOTAL HOURS	Tally →																		

TOTAL OF ALL MENTOR HOURS: _____

We certify that the above log is an accurate reflection of the mentorship provided/given to me.

Mentor Printed Name

Mentor Signature

Date

Mentee Printed Name

Mentee Signature

Date

Building Based Mentor Lead
Printed Name

Building Based Mentor Lead
Signature

Date