Induction/Mentor Program Meeting Calendar 2026-2027

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Date	Time	Topic	Location	
Tuesday, August 25, 2026	8:30-3:30	***Orientation Day 1-All New Staff*** • See Agenda	Proctor School, Topsfield	
Wednesday, August 26, 2026	8:30-3:15	***Orientation Day 2- All New Staff*** • See Agenda	Proctor School, Topsfield	
Thursday, Aug. 27, 2027	8:30-3:30	***Induction Institute I (New Staff Members required to attend will be notified)***	Proctor School, Topsfield	
September 2026		**Mentor Online Training will be emailed to all Mentors- This must be completed by all former mentors and new mentors by September 30, 2026.**	Online	Director of Human Resources
Wednesday, September 23, 2026	3:30-4:30	***Mentor Coordinator Building Meeting (All Level 1 Mentors and Level 1 Mentees attend)*** ***Topic:*** Contracts, Mandatory Trainings, School Safety Plans Anticipated step and level projection sheet discussion	Respective School: Mentor Coordinator's Rm	Mentor Coordinators
Thursday, October 1, 2026	8:30-3:00	***Induction Institute II (New Staff Members required to attend will be notified)***	Location TBD	
Wednesday, October 7, 2026	3:30-4:40	***Mentor Coordinator Building Meeting (All Level 1 Mentors and Level 1 Mentees attend)*** ***Topic:*** Report Cards, Conferences, Questions you have…	Respective School: Mentor Coordinator's Rm	Mentor Coordinators

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Wednesday, November 4, 2026	3:30-4:30	***Mentor Coordinator Building Meeting (All Level 1 Mentors and Level 1 Mentees attend)*** ***Topic:*** Evaluation Refresher: Uploading Artifacts and Goal Progress **Follow up:** Job-embedded Consult with Curriculum Support Specialist - 1 coaching cycle plan scheduled	Respective School: Mentor Coordinator's Rm.	Mentor Coordinator
Wednesday, December 2, 2026	3:30-4:30	***Mentor Coordinator Building Meeting (All Level 1 Mentors and Level 1 Mentees attend)*** ***Topic:*** Preparing for Conferences	Respective School: Mentor Coordinator's Rm.	Mentor Coordinator
Wednesday, January 13, 2027	3:30-4:30	***Mentor Coordinator Building Meeting (Level 1 Mentees only attend)*** ***Topic:*** Mid-year check-in Job-embedded Consult with Curriculum Support Specialist - coaching cycle plan check-in **NOTE TO MENTORS: ALL LOGS MUST BE UP TO DATE**	Respective School: Mentor Coordinator's Rm.	Mentor Coordinator
Wednesday, February 10, 2027	3:30-4:30	***Mentor Coordinator Building Meeting (Level 1 Mentors and Level 1 Mentees attend)*** ***Topic:*** Parent Communication and Agenda Items to be solicited from mentees and mentors in advance	Respective School: Mentor Coordinator's Rm.	Mentor Coordinator
Wednesday, March 3, 2027	3:30-4:30	***Mentor Coordinator Building Meeting (Level 1 Mentors and Level 1 Mentees attend)*** ***Topic:*** Professional Development opportunities, extra-curricular and committee opportunities (postings), Staffing organizational design posting, etc. **NOTE TO MENTORS: ALL LOGS MUST BE UP TO DATE**	Respective School: Mentor Coordinator's Rm.	Mentor Coordinator
Wednesday, April 7, 2027	3:30-4:30	***Mentor Coordinator Building Meeting (Level 1 Mentors and Level 1 Mentees attend)*** ***Topic:*** Preparing for the end of the year activities and procedures and Mentor responsibilities for the EOY slideshow	Respective School: Mentor Coordinator's Rm.	Mentor Coordinator

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Wednesday, May 19, 2027	3:45-4:45	***Tri-Town End-of-Year Induction/Mentor Program Celebration*** **ALL Level 1 and Level 2 mentees and mentors** are required to attend.	**Location TBD**	Mentor Coordinators and Director of Human Resources