

Minimum Requirements for Action Plans

*** Action Plans should help both mentor and mentee to focus on and improve their classroom teaching skills.

	Check Off	Requirement
1.		A classroom observation must be completed before finishing each Action Plan.
2.		Mentor completes NTSM Observation form.
3.		Upon completion of the observation, mentor and mentee complete each Action Plan together. Action Plans must be different for each mentee.
4.		Action Plan addresses at least three of the areas listed on the Action Plan form.
5.		Action Plan should be a blueprint for the semester's work together that is learning-focused.
6.		Action Plan addresses individual needs or areas of improvement of the new teacher.
7.		Action Plan lists specifically what the mentee is going to do to implement the Action Plan.
8.		Action Plan lists specifically what the mentor is going to do to support the mentee.
9.		Both mentor and mentee sign the Action Plan.
10.		Mentor faxes both Action Plan and Observation forms by the due dates on the forms, or within 15 days of the new teacher's start date.
11.		Mentors will keep a copy of faxed documents.
12.		The department will approve the forms before stipends are paid. For Action Plans not meeting requirements, mentors will be asked by email to resubmit.
13.		Observation information is not to be used for PDAS. It is for the use of the mentor and mentee only.
14.		No Action Plan or late Action Plan means no mentor stipend.
15.		Mentor is to write the Action Plan, not the mentee.

Minimum Requirements for Communication Logs

	Check Off	Requirement
1.		Records a minimum of one individual meeting with new teacher per week. That means a time to sit down and discuss what is going on in the classroom (about 6 meetings per reporting period).
2.		Gives specific date and time of each meeting.
3.		Records at least two meetings per reporting period that address one or more of the areas of the Action Plan.
4.		Must be signed by both mentor and mentee at each meeting and indicate the dates and times.
5.		Faxed in by the due dates on the forms.
6.		Communication Logs not meeting requirements will result in \$25 reduction in stipend per log.
7.		Communication Logs cannot be re-done.
8.		Mentor is to write the Communication Log, not the mentee.
9.		Not accepted more than 10 days late.

Minimum Requirements for Observations

	Check Off	Requirement
1.		Observations must be completed by due dates or within 15 days of mentee's hire date.
2.		Observation forms must be signed by both mentor and mentee.
3.		Observation forms must be faxed to NTSM by due dates on forms
4.		No observation will result in a \$75 reduction in stipend per form.

