

Hughes, Rodina

Mentoring and Induction for Novice Teachers

Document activities related to MINT participant support. Use decimal points to signify partial hours (1 hr and 30 min = 1.5). A minimum total of 4 hours must be documented in order to receive inservice points. The maximum number of points per validity period may not exceed 60 (one point per hour documented).

*The table format will expand as data is entered. You may also insert rows as needed. The completed form must be signed by the principal and mentor teacher.

MENTOR CONTACT LOG

MINT Teachers:		School Name/Number:	
Date	New Teacher Name	Total Hrs	Explanation of Support Activity
9/15/13	John Smith	.5	Pre-Conference to determine areas of focus during MINT observation.
8/21/15	Shenita Daniels	1	Beginning of the year expectations/classroom setup
9/29/15	Shenita Daniels	1.5	Setting up Focus
10/22/15	Shenita Daniels	1.5	Powerpoint setup for Ready Green
11/11/15	Shenita Daniels	1.	Discussion about Grandparents Day
11/8/16	Shenita Daniels	.5	Mid Year Discussion. (Grades/Ready Green/Eureka Curriculum)
2/17/16	Shenita Daniels	1.5	Bullatin Board Commentary
4/13/16	Shenita Daniels	1	Eureka Math Placing
5/13/16	Shenita Daniels	.5	End of the year discussions

I certify that all hours/activities documented above have been completed by the Mentor Teacher.

Mentor Teacher's Signature: *R. Hughes*

Personnel Number: *1091785*

Date: *6/28/16*

Principal's Signature: *R. Hughes*

Date: *7-19-16*

Haynes, Julie

Mentoring and Induction for Novice Teachers

Document activities related to MINT participant support. Use decimal points to signify partial hours (1 hr and 30 min = 1.5). A minimum total of 4 hours must be documented in order to receive inservice points. The maximum number of points per validity period may not exceed 60 (one point per hour documented).

*The table format will expand as data is entered. You may also insert rows as needed. The completed form must be signed by the principal and mentor teacher.

MENTOR CONTACT LOG

MINT Teachers:		School Name/Number:	
Date	New Teacher Name	Total Hrs	Explanation of Support Activity
9/15/13	John Smith	.5	Pre-Conference to determine areas of focus during MINT observation.
8/31/15	Ms Milton	1.0	Open house, beginning of the year
10/5/15	Ms Milton	1.0	grades + procedures
1/11/16	Ms. Milton	.5	mid-year i-Ready, end of qtr
3/11/16	Ms. Milton	.5	interview interview - support
5/16/16	Ms Milton	1.0	end of year interview confer?

I certify that all hours/activities documented above have been completed by the Mentor Teacher.

Mentor Teacher's Signature:

Personnel Number:

Date:

Principal's Signature:

Date:

Document activities related to MINT participant support. Use decimal points to signify partial hours (1 hr and 30 min = 1.5). A minimum total of 4 hours must be documented in order to receive inservice points. The maximum number of points per validity period may not exceed 60 (one point per hour documented).

*The table format will expand as data is entered. You may also insert rows as needed. The completed form must be signed by the principal and mentor teacher.

MENTOR CONTACT LOG

School Name/Number:

MINT Teachers:	Date	New Teacher Name	Total Hrs	Explanation of Support Activity
	9/15/13	John Smith	.5	Pre-Conference to determine areas of focus during MINT observation.
	8/17	Jenny Olson	.5	Arrangement of classroom for most effective teaching
	9/9	Jenny Olson	1	Lesson Planning - Refine & Reflect; Making Small Groups
	10/13	Jenny Olson	.5	Homework - encouraging students to complete it
	11/19	Jenny Olson	.5	Reviewing iReady Data & using it to drive instruction
	12/7	Jenny Olson	1	Sub Plans - how to plan effective activities for sub
	1/26	Jenny Olson	.5	Reviewing Rituals & Routines after a long break
	2/18	Jenny Olson	.5	How to start preparing for FSA review
	3/11	Jenny Olson	.5	Keeping students motivated when preparing for the FSA
	4/21	Jenny Olson	.5	Reflecting on FSA & how to begin preparing for next year
	5/16	Jenny Olson	1.5	Focus Calendar for remainder of the year
	6/18	Jenny Olson	1	Reflection on the year & preparing what to keep/change next year

I certify that all hours/activities documented above have been completed by the Mentor Teacher.

Mentor Teacher's Signature: Leanne Gorman

Personnel Number:

Date: 6/23/14

Principal's Signature:

[Signature]

Date: 7-19-14