Beginning Special Education Teacher Professional Support Team

Monthly Meeting Agenda

DATE _____

ATTENDEES:

Beginning Teacher _____

Principal _____

Mentor _____

Professional Dev. Person _____

Other(s) _____

I. Review **Beginning Teacher's** Portfolio Documents:

_____ Professional Development Agenda(s) and Reflection(s) of meetings attended since the last Support Team Meeting

_____ Mentee/ Mentor Weekly Planning Log

_____ Mentee/ Mentor Observation Log

_____ Mentee/ Mentor Observation Post Conference Log

II. Review **Mentor's** Portfolio Documents:

_____ Mentor's Responsibility Checklist

_____ Professional Development Agenda(s) and Reflection(s) of meetings attended since last Support Team Meeting (Only PDs attended in relation to this mentorship program)

III. _____ Upcoming School Events in which the beginning teacher will be involved:
IEP Meetings, Trainings, Grade Cards, etc Due

IV. _____ Other items needing discussion

V. _____ Questions and/or Concerns from any team member

NEXT MEETING DATE: _____