

MTOP (KEEPS Year 1) July 30

Advisor	Mentor	Mentee
8-11:15 New Mentor Training District Luncheon 11:15-12:00 KEEPS Meeting 12:00-1:45 Campus Connection 2:15-4:00 <u>Local Campus</u>	8-11:15 New Mentor Training Luncheon KEEPS Campus Connection All Mentors of Mentees NEW to MISD	8-11:15 MTOP Luncheon KEEPS Campus Connection Mentees New to MISD
Classroom Mgmt. Book Procedures: For the Classroom Section 1 Pg.,8,11,13,16,17,18,19,21 PowerPoint in KEEPS Google Drive. Give out M&M Moments to Mentees,	Classroom Mgmt. Book Review Routines/Procedures 1-26 with mentee. Handouts are in the KEEPS Mentor Folder	Classroom Mgmt. Book Review Routines/Procedures 1-26 with mentor.

In-service/Tch Workdays Week 8/5-8/13

Advisor	Mentor	Mentee
Collect and Check M&M Moments from MTOP/In-service	Finish discussing Routines Procedures 1-26 from The Classroom Mgmt. Book with Mentee	Discuss procedures 1-26 with Mentor.

Mentee pages are located in "The Classroom Management Book" and "The First-Year Teacher's Survival Guide"

Please Note:

Returning Mentor Training is available in the Mentor Folder of the KEEPS Google Drive. Training Completion and Acknowledgment Form is due by August 23.

KEEPS EVENTS CALENDAR 2019-2020

1st Six Weeks 8/14-9/20

Advisor	Mentor	Mentee
Encounter #1 Survival Guide: Section 9 or 10 (depending on edition of book) Lesson Planning Collect and Check M&M Moments	Classroom Mgmt. Book: Section 27-34 Procedures for Instruction. Review The Fundamental Five: Key Components. F5 Book	Attend Encounter #1 Review Classroom Mgmt. Book: Section 27-34 and Fundamental Five with Mentor. Turn in M&M Moments to Advisor.

Mentees Enter Campus Encounter #1

Date: Time: Location:

KEEPS Conference

District Observations, PLC's, Networking and more!

- EC-6 Oct.29
- Secondary Oct. 30

Register for conference in Eduphoria by August 23
 Secure your Sub NOW!



KNOWLEDGE-BASED ENCOUNTERS
 ENSURING PROFESSIONAL SUCCESS

2nd Six Weeks 9/23-11/1

Mentees Enter Campus Encounter #2

Date: Time: Location:

Advisor	Mentor	Mentee
Classroom Mgmt. Book: Procedures: Teachers-sections 39-50 Review Parent Conference Procedures Collect and Check M&M Moments.	Share your prep for parent conferences. Role play and discuss different types of parents with Mentor. Additional resources in KEEPS Mentor Drive.	Attend Encounter #2 Discuss parent conference prep with Mentor. Turn in M&M Moments to Advisor.

3rd Six Weeks 11/4-12/18

Mentees Enter Campus Encounter #3

Date: Time: Location:

Advisor	Mentor	Mentee
Survival Guide Section 7/Section 12 depending on edition of book. PPT in Google Drive. Collect and Check M&M Moments.	Survival Guide Section 7/Section 12 depending on edition of book. PPT in Google Drive. Handouts in KEEPS Drive Mentor Folder	Attend Encounter #3 Discuss Survival Guide pages with my Mentor. Turn in M&M Moments to Advisor;

Release Time Window

11/4-5/1

Deadline to **REQUEST** Release Time: **3/6**

Deadline to **USE** Release Time **5/1**

KEEPS EVENTS CALENDAR 2019-2020



KNOWLEDGE-BASED ENCOUNTERS
ENSURING PROFESSIONAL SUCCESS

MISD...Playing for KEEPS!

Venetia Sneed-Director
Resource Human Development
venetiasneed@misdmail.org
817-299-6343

Kia Crosby, Administrative Assistant
kiacrosby@misdmail.org
817-299-6338

Courtney Ridlehuber-Elementary Lead Advisor
courtneyridlehuber@misdmail.org
817-299-6920

Tameka Gailliard-Secondary Lead Advisor
tamekagailliard@misdmail.org
682-314-1700

Jan.7-25
Mid-year Appreciation Event
All KEEPS PEEPS Attend

Date (Enter Campus Info) **Time** **Location**

Food-Fun-Door Prizes for all KEEPS*PEEPS!

4th Six Weeks 1/8-2/21
Campus Encounter #4

Date: _____ **Time:** _____ **Location:** _____

Advisor	Mentor	Mentee
Survival Guide Section Thirteen/Section 10 depending on edition: Student Progress	Student Progress-see PPT in KEEPS Mentor Folder. Discuss STAAR/EOC	Attend Encounter #4 Discuss Student Progress with my Mentor.
Collect and Check M&M Moments. Discuss STAAR/EOC		Turn in M&M Moments

5th Six Weeks 2/24-4/9
Campus Encounter #5

Date: _____ **Time:** _____ **Location:** _____

Advisor	Mentor	Mentee
Stress Less-see PPT in Google Drive.	Informal encounters with mentee regarding needs and staying on top of STAAR/EOC	Attend Encounter #5 Informal encounters w/ Mentor Turn in M&M Moments to Advisor.
Collect and Check M&M Moments.		

6th Six Weeks 4/13-5/28
Year-end Reflections & Recognition
All KEEPS PEEPS Attend

Food-Fun-Reflections-Certificates-Trinkets

Release Time due _____ **5/1/20**

Campus Year End Event: _____ **5/6-22**
ALL Keeps* Peeps

Enter Date: _____ **Time:** _____ **Location:** _____

Advisor	Mentor	Mentee
Plan and facilitate Year End Events	Attend Year End Event.	Attend Year End Event.
Send program eval links to Mentors and Mentees.	Complete Program Eval (link sent by Advisor)	Complete Program Eval (link sent by Advisor)
Check for Completion of Release Time Documentation and Evaluation	Complete Release Time Documentation Keeps Mentor Folder	Complete Release Time Documentation Keeps Mentee Folder