

**AUGUST** Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Check the items that are pertinent to your school as you complete them.  
Fill out the Monthly Accountability Forms as you meet with your Peer Mentor to discuss these topics.

- \_\_\_ Discuss school norms (professionalism, team building activities, grade/departmental meetings)
- \_\_\_ Discuss social media expectations
- \_\_\_ Review lesson plans for inclusion and assemble substitute teacher folder.
- \_\_\_ Review the district calendar for the up-coming school year.
- \_\_\_ Share bad weather and school closing procedures (on-line information, radio stations, Facebook, school phone tree)
- \_\_\_ Discuss student discipline policy and office referral procedures.
- \_\_\_ Review after-school programs (start-up dates, tutoring, UIL, GT, extracurricular activities, eligibility, etc.)
- \_\_\_ Review teacher evaluation procedures and upcoming formal observation.
- \_\_\_ Revisit district-wide initiatives, remedial procedures, materials, and timelines.
- \_\_\_ Review student's IEPs goals, procedures, and accommodations
- \_\_\_ Identify Emergent Bilingual student needs and lesson plan documentation of strategies used.
- \_\_\_ Plan together for Meet the Teacher, [grade level expectations](#), a sign-in sheet, situations to avoid, etc.)
- \_\_\_ Determine which students are in need of HB 4545 hours

**REQUIRED: Mentor/Mentee completes Monthly Accountability forms by August 31, 2023**

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Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) \_\_\_\_\_  
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Confirm date and time for next observation/meeting \_\_\_\_\_

Questions \_\_\_\_\_  
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Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

**SEPTEMBER** Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Check the items that are pertinent to your school as you complete them.  
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- \_\_\_ Discuss/review professional development needs, upcoming in-service training, student data, etc.
- \_\_\_ Review parent communication methods, conferences, timelines, record keeping and bilingual assistance.
- \_\_\_ Discuss district policy for classroom volunteers, student helpers, etc.
- \_\_\_ Review lesson plans, Evidence of Effectiveness Forms, HB 4545, and consider referral forms for RTI.
- \_\_\_ Set up a date and time for the mentee (new teacher) to visit a classroom.
- \_\_\_ Discuss possible interventions for individual students as needed, Progress Monitoring Plan and Multi-Tier System support and procedures for students performing below expectations.
- \_\_\_ Review schedule for district testing: NWEA and unit assessments.
- \_\_\_ Review procedures for report cards.
- \_\_\_ **REQUIRED: The Peer Mentor observes the Mentee's classroom utilizing Classroom Visitation/Observation form**
- \_\_\_ **REQUIRED: Mentor/Mentee completes Monthly Accountability forms by Sept. 29, 2023**

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Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) \_\_\_\_\_  
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Questions \_\_\_\_\_  
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Confirm date and time for next Mentor/Mentee meeting \_\_\_\_\_

Confirm upcoming October date and time for Mentee to observe Mentor teacher (contact IS for coverage)

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(Teacher to be Observed & Date/Time to be observed)

Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

**OCTOBER** Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Check the items that are pertinent to your school as you complete them.  
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- \_\_\_ Review training and discussion from professional learning communities. Discuss how that information may be incorporated into instructional practice.
- \_\_\_ Review classroom management and discipline concerns.
- \_\_\_ Re-confirm date and time for next classroom observation by Mentor.
- \_\_\_ Discuss all student progress. Note any academic concerns.
- \_\_\_ Analyze lesson plans for organization and pacing.
- \_\_\_ Re-visit student referral procedures, RTI procedures, & Forms of Effectiveness
- \_\_\_ Prepare for formal observation by Administrator
- \_\_\_ Discuss appropriate procedures for classroom celebrations to include Halloween, Thanksgiving, Christmas and Easter.
- REQUIRED: The Mentee observes the Mentor's classroom utilizing Classroom Visitation/Observation form**
- REQUIRED: Mentor/Mentee completes Monthly Accountability forms by Oct. 31, 2023**

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Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) \_\_\_\_\_  
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Confirm upcoming November date and time for Mentor to observe Mentee Teacher.  
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(Teacher to be Observed & Date/Time to be observed)

Confirm date and time for next Mentor/Mentee meeting \_\_\_\_\_

Questions \_\_\_\_\_  
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Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOVEMBER** Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Check the items that are pertinent to your school as you complete them.  
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- \_\_\_ Discuss needs and concerns – any problem areas of Mentee (new teacher)
- \_\_\_ Discuss in detail preparation for district assessment (procedures, scripts, data analysis and student gains.)
- \_\_\_ Share instructional strategies such as: cooperative learning, differentiation and flexible Grouping, etc.
- \_\_\_ Prepare for end of semester responsibilities and timelines (grades, exams, parent conferences, etc.)
- \_\_\_ Set up a date and time for Mentee (new teacher) to visit a classroom.
- \_\_\_ Review scores and rating of formal evaluation by the Campus Administrator.
- \_\_\_ **REQUIRED: The Peer Mentor observes Mentee's classroom utilizing Classroom Visitation/Observation form**
- \_\_\_ **REQUIRED: Mentor/Mentee completes Monthly Accountability forms by Nov. 30, 2023**

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Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) \_\_\_\_\_  
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Questions \_\_\_\_\_  
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Confirm date and time for next Mentor/Mentee meeting \_\_\_\_\_

Confirm upcoming December date and time for Mentee to observe any teacher during Mentee's conference time

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(Teacher to be Observed & Date/Time to be observed)

Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

**DECEMBER** Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Check the items that are pertinent to your school as you complete them.  
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- \_\_\_ Review the fall semester’s experience highlights, struggles, goals and celebrations!
- \_\_\_ Plan for possible changes, student reassignments, etc., after the holidays.
- \_\_\_ Explore additional professional development opportunities (District In-service Calendar) for the new teacher, based on needs. Refer to [ESC 20 Professional Development Series Cooperative](#)
- \_\_\_ Review completion of end of semester grade input and make sure teacher knows the deadlines for input.
- \_\_\_ **REQUIRED: The Mentee observes any teacher’s classroom utilizing Classroom Visitation/Observation form**
- \_\_\_ **REQUIRED: Mentor/Mentee completes Monthly Accountability forms by Dec. 21, 2023**

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Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) \_\_\_\_\_  
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Questions \_\_\_\_\_  
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Confirm date and time for next Mentor/Mentee meeting \_\_\_\_\_

Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

**JANUARY**      Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Check the items that are pertinent to your school as you complete them.  
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- \_\_\_ Engage in data chat regarding mid-year/semester assessment data on applicable students (NWEA MAP, Benchmarks, Unit assessments, etc)
- \_\_\_ Make plans for additional classroom visits for Mentee (new teacher) to observe other teachers.
- \_\_\_ Consider enrolling in an appropriate professional development workshop, depending on needs from 1st Formal evaluation by Site Administrator.
- \_\_\_ Review lesson plans to ensure inclusion strategies.
- REQUIRED: Mentor/Mentee completes Monthly Accountability forms by Jan. 31, 2024**

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Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) \_\_\_\_\_  
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Confirm date and time for next Mentor/Mentee meeting \_\_\_\_\_

Confirm upcoming February date and time for Mentor to observe Mentee.

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(Teacher to be Observed & Date/Time to be observed)

Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

**FEBRUARY** Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Check the items that are pertinent to your school as you complete them.  
Fill out the Monthly Accountability Forms as you meet with your Peer Mentor to discuss these topics.

- \_\_\_ Discuss timelines and deadlines that come up before Spring Break.
- \_\_\_ Attend all meetings for and other test procedures/test security issues (STAAR, TELPAS, etc.)

**REQUIRED: Peer Mentor observes the Mentee classroom utilizing Classroom Visitation/Observation form**

**REQUIRED: Mentor/Mentee completes Monthly Accountability forms by Feb. 29, 2024**

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Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) \_\_\_\_\_  
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Questions \_\_\_\_\_  
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Confirm date and time for next Mentor/Mentee meeting \_\_\_\_\_

Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

**MARCH / APRIL** Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Check the items that are pertinent to your school as you complete them.  
Fill out the Monthly Accountability Form as you meet with your Peer Mentor to discuss these topics.

- \_\_\_ Engage in data disaggregation regarding assessment data on all students. Note any academic concerns with proper staff.
- \_\_\_ Review student records, student portfolio and report cards.
- \_\_\_ Review STAAR Countdown process.

**REQUIRED: Mentor/Mentee completes Monthly Accountability forms by Apr. 12, 2024**

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Focus/Goals to be observed (2-3 & Highlight the 1 that will be the main focus for mentee teacher) \_\_\_\_\_  
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Questions \_\_\_\_\_  
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Confirm date and time for next Mentor/Mentee meeting \_\_\_\_\_

Mentee Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_



Questions

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Feedback for Program Improvement

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Mentee Signature

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Date

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Mentor Signature

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Date

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