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TO: Year One and Year Two Teachers and Mentors

FROM: Dr. James Zavodjancik, Chief Academic Officer

RE: Module Completion for 2024-2025 School Year

DATE: July 3, 2025

The information below describes the module completion dates for teachers in Year One and Year Two of TEAM in the 2025-26 school year.

Please note that the Module 5 and Module 1 meetings are mandatory for Year One teachers or any Year Two teachers who have not yet completed those modules. Module 5 is only offered once per year and will not be scheduled again until September 2026.

During the 2025-26 school year, all beginning teachers' evaluation goals will be directly aligned to the TEAM program.

Year 1	
Module Completion Date	**Module Number and Title**
September 22, 2025	Module 5 – Professional Responsibilities and Teacher Leadership – Meeting to be held at Tomlinson Middle School's Team Room on September 22 at 4:00 P.M (Mandatory for all Y1 beginning teachers and Y2 beginning teachers who have not completed Module 5 and mentor teachers).
January 30, 2026	Module 1 – Classroom Environment, Student Engagement, and Commitment to Learning – Meeting to be held on **October 6, 2025 from 3:45-4:45** in the Tomlinson School Team Room (Mandatory for beginning teachers who have not completed module 1 and their mentors).
April 24, 2026	Module 3 – Instruction for Active Learning

Year 2	
Completion Date	**Module Number and Title**
January 30, 2026	Module 2 – Planning for Active Learning
April 24, 2026	Module 4 – Assessment for Learning

Beginning in fall 2021, all beginning teachers have a short questionnaire when they click on a module. Each teacher will be asked to reflect on his/her teacher preparation, both coursework and clinical experiences, and rate how well prepared s/he felt for their first teaching assignment. All five modules, including module 5, begin with this questionnaire.

Only aggregate data will be shared with institutions. Teachers' names will not be shared with either the educator preparation program or the school district.

The questionnaire is part of the module process and must be completed to proceed through the module and complete it. The questions align with the Connecticut Common Core of Teaching and the TEAM Performance Profiles. Each module will have its own unique set of questions. TEAM encourages beginning teachers to reflect with mentors and use the questionnaire to inform the focus of the upcoming module by discussing strengths and areas of growth around a specific indicator.

Mentor Expectations

Please refer to the signed mentor contract for an inclusive list of expectations.

Mentors are required to (not exclusive):

- Meet and log hours for the Beginning Teacher (BT) on a weekly basis. Each module should have a minimum of 10 hours.
- Support the teacher in all areas of instruction (e.g.: environment, instruction, assessment)
- Observe, reflect with, and provide formative feedback to the BT throughout the TEAM process.
- Maintain the mentor status with update training for mentors and scoring.
- **Review a minimum of two reflection papers in the TEAM Dashboard each year. This includes reading and scoring.**
- Up to 4 half-days (1 per module) of professional release time to work directly with each BT.