

Calendar of Induction Responsibilities

	Mentees	Mentors
August	Orientation Meeting 08/27/18 Orientation Survey – New Teacher (Due by 9/18/17)	
September	Induction Kick-Off Meeting Mentee Log/Journal (due by last day of the month) School Support Team Meeting	Induction Kick-Off Meeting Mentor Log (due by last day of the month)
October	Orientation Make-Up 10/22/18 Mentee Log/Journal (due by last day of the month) School Support Team Meeting	Mentor Log (due by last day of the month)
November	Mentee Log/Journal (due by last day of the month) School Support Team Meeting	Mentor Log (due by last day of the month)
December	Observation Write-Up 1 (Due 12/05/18) Mentee Log/Journal (due by last day of the month) School Support Team Meeting	Observation Write-Up 1 (Due 12/05/18) Mentor Log (due by last day of the month)
January	Paired Meeting Mentee Log/Journal (due by last day of the month) School Support Team Meeting	Paired Meeting Mentor Log (due by last day of the month)
February	Observation Write-Up 2 (Due 02/13/19) Mentee Log/Journal (due by last day of the month) School Support Team Meeting	Observation Write-Up 2 (Due 02/13/19) Mentor Log (due by last day of the month)
March	Mentee Log/Journal (due by last day of the month) School Support Team Meeting	Mentor Log (due by last day of the month)
April	Observation Write-Up 3 (Due 04/10/19) Mentee Log/Journal (due by last day of the month) School Support Team Meeting	Observation Write-Up 3 (Due 04/10/19) Mentor Log (due by last day of the month)
May	Wrap-Up Meeting OR Wrap-Up Meeting MAKE-UP Mentee Log/Journal (due by last day of the month) School Support Team Meeting	Mentor Log (due by last day of the month)
June	Mentee Log/Journal (due by last day of the month) School Support Meeting Induction Program Survey – Mentee (Due by 6/14/19)	Induction Program Survey – Mentor (Due by 6/14/19)

Meeting Dates, Times, and Locations		
	Elementary Meetings	Secondary Meetings
Orientation (new teachers only)	Aug. 27 th 7:45- 2:30 @ TMMS	Aug. 27 th 7:45-2:30 @ TMMS
Induction Kick-Off (new teachers & mentors)	Sept. 17 th 3:15-5:15 @ LEHS	Sept. 20 th 3:15-5:15 @ LEHS
Orientation Make-up	Oct. 22 nd 3:15-6:15 @ School Com. Rm	Oct. 22 nd 3:15-6:15 @ School Com. Rm
Observation Write-Up 1	Dec. 5 th emailed to designated coordinator	Dec. 5 th emailed to designated coordinator
Paired Meeting (new teachers & mentors)	Jan. 14 th 3:15-5:15 @ LEHS	Jan. 17 th @ Breed
Observation Write-Up 2	Feb. 13 th emailed to designated coordinator	Feb. 13 th emailed to designated coordinator
Observation Write-Up 3	Apr. 10 th emailed to designated coordinator	Apr. 10 th emailed to designated coordinator
Wrap-Up Meeting (new teachers only)	May 13 th 3:15-5:15 @ LCHS	May 13 th 3:15-5:15 @ LCHS
WrapUp (MakeUp)	May 16 th 3:15-5:15 @ LCHS	May 16 th 3:15-5:15 @ LCHS

Educator Essentials Dates and Times			
Cohorts	Dates	Times	Locations
Cohort 1	Monday 10/15	3:15-4:45	TMMS
	Monday 10/29	3:15-5:45	
	Monday 11/19	3:15-5:45	
	Monday 12/10	3:15-5:45	
Cohort 2	Monday 01/14	3:15-4:45	TMMS
	Monday 01/28	3:15-5:45	
	Monday 02/25	3:15-5:45	
	Monday 03/18	3:15-5:45	

To successfully complete the Lynn Public Schools Induction Program, attendance is required for all meetings and times. Please direct any questions to the appropriate Induction Coordinator as early as possible to allow for a timely response.

Elementary Coordinator	Patti Mendonca – Harrington Elementary School – inductionEL@lynnschools.org
Secondary Coordinator	Michael Molnar – ELE (English Learner Education Department) – inductionMS@lynnschools.org