



## SCHOOL SUPPORT TEAM MEETING SUGGESTED AGENDA September 2018

### Meeting Musts

- Attendance is mandatory for all new teachers needing the *Induction Program* – optional for mentors
- Sign-in for all participants and SST leader is required. A copy of the sign-in sheet must be sent to Elementary Coordinator, Patti Mendonca – Harrington School or a scanned version emailed to [InductionEL@lynnschools.org](mailto:InductionEL@lynnschools.org), each month.

### Suggested Topics

These are only suggested topics. If you find that you have more pressing building topics, feel free to conduct the meeting to meet the needs of your new teachers.

- Introductions
- Sign-in
- WELCOME to your school and the program
- Calendar of upcoming meetings
- School policies, procedures, and expectations (written & unwritten – the ins & outs of the building)
- Building staff (secretaries, custodian, building sub, etc.) and where to find things
- Depending on when you hold your September meeting (before or after **Induction Kick-Off** meeting) will determine if clarification or answering of questions.

Keep this meeting light and social as much as possible. Make time for questions or for whatever they need at this point.

### Meeting Reminders

- Monthly log/journal. Survey Monkey link will be sent soon.
- Link for Orientation Survey will also be sent soon.
- *Kick-Off Meeting* September 17<sup>th</sup> @ LEHS (Library) – new teachers and mentors
- Next SST date
- Make-Up **Orientation Meeting** October 22<sup>th</sup> @ Bennett Street (School Committee Room)

Thank you for your commitment. Patti