



<p>July 22</p>	<p>Attend annual Project Director Update Training via four (4) videos located on both the Beginning Administrator and Teacher Induction websites. It is recommended Project Directors complete the Update Training by August 1. BA Program Website: http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/beginning-administrator-program</p> <p>Teacher Induction/Mentoring website: http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/teacher-inductionmentoring</p>
<p>August 1</p>	<p>Ensure the School District End of Year Budget (EYB) Form from the previous year is submitted and approved. Any questions regarding EYB or other financial questions, please contact Tracii Laettner: tracii.l.laettner@arkansas.gov.</p> <p>Both NTs and BAs and their respective mentors continue to create accounts and profiles in MOODLE.</p> <p>BAs - https://sites.google.com/a/virtualarkansas.org/oeementoring/beginning-administrators</p> <p>NTs - https://sites.google.com/a/virtualarkansas.org/oeementoring/novice-teachers</p> <p>Project Directors complete watching the Project Director Training Videos. Continue to add BA and NT Mentor pairs. Project Directors must submit the pairing form in MOODLE each time new pair is added</p>
<p>August 3</p>	<p>Beginning Administrator Induction Training and Beginning Administrator Mentor Training at the Little Rock Marriott. BAs and BA Mentors will be trained separately in the morning session and together in the afternoon session.</p>
<p>August 3 - 5</p>	<p>BAs are required to attend a minimum of six (6) designated BA sessions at the AAEA Summer Conference at the Little Rock Marriott and Statehouse Convention Center. General sessions are included.</p>
<p>August 5</p>	<p>Ensure all BAs and BA Mentors who need to attend BA Mentor Training have attended the August 3 Mentor Training or are registered to attend the September 21 make-up Mentor Training at the Little Rock Airport Holiday Inn. A CM will be available with registration information.</p> <p>Project Directors decide protocol procedures for documentation of their monitoring mentoring progress of BAs and NTs. Project Directors inform BAs, NTs, and their assigned mentors of required documentation.</p>



<p>August 5 (continued)</p>	<p>Project Directors hold an Orientation for all NTs and their assigned mentors to discuss the process of the Novice Teacher Mentoring Program and the expectations/requirements of each role.</p> <p>The NT/Mentor Update Video may be used as part of the Orientation Process. The video is located on the Teacher Induction Website: http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/teacher-inductionmentoring</p> <p>Ensure the BA Mentors trained in 2013 or 2014 view the BA/Mentor video update on the ADE website BA Program webpage http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/beginning-administrator-program</p> <p>BAs and assigned mentors begin working on Survive and Thrive Resource Module in MOODLE. REMINDER: Inform BAs and assigned mentors of required documentation of the mentoring process</p>
<p>August 10</p>	<p>NTs, along with their mentors, begin working on Survive and Thrive Resource Module in MOODLE. REMINDER: Project Directors establish and inform BAs, NTs, and their assigned mentors of required documentation of the mentoring process.</p>
<p>September 1</p>	<p>Project Directors monitor mentoring progress of Survive and Thrive Resource Module for all BA and NT pairs.</p>
<p>September 15 - (last day before teacher holiday break)</p>	<p>3-month window for the two (2) required NT/Mentor Observations</p> <p><u>Observation 1:</u> Mentor observes NT. Mentor uses Observation 1 Form, located in MOODLE. Observation 1 focuses on the goals of NT's Professional Growth Plan (PGP), or, if the PGP is unavailable, on the work completed in the Survive and Thrive Resource Module.</p> <p><u>Observation 2:</u> NT observes Mentor (or a teacher the mentor has selected who is rated as Proficient or Distinguished in the professional areas the NT is seeking to strengthen). NT uses Observation 2 Form, located in MOODLE.</p>
<p>September 21</p>	<p>Make---up Induction Training and Mentor Training for BAs and BA Mentors unable to attend the August training will be at the Little Rock Airport Holiday Inn.</p> <p>Any BA hired after this time will have to attend BA Induction training next year and be mentored during the 2016-2017 school year.</p>
<p>September 30</p>	<p>DUE: School District Assurances Form uploaded in MOODLE DUE: NT and BA pairing forms entered in MOODLE</p>



September 30 (continued)	<p>BAs attending make---up training must attend one of the following conferences in order to receive the required six (6) hours:</p> <ul style="list-style-type: none"> <input type="checkbox"/> AAEA Joint Principal Fall Conference, Marriott, Little Rock, October 12-13 <input type="checkbox"/> AAEA Assistant Principal Conference, Doubletree Hotel, Little Rock, October 21 <input type="checkbox"/> AAEA Fall Conference, Doubletree Hotel, Little Rock, October 29-30
October 1	Project Directors monitor mentoring progress of Survive and Thrive Resource Module for all BA and NT pairs. Project Directors monitor progression of Observations for NT and Mentor pairs.
October 10	The <u>last possible day</u> to enter any NT or BA pairs on the pairing form for the fall semester. If the Project Director does not enter a NT/mentor pair in MOODLE by October 10, the NT must wait until the following semester to begin the mentoring process. The BA will have to wait until the following year to begin the mentoring process. Work completed in the fall semester will not count toward mentoring if the pair is not entered into MOODLE by October 10.
October 12-13	AAEA Joint Principal Fall Conference, Marriott, Little Rock for BAs needing Induction conference hours (Refer to Commissioner’s Memo for registration)
October 21	AAEA Assistant Principal Conference, Doubletree Hotel, Little Rock for BAs needing Induction conference hours (Refer to Commissioner’s Memo for registration)
October 29-30	AAEA Fall Conference, Doubletree Hotel, Little Rock, for BAs needing Induction conference hours (Refer to Commissioner’s Memo for registration)
November 1	Project Directors monitor mentoring progress of Survive and Thrive Resource Module for all BA and NT pairs. Project Directors monitor progression of Observations for NT/Mentor pairs. For pacing purposes, Observation 1 for NT/Mentor pairs should have been completed by this time.
November 15	Project Directors remind BAs and NTs of <u>school district</u> deadline of required documentation for completion of first semester of mentoring.



December 1	<p>District has the option to pay one half of the BA and/or NT mentor stipend at semester. The Project Director is responsible to ensure all mentoring requirements for the semester, including the NT Educator Preparation Survey and the BA Leadership Preparation Survey, have been met and submitted to the Project Director before payment to mentor is disbursed.</p> <p>Please contact Tracii Laettner Tracii.L.Laettner@arkansas.gov with any questions regarding mentor stipends or other financial questions.</p>
December 15	<p>BAs and NTs select a minimum of two (2) Resource Modules aligned to their Professional Growth Plan (PGP). The BAs and NTs, with the assistance of their assigned mentors, begin these modules in January.</p>
January 9	<p>Project Directors amend pairing form in MOODLE, if any NTs hired for second semester, or if any NT was left off the pairing form for fall semester. Any BA hired at this time will have to attend the next summer training and be mentored for the 2016-2017 school year.</p>
February 1	<p>Project Directors monitor mentoring progress of selected Resource Modules for all BA and NT pairs.</p>
February 15	<p>The <u>last possible day</u> to enter any NT pairs on the pairing form for the spring semester. If the Project Director does not enter a NT/mentor pair in MOODLE by February 15, the NT must wait until the following semester to begin the mentoring process. Work completed in the spring semester will not count toward mentoring if the pair is not entered into MOODLE by February 15.</p>
March 1	<p>For pacing purposes, every BA and NT should have completed a minimum of one (1) Resource Module during the second semester. The two (2) minimum required Resource Modules and all surveys must be completed by both BAs and NTs by May 1.</p>
April 1	<p>Project Directors monitor mentoring progress of selected Resource Modules for all BA and NT pairs.</p> <p>Project Directors remind BA and NT mentoring pairs of the May 1 <u>state deadline</u> for all required documentation of second semester of mentoring has been completed and submitted to the Project Director. This documentation includes two (2) minimum required Resource Modules, the NT Survey, the Mentor Survey, the BA Survey, and the BA Mentor Survey.</p>



May 1	DEADLINE: BAs and NTs must have completed all required surveys and three (3) modules in MOODLE. (This number includes the Survive and Thrive Resource Module from first semester). The Project Director is responsible to ensure all mentoring requirements for the second semester have been met and submitted to the Project Director before payment to mentor is disbursed. District pays either all or second semester stipend to the mentor.
June 1	End of Year Budget Report (EYB) must be completed and reconciled with APSCN. The Project Director may need assistance from the school district's bookkeeper; however, it is the Project Director's responsibility to submit the EYB report by the deadline of July 15 . Please contact Tracii Laettner (Tracii.L.Laettner@arkansas.gov) with any questions regarding the End of Year Budget or other financial questions.
July 31	DEADLINE: <u>Absolute last fiscal day</u> for the End of Year Budget Reports to be submitted.