ENTRY CONVERSATION PROTOCOL

-Initial Meeting with Supervisor-

| Key Agenda Items | Additional Notes  |
| --- | --- |
| **Provide background information on mentoring program** --i.e., \*grant funded (year 1 or 2), based on Oregon Mentoring Program Standards |  |
| **Discuss purpose of mentoring** -- support, feedback, confidentiality, and increased student achievement |  |
| **Review structure of mentoring program**, including scope of work and time commitments (75-90 hrs) |  |
| **Establish a collaborative working relationship**, including frequency of meeting with supervisor (i.e., quarterly) and purpose of meetings |  |
| **Elicit input from supervisor**, including district goals, important dates/timelines,context for work with beginning administrator, etc. |  |

**\*Grant Funded Program requires Letter of Commitment From LEA- Quickly review and sign; both LEA and mentor keep a copy**