* **District Presentation**
* **Determination of District LEA**
* **Identification of participating schools**
* **Identification of coordinator and leadership team at each school**
* **Leadership Team meets – Start Action Plan Discussion with team**
* **Comprehensive Training for school Leadership Team**
	+ **Identify your school coordinator**
	+ **Mentor Identification - Monitored by Leadership team at school**
		- **Use Rubric checklist to help interview possible mentors**
	+ **Invite Mentors to participate in summer training prior to schools’ end**
* **Determine what dates you prefer for Mentor Training (we prefer to begin Mentor training during the summer – but will continue into the fall as necessary)**
* **Coordinators Training – Prior to school beginning**
* **Introduce Check and Connect to school administration and school staff (first 2 weeks)**
* **Set launch date and generate calendar of C & C meetings (x 2 per month for the school year)**
	+ **Coordinator to copy SPDG with Agenda and calendar**
* **Mentor Training**
* **Mentor/mentee matches**
* **Mentee parent permission signed**
* **Mentor “Check” and record baseline data -**
* **Mentor and Mentee 1st meeting – introductions**
* **Mentors check data weekly , meet with mentee weekly, and update monitoring form weekly**
* **Begin Mentor/Coordinator meetings –First to occur within two weeks of launch (required)**
	+ **Create Agenda – email out to all mentors – copy Lael and Lynn**
		- **Implementation questions and questions regarding monitoring sheet**
		- **Providing C D at least once a month**
	+ **C & C team meetings- 2 meetings per month attendance required**
* **Mentors email completed monitoring form to coordinator by the end of each month**
* **Coordinator compiles summary of data and sends to SPDG**
* **SPDG Technical Assistance to attend Coordinator/Mentor meeting (within the 1st 2 months of implementation)**
* **Coordinator self-assessment – (drives agenda for Coordinator retreat)**
* **Mid-Year Coordinators Retreat (January)**
* **March – Begin Mentor self- assessments – Coordinators email out to all mentors - discuss in Mentor meeting**
* **May – Coordinator reviews Mentors with ratings**
* **May - Project Manager reviews Coordinator with ratings**
* **Refresher blasts for mentors (June)**
* **Train the Trainer TTT (July and August)**
* **Coordinators Retreat (August)**
* **New mentor training – bring on new mentors**
* **YEAR 2**