

Administrative Mentor Mentee Talking Points
Lake Shore Central Schools

The following information and/or forms are topics to be shared and discussed between the mentee and mentor. Mentees would identify topics that are priorities for discussion.

<p><u>Safety/Emergency Procedures</u></p> <p>___ Fire drills</p> <p>___ Procedures for shelter in place, lockdown and lockouts</p> <p>___ Who to communicate to and what to share</p> <p>___ Emergency plans and procedures</p> <p>___ Fire extinguishers and alarm locations</p> <p>___ Accident reports</p> <p>___ Medical emergencies</p> <p>___ Medication procedures</p> <p>___ Safety Classroom Expectations (Windows closed, sill clear, door closed and locked, hanging paper from ceiling or near doors)</p> <p><u>Building Routines and Procedures</u></p> <p>___ Parking</p> <p>___ Normal working hours</p> <p>___ Announcements</p> <p>___ Open House</p> <p>___ Introductions to staff throughout the buildings</p> <p>___ Lake Shore Central School/Faculty Handbook</p> <p>___ School policy regarding snacks or drinks in classrooms for staff/students</p> <p>___ Assemblies - procedures</p> <p>___ Using the courtyard</p> <p>___ Field Trip Arrangements</p> <p>___ Code of Conduct</p> <p>___ Money collection - policy/ procedures</p> <p>___ Communication (Global Connect, Social Media, Website)</p> <p>___ Excuses, Bus Passes</p> <p>___ Early dismissal</p> <p>___ Late bus passes</p> <p>___ Elevator</p> <p>___ Doors to enter after bell</p> <p><u>Staff Absences/Personal</u></p> <p>___ Arranging for a substitute</p> <p>___ Who to notify/ AESOP</p> <p>___ Applying for sick or personal leave</p> <p>___ Conferences/Jury Duty</p>	<p>___ Keys/Swipe Card/Doors to enter</p> <p>___ Wearing ID ("What if I lose it?")</p> <p>___ Building Tour</p> <p>___ Maintenance Request</p> <p>___ Procedures for student absence/tardiness</p> <p>___ Office procedures, copy machine, etc.</p> <p>___ Room Reservations</p> <p>___ What if I need to leave my building?</p> <p>___ Playground procedures</p> <p>___ Chaperoning</p> <p>___ Employee dress and appearance</p> <p>___ Guest Speakers</p> <p>___ Supplies (budget/Central Store Usage)</p> <p><u>Meetings</u> (faculty, department, grade level, CSE, RTI, parent, team meetings)</p> <p>___ What are they?</p> <p>___ What should I expect?</p> <p>___ Who will let me know the schedule?</p> <p>___ Expected length</p> <p>___ What if I can't be there?</p> <p>___ Roles and expectations</p> <p><u>Professional Development</u></p> <p>___ Workshops/Conferences/Meetings</p> <p>___ Procedures (How to register)</p> <p>___ Course Credit Requests (College)</p> <p>___ Claiming mileage</p> <p>___ MPPR Requirements</p> <p>___ Claim Forms</p> <p>___ CTLE</p> <p>___ Safe Schools Training</p> <p>___ Fund Raising</p> <p>___ Collecting money from students</p> <p>___ Taking responsibility of personal PD</p> <p><u>Student Matters</u></p> <p>___ Handling a fight between students</p> <p>___ Reporting a discipline problem</p> <p>___ Reporting serious problems with a student (health or behavior)</p> <p>___ Handling confidential information</p> <p>___ IEP/CSE/504 Plans</p>
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<p>___ "Other" – type reason in notes to admin</p> <p>___ Sub folders</p> <p>___ Teacher coverage</p> <p>___ Contractual Obligations</p> <p><u>Telephone System</u></p> <p>___ Setting up voicemail/ name</p> <p>___ Accessing voicemail</p> <p>___ Outgoing calls</p> <p>___ Long distance calls</p> <p><u>Cafeteria procedures</u></p> <p>___ What is my role?</p> <p>___ Where can I get lunch?</p> <p>___ Role of monitors</p> <p>___ No shame policy</p> <p><u>Technology/Audio Visual</u></p> <p>___ District Technology Support Center</p> <p>___ Computer access, computer labs, laptop carts, I-pad carts, projectors</p> <p>___ What is available?</p> <p>___ Where is it?</p> <p>___ Point people in building and district</p> <p>___ Technology Integration</p> <p>___ PowerSchool and Logs</p> <p>___ VPN/Remote Access</p> <p>___ E-Mail (Acceptable Use Policy)</p> <p>___ Cell Phone Usage (Student and Faculty)</p> <p>___ Social Media & School Responsibility</p> <p><u>Curriculum Questions</u></p> <p>___ New York State Standards</p> <p>___ Elementary Core Curriculum Leaders</p> <p>___ Department Chairs</p> <p>___ RtI</p> <p>___ Data Leader</p> <p>___ Assessments</p>	<p>___ Student records – attendance, phone log, grades</p> <p>___ Parental contact; procedures for incoming and outgoing (phone log, e-mail log, letters, conferences, potential problems)</p> <p>___ Photo release of students</p> <p>___ Student Code of Conduct</p> <p>___ Family Support Center</p> <p>___ Relationships with students</p> <p>___ Grading and homework guidelines or policies, documenting grades</p> <p>___ Report Cards</p> <p>___ Roles and responsibilities of a teacher aide, teaching assistant</p> <p>___ Approval to use written materials for publication</p> <p>___ Mandated Reporter</p> <p>___ Dignity for All Students Act (DASA)</p> <p>___ Role of school counselor & social workers</p> <p><u>Budget Process</u></p> <p>___ Timelines/Expectations</p> <p>___ WinCap</p> <p><u>Other</u></p> <p>___ Coaching</p> <p>___ Extracurricular opportunities</p> <p>___ Questions about the LSCTA, Teamster & LSCASA contracts</p> <p>___ APPR, pre and post observation process, evaluation tool, TIP</p> <p>___ Business Office</p> <p>___ Medical/Flex Plans/105H</p> <p>___ Bus Duties/Breakfast Duties</p> <p>___ Confidentiality</p> <p>___ Option of visiting other buildings</p> <p>___ Role of secretary</p> <p>___ Ordering agendas</p> <p>___ Teacher grievances</p> <p>___ Budget/timeline/WinCap/timesheets</p> <p>___ Annual Goal setting</p>
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