



# SCHOOL OF SCIENCE AND TECHNOLOGY

1450 NE LOOP 410 SAN ANTONIO, TX 78209 TEL: (210) 804-0222 FAX: (210) 822-3422 WWW.SSTTX.ORG

## 2019-2020 TEACHER ORIENTATION & TRAINING SCHEDULE

### WEEK 1 – WEDNESDAY, JULY 31, 2019

#### NEW TEACHER ORIENTATION

TIME	PRESENTATION & SESSION	LOCATION
8:30 AM - 12:00 PM	AM Sessions	San Antonio Area Foundation*
12:00 PM – 1:00 PM	LUNCH	
1:00 PM - 4:30 PM	PM Sessions	San Antonio Area Foundation*

\* San Antonio Area Foundation: 303 Pearl Pkwy, San Antonio, TX 78215 ([www.saafdn.org](http://www.saafdn.org))

\*\* Please Note: Wednesday, July 31st we will have Early Laptop Distribution Day for all returning faculty & staff at school between 9:00 AM & 12:00 PM, and 1:00 PM & 3:00 PM. You may stop by during those hours and pick up your assigned laptop and its related equipment. The classroom equipment will be assigned later.

### WEEK 1 – THURSDAY, AUGUST 1, 2019

#### ALL TEACHERS ORIENTATIONS

TIME	PRESENTATION & SESSION	PRESENTER
8:00 AM - 8:15 AM	BREAKFAST	
8:15 AM - 9:00 AM	Session-I - Welcome / Introduction	Principal
9:00 AM - 10:00 AM	Session-II / Academic Req. Expectations	AP Dean of Academics
10:00 AM - 11:00 AM	Session-III / Employee Handbook Policies	AP Dean of Students
11:00 AM - 12:00 PM	Department Meetings (Dept. Heads' Rooms)	Dept. Heads
12:00 PM - 1:00 PM	LUNCH	
1:00 PM - 1:30 PM	Session-VI / Employees Expectations	Principal
1:30 PM - 2:00 PM	Session-VI / Counseling Structure	AP Head Counselor & College Counselor
2:00 PM - 3:30 PM	Work in rooms / Learning Zone Shopping – All Teachers	



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## WEEK 1 – FRIDAY, AUGUST 2, 2019

(MEETING AT ROOM # 120)

TIME	PRESENTATION & SESSION	PRESENTER
8:00 AM - 8:15 AM	BREAKFAST	
8:15 AM - 9:00 AM	Session-I	Employee Benefits
9:00 AM - 10:00 AM	Session-II	Operation Manager
10:00 AM - 10:15 AM	BREAK	
10:15 AM - 11:00 AM	Session-III	Testing / Federal Programs Coordinator
11:00 AM - 11:30 AM	Session-VI	SpEd Coordinator
11:30 AM - 12:00 PM	Session-V	ESL Coordinator
12:30 PM - 3:30 PM	BACK TO SCHOOL SOCIAL - All Faculty & Staff *	

\* Please [RSVP by clicking on this link and include your name for Back to School Social at Main Event](#)  
North: 1911 North Loop 1604 East, San Antonio, TX 78232. Pizza and drinks will be provided.

## WEEK 2 – MONDAY, AUGUST 5 & TUESDAY, AUGUST 6, 2019

ALL STAFF SCHOLOGY TRAINING BY ESC 20

AT [OBLATE SCHOOL OF THEOLOGY](#) – 285 OBLATE ROAD, SAN ANTONIO, TEXAS 78216

TIME	PRESENTATION & SESSION	LOCATION
8:30 AM - 11:30 AM	AM Session-I & Session-II * (For All Teachers)	Oblate School of Theology
11:30 AM - 12:30 PM	LUNCH	
12:30 PM - 3:30 PM	PM Session-I & Session-II * (For All Teachers)	Oblate School of Theology

\* Please check the detailed training schedule provided by ESC-20.



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## WEEK 2 – WEDNESDAY, AUGUST 7, 2019 \*

(MEETING AT ROOM # 120)

TIME	PRESENTATION & SESSION	PRESENTER
8:00 AM - 8:30 AM	Session-I	CO Welcome / Admin Team
8:30 AM - 9:30 AM	Session-II Student Handbook	AP Dean of Students
9:30 AM - 10:00 AM	BREAK	
10:00 AM - 12:00 PM	Curriculum Training & Academic Planning (Dept. Heads' Rooms)	Dept. Heads
12:00 PM - 1:00 PM	LUNCH	
1:00 PM - 4:00 PM	School Orientation Preparation Time - Work in rooms	

\* HMH 6-8 ELAR District Curriculum Training at SST Discovery from 8:00 am to 3:00pm

## SST SAN ANTONIO BACK TO SCHOOL STUDENT ORIENTATION INFORMATION

### WEEK 2 – THURSDAY, AUGUST 8TH & FRIDAY, AUGUST 9TH, 2019

DATE: THURSDAY, AUGUST 8, 2019 *	DATE: FRIDAY, AUGUST 9, 2019 *
TIME: 9:00 AM TO 12:00 PM	TIME: 9:00 AM TO 12:00 PM
6TH – 8TH GRADE PARENTS & STUDENTS	10TH, 11TH, 12TH GRADE PARENTS & STUDENTS
12:00 PM – 1:00 PM LUNCH BREAK **	12:00 PM – 1:00 PM LUNCH BREAK **
TIME: 1:00 PM TO 3:30 PM	TIME: 1:00 PM TO 3:30 PM
9TH GRADE PARENTS & STUDENTS	10TH, 11TH, 12TH GRADE PARENTS & STUDENTS

\* Detailed orientation schedule shared on Wednesday, August 6th, 2019.

\*\* Lunch will be provided for all faculty & staff by school administration.



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## WEEK 3 – MONDAY, AUGUST 12TH, 2019

TIME	PRESENTATION & SESSION	PRESENTER
8:00 AM - 12:00 PM	Curriculum Meeting with all Middle School Core Subject Teachers at SST Discovery	Academic Coordinators
8:00 AM - 12:00 PM	CPI Training at SST San Antonio (Only for Selected Staff) with some SST Alamo Staff (School Cafeteria)	Director of Fed. Programs
8:30 AM - 12:00 PM	TEKS Resource System Training (Only for H.S. Core Subject Course Teachers) (Room # 120)	Project Manager, ESC-20
12:00 PM - 1:00 PM	LUNCH	
1:00 AM - 4:00 PM	Curriculum Meeting with Middle School Teachers at SST Discovery	Academic Coordinators
1:00 PM - 5:30 PM	CPI Training at SST San Antonio (Only for Selected Staff) with some SST Alamo Staff (School Cafeteria)	Director of Fed. Programs
1:00 PM - 4:00 PM	TEKS Resource System Training (Only for H.S. Core Subject Course Teachers) (Room # 120)	Project Manager, ESC-20

\* Teachers who are not in the CPI and TRS trainings will be working in rooms on classroom prep, course syllabus, and lesson plans for the first 9 weeks.



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## WEEK 3 – TUESDAY, AUGUST 13TH, 2019

TIME	PRESENTATION & SESSION	PRESENTER
8:00 AM - 12:00 PM	Curriculum Meeting with all Middle School Core Subject Teachers (at SST Discovery)	Academic Coordinators
9:00 AM - 11:00 AM	DMAC Online Webinar Training - Session-I (For all Teachers in Room # 120)	DMAC Manager ESC-20
11:00 AM - 12:00 PM	Working in rooms on classroom prep, course syllabus, and lesson plans for the first 9 weeks.	
12:00 PM - 1:00 PM	LUNCH	
1:00 PM - 4:00 PM	Curriculum Meeting with all Middle School Core Subject Teachers at SST Discovery	Academic Coordinators
1:00 PM - 4:00 PM	Session-II (Only for CTE Teachers Room # 120) *	CTE Manager, ESC-20
1:00 PM - 4:00 PM	Working in rooms on classroom prep, course syllabus, and lesson plans for the first 9 weeks.	

\* Rest of the teachers will be working in rooms on classroom prep, and lesson plans for the first 9 weeks.

## WEEK 3 – WEDNESDAY, AUGUST 14TH, 2019

### CHARACTER TRAINING BY CHARACTER.ORG PRESENTERS

AT SST ALAMO – 12200 CROWNPOINT DR, SAN ANTONIO, TX 78233

TIME	PRESENTATION & SESSION	LOCATION
8:30 AM - 12:00 PM	AM Session (For All Teachers)	SST Alamo Cafeteria
12:00 PM - 1:00 PM	LUNCH	
1:00 PM - 4:00 PM	PM Session (For All Teachers)	SST Alamo Cafeteria



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## WEEK 3 – THURSDAY, AUGUST 15TH, 2019

- Districtwide High School Collaborative Meeting for all high school core subject course teachers at SST Corpus Christi High School campus.
  - All High School ELA, Math, Science, Social Studies teachers and High School counselors are expected to attend
  - Coach bus is reserved for commute
  - Lunch will be provided
- All middle school & elective course teachers will be working in rooms on classroom prep, and lesson plans for the first 9 weeks.

TENTATIVE SCHEDULE FOR DISTRICTWIDE HIGH SCHOOL COLLABORATIVE MEETING	
7:30 AM	Leaving from SST San Antonio
10:00 AM	Arrive to SST Corpus Christi campus (6609 Evans Rd, Corpus Christi, TX 78413)
10:00 AM - 10:30 AM	SSTCC High School Campus Tour
10:30 AM – 11:00 AM	High School General Meeting
11:00 AM – 12:00 PM	Subject by Subject Meetings
12:00 PM – 1:00 PM	Working Lunch *
1:00 PM – 3:00 PM	Subject by Subject Meetings
3:30 PM	Leaving from SST Corpus Christi
6:00 PM	Going back to San Antonio & arrive to SSTSA campus

\* Lunch will be provided for all faculty attending the meeting.

## WEEK 3 – FRIDAY, AUGUST 16TH, 2019

TIME	PRESENTATION & SESSION	PRESENTER
9:00 AM - 10:00 AM	AP Teachers Meeting	AP Head Counselor / AP Dean of Academics
9:00 AM - 12:00 PM	Rest of the Teachers working in rooms	
12:00 PM - 1:00 PM	LUNCH	
1:00 PM - 1:30 PM	Staff Meeting - ESL Training	Mrs. Gonzales
1:30 PM - 2:00 PM	1st School Day Mock	SST Admin Team
1:00 PM - 3:00 PM	Working in rooms	

# Mentor/Mentee Agreement Form

## Part I - Roles & Responsibilities

### Principal

- \* Principal gives final approval of designated mentor teachers.
- \* Oversees and supports the process to ensure collaborative atmosphere and professional growth.

### Dean of Academics

- \* Meet with Mentees & Mentors to start the mentorship process, explain the guidelines and expectations, and have this agreement form signed and filed.  
Conference with Mentees & Mentors regarding Mentor/Mentee Ground Rules, Mentor Program Schedule, Mentee Onboarding Checklist, Mentoring Activity Plan\* (MAP) form, and meetings to support and assist with addressing mentees' needs. *\*Refer to My Learning Plan platform for this form*
- \* Facilitate substitute teachers for peer observations per semester when necessary. Teachers may schedule observations during the observer's non-instructional times/periods.

### Mentor

- \* Mentor will ensure that all "Mentee Onboarding Checklist" items are addressed before both teachers sign and submit the form.
- \* Collaborate with the administrators to schedule classes for the mentee to observe each semester.
- \* Conduct classroom Observations (45 minutes) of your mentee: Minimum 1 per quarter.
- \* **Submit Mentor Activity Plan every quarter.**
- \* Provide Support with pedagogy, instruction, classroom management, campus policies/procedures, etc. throughout the school year.

### Mentee

- \* Collaborate with Mentor to address concerns and needs: ("Mentee Onboarding Checklist," campus, pedagogy, instruction, mentee needs/requests, etc.)
- \* Use the Mentoring Activity Plan form to assist with identifying areas of support. This requires being self-reflective and pro-active, thinking about what you need/want to grow professionally. **Submit 1 MAP Form per Semester.**
- \* Eagerly and openly, seek the support of your mentor (and support team). Work collaboratively to complete the MAP form with your mentor.
- \* Feel free to ask any questions that you may have. You have a team of people (mentor, department chairs, administrators and central office staff) who want to help you succeed.

## Part II: Required Activities

### Weekly

- \* 15 Minute Meetings
- \* Check-Ins during times of high stress (ex. Testing)

### Quarterly

- \* 45 Minute Observation
- \* Mentor observes mentee and submit 1 MAP form.
- \* Mentee observes mentor teacher.
- \* Pre/Post Observation Conference

## Part III: Recommended Conference Questions

### Pre-Observation

- 1 What is your instruction plan?
- 2 Did you address multiple modalities of learning?
- 3 Have all learning styles been addressed?
- 4 What routines/systems help students participate in the learning?
- 5 How are students engaged during the lesson?
- 6 Is technology purposefully incorporated?
- 7 Are you instructing or facilitating?
- 8 What is your assessment piece?
- 9 How will you determine their level of mastery?
- 10 Is it a formal assessment of learning or an informal assessment of learning?

### Post- Observation

- 1 How did the lesson go?
- 2 What did you feel were some of the more effective parts of the lesson?
- 3 Did you achieve the objective you had planned?
- 4 What did you feel did not go as you had intended?
- 5 If you were to teach the same lesson tomorrow, what would you change or do differently?
- 6 Did you make any changes in the lesson as you taught it? How did you decide to make those adjustments?

*By signing below, I, the mentor or mentee, agree to fulfill my role, as described above, to the best of my ability.*

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Mentor Name

Mentor Signature

Date

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Mentee Name

Mentee Signature

Date



## Mentor/Mentee Ground Rules

Below are a few basic guidelines for Mentors and Mentees to use as you embark upon building a collaborative partnership. Honoring these tenets help foster the trust and openness needed for deep dialogue and cooperative work toward teacher growth and student achievement.

### Open Door Policy

Both of us will make ourselves available to each other. We realize that at times, we may have quick questions, need some advice, or simply want to vent. We agree to make time (planned and spontaneous) for each other to do this.

### Confidentiality

We will not discuss any information from our meetings with colleagues or friends. We agree that our relationship is based on TRUST and HONESTY and do not want to violate this.

### Promptness

Both of us believe that our time, as well as each other's, is valuable. We agree to be on time to scheduled meetings and observations. If something comes up unexpectedly, we agree to let each other know as soon as possible.

### Comfortable Environment

We will provide a physically and emotionally comfortable environment in which to meet. We realize that it is important to feel safe and be respectful of, and to each other.

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Mentee Onboarding Checklist

## Prior to the Beginning of School

### *Basic Needs and Logistics*

Mentees, please use the code below to indicate who introduced the items below as they are covered with you.

Mark **DC** – Department Chair    **M** – Mentor    **A** - Administrator

- Personal Paperwork (insurance, payroll, campus ID, etc.)
- Get keys and campus ID
- Teacher sign in/out – work hours
- Understand teacher dress code – (Daily attire, Friday spirit day, etc.)
- Substitute teacher procedures – sub folder
- Take a campus tour - Where and how to get supplies and instructional materials, relevant locations (lunch room, bathrooms, specials classes...)
  
- Copy machine policy
- First day/week schedule and procedures
- Know your grade level/content daily class schedule
- Opportunity to set up the classroom
- Prepare and get administration approval for your syllabus
- Class list/assigned students and parent contact information
- Contact information for key staff members (office, nurse, custodians, maintenance, etc.)
- Access to key connectivity accounts ( \_\_\_\_\_ email, \_\_\_\_\_ Skyward, \_\_\_\_\_ Eduphoria)
- Google: How to access the Google Drive      Google Calendar \_\_\_\_\_
- Skyward: How to locate and use features of Skyward; Grades, Parent email addresses, Attendance, etc.
- Eduphoria: How to set up a schedule      Post lesson plans \_\_\_\_\_      Pull data \_\_\_\_\_
- Discuss campus rules/procedures – arrival/dismissal procedures, student dress code, discipline system, hall passes, etc.
- Review assigned duties and responsibilities for each duty
- Procedures for taking attendance
- Review Emergency Procedures (fire, lockdown, shelter in place, etc.)

### *Instructional Resources*

- Curriculum Website (Repeated practice accessing/exploring)
- Content TEKS and Curriculum Unit Guides
- Assessment schedule
- Required instructional materials
- Software programs (Repeated practice accessing/exploring)
- Lesson plan policy
- Grading policy/reporting grades
- Introduction to each additional academic support team member (Mentor, Department Chair, Interventionists, Special Education and ELL Teachers, etc.)

### *Administrator Expectations*

- Campus/district achievement goals
- How often will I be observed and by whom?
- Teacher duty (hallways, lunch room, before/after school)
- Procedure for reporting student behavior problems
- Know the required Campus Teacher Meetings: Faculty/staff, Grade/Department level meetings, days and times for each
- Review staff and student handbook

## After the Start of the School Year

### *Initial Mentee and Mentor Guidelines*

- Meet with your mentor
- Set up a scheduled time to meet as mentor/mentee each month (Weekly the first month, Bi-weekly subsequent months)
- Attend the required Campus Teacher meetings
- Discuss Special Education and/or RtI (Response to Intervention) referral process
- Share lesson plan expectations and example of weekly plan – **Seek Instructional Coaching** or specific content area academic support
- Discuss any beginning of the year assessments that need to be administered
- Discuss and set dates to observe in mentor's class
- Discuss and set dates to observe in mentee's class

Mentee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Monthly Check-In Topics

Month	Monthly Items/Reminders to Support Your Mentee Highlight all items that you discuss.	Notes/ action items to follow up
September	<ol style="list-style-type: none"> <li>1. Exchange contact information</li> <li>2. Mentee Onboarding Checklist-Address items on the list to support campus orientation</li> <li>3. Staff/team Meetings-When, where, how often</li> <li>4. Provide folder with TEKS, Assessment Calendar, and Bell Schedule</li> <li>5. Beginning of the Year assessments-MAP, BOY, TPRI, explain procedures, schedules, requirements, etc.</li> <li>6. Introduce campus-wide discipline system</li> <li>7. Homework Policy-Discuss SST and campus policies, make-up work, assigning grades, etc.</li> <li>8. Schedule Mentor Observation of Mentee- Discuss when the pre-observation conference and observation dates will occur.</li> </ol>	
October	<ol style="list-style-type: none"> <li>1. Personal/professional goals-explore/discuss Mentee concerns and questions</li> <li>2. Classroom management and instructional techniques</li> <li>3. Lesson Planning-Writing plans that focus on TEKS, effective strategies, and assessments</li> <li>4. Gradebook policies and procedures-Walk through how to access it, required grades, etc.</li> <li>5. Reporting Period Expectations-dates, how to, tips, report card distribution, etc.</li> <li>6. Parent Conferences- Tips to prepare, etiquette, data reports, parent communication logs, etc.</li> <li>7. Reminder to adjust the conduct grade and/or add notes.</li> <li>8. Small group instruction &amp; interventions-tips, how to, management, etc.</li> <li>9. Schedule &amp; complete 2nd quarter Mentor observation of Mentee before 10/30, pre/post conferences, MAP Form</li> </ol>	
November	<ol style="list-style-type: none"> <li>1. Reflect on parent conferences &amp; future plans</li> <li>2. Review classroom happenings-Classroom management, instruction, events, successes, challenges, needs.</li> <li>3. Formal observations-By admin or coach, what to expect</li> <li>4. Schedule Mentee observation of Mentor: pre &amp; post conference dates, MAP Form</li> <li>5. Grade level/department meetings-Address questions, concerns</li> <li>6. Special events-Discuss any upcoming activities, holiday events, policies, etc.</li> <li>7. DA's/STAAR Practice/EOC testing- When, expectations, analyzing their class data, etc.</li> <li>8. Share strategies for planning meaningful and engaging lessons between Thanksgiving-Winter Break</li> </ol>	
December	<ol style="list-style-type: none"> <li>1. Review classroom happenings-Classroom management, instruction, events, successes, challenges, needs.</li> <li>2. Check in on grades for the 2nd Quarter reporting period. (Due before Dec. 20th) Reminder to adjust the conduct grade and/or add notes.</li> <li>3. Schedule &amp; complete 2nd quarter Mentor observation of Mentee before 12/15, pre/post conferences, MAP Form</li> <li>4. Reminders regarding Reporting Period expectations-grade book, dates, how to, tips, report card distribution, etc.</li> <li>5. Emphasize importance of teacher rejuvenation during the Winter Break</li> </ol>	

Month	<b>Monthly Items/Reminders to Support Your Mentee</b> <b>Highlight all items that you discuss.</b>	<b>Notes/ action items to follow up</b>
<b>January</b>	<ol style="list-style-type: none"> <li>1. Reflect on 1st semester experience - Classroom management, instruction, events, successes, challenges, needs.</li> <li>2. Discuss and/or assist in developing personal goal or professional development plan for second semester.</li> <li>3. Upcoming formal observations- Discuss and address any concerns to prepare</li> <li>4. Discuss upcoming parent conference etiquette and communications logs, discipline, STAAR test data/prep. Suggest ways that parents can support struggling students.</li> <li>5. Discuss home communications &amp; ideas to strengthen home/school connections—postcards home, e-mail communications, newsletters, tips to parents, etc.</li> <li>6. Schedule Mentee “Choice” Observation of colleague (not Mentor): determine pre &amp; post conference dates, MAP Form</li> </ol>	
<b>February</b>	<ol style="list-style-type: none"> <li>1. Schedule &amp; complete 3rd Quarter Mentor observation of Mentee before 3/9, pre/post conferences, MAP Form</li> <li>2. Check in with Grades for Report Cards. Revisit grading policy as it relates to the level of TEKS mastery. We shouldn't have kids making A's and B's failing Practice STAAR etc.</li> <li>3. Begin anticipating schedule adjustments for STAAR: Non-testing grades-What will your plans/schedule look like? Tested Grades-Review testing schedule, testing procedures &amp; suggestions for developing a positive testing environment.</li> <li>4. Review accommodations for designated state and district testing students prior to testing dates.</li> </ol>	
<b>March</b>	<p>Spring Break and STAAR Testing</p> <ol style="list-style-type: none"> <li>1. Become aware of professional organizations in your discipline or area of interest.</li> <li>2. Look for upcoming workshops, classes, professional development opportunities.</li> </ol>	
<b>April</b>	<ol style="list-style-type: none"> <li>1. Review classroom happenings-Classroom management, instruction, events, successes, challenges, needs.</li> <li>2. Review information from meetings for clarification, etc.</li> <li>3. Check in for Progress Report Grades</li> <li>4. Discuss assessment data-Are the students ready to finish off this school year? What will you reteach/reinforce to achieve mastery?</li> <li>5. Discuss how to strategically prepare students for upcoming testing</li> <li>6. Document accommodations for state and district testing (90 days prior to testing)</li> <li>7. Begin anticipating schedule adjustments for STAAR: Non-testing grades-What will your plans/schedule look like? Tested Grades-Review testing schedule, testing procedures &amp; suggestions for developing a positive testing environment.</li> <li>8. Schedule &amp; complete 4th quarter Mentor observation of Mentee before 5/18, pre/post conferences, MAP Form</li> </ol>	
<b>May</b>	<ol style="list-style-type: none"> <li>1. End of the Year Grades-Offer a friendly reminder for final report card grades.</li> <li>2. Discuss procedures for end of the year events, closing records, ordering, field trips, etc.</li> <li>3. Review information from meetings for clarification, etc.</li> <li>4. Self-reflection-Help Mentees determine what they will do differently/the same next year?</li> <li>5. Congratulate Mentees on completing their first year of teaching!!</li> </ol>	