



2024-2025 CIT LEAD TEACHER-MENTOR FORUMS & TRAINING

Please note the locations and dates of the forums

CIT Lead Teacher-Mentor Forums ARE REQUIRED FOR ALL ACTIVATED MENTORS.

(Non-activated mentors are encouraged to attend all forums in order to be prepared when they are activated.)

*****TENTATIVE DATES – PLEASE DOUBLE CHECK FOR CHANGES at Website*****

September 16, 2024 4:00-6:00 p.m. **ALL MENTOR FORUM 1: Welcome & Meet Your Panel Contact!**
IN PERSON: Temple B'rith Kodesh, 2131 Elmwood Ave, **Dinner Provided** (Thanks, RTA!)

On-Line MENTOR DATA and INTERN/PROF SUPPORT TEACHER DATA FORMS DUE

October 28, 2024 *Optional for experienced mentors, required for new mentors: **STATUS REPORT CLINIC***
3:00-4:15 p.m. OR 4:30-5:15 p.m. via Microsoft Teams

November 18, 2024 4:00-6:00 p.m. **MENTOR FORUM 2** *Location TBD.*
FALL STATUS REPORT DUE

Schedule **PEER OBSERVATION REFLECTION** (One observing another Mentor AND One being observed by another Mentor)
and **CIT PANEL OBSERVATION** any time from now through the end of March.

STATEMENT OF CONCERN due any time from now through the end of January (Using the rubric, if your intern is assessed as Ineffective in any of the domains, you should write a statement of concern with concrete suggestions.)

January 13, 2025 4:00-6:00 p.m. **MENTOR FORUM 3** *Locations TBD.*

February 28, 2025 **INTERN OF THE YEAR NOMINATIONS DUE**

March 24, 2025 4:00-6:00 p.m. **MENTOR FORUM 3** *Locations TBD.*
SPRING STATUS REPORT DUE

March 31, 2025 **Peer Observation Reflection Forms** (two) and **CIT Panel Observations** should be completed.

April 25, 2025 If you are not recommending your intern for continuation, you must send a copy of your Intern Final Report directly to CIT by April 25th.

May 19, 2025 4:00-7:00 p.m. **MENTOR FORUM 5: Reflecting & Celebrating – Interns of the Year**
IN PERSON: Temple B'rith Kodesh, 2131 Elmwood Avenue, **Dinner Provided** (Thanks, RTA!)

Complete **INTERN FINAL REPORTS** in preparation for MENTOR REVIEW OF RECORDS meeting with Panel Contact

June 6, 2025 **MENTOR REVIEW OF RECORDS** meeting with CIT Panel Contact should be completed.
MENTOR SELF-EVALUATION due for New Mentors.

June 6, 2025 **TENTATIVE: CIT Mentor/Intern Social, Time and Location TBD, RSVP will be requested.**

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Dates listed in BLUE are required for NEW mentors.

**July 15-18, 2024** 12:00-5:00 p.m., NYSUT Conference Center, 1<sup>st</sup> floor, 30 N. Union St.  
**NEW MENTOR TRAINING**

Please note changes in Location on some dates:

**September 30, 2024** 4:00-6:00 p.m. RTA Conference Room A, 3<sup>rd</sup> floor, 30 N. Union St.  
**LEARNING-FOCUSED CONVERSATIONS TRAINING #1**  
Bring your copy of *MENTORING MATTERS* by Laura Lipton & Bruce Wellman

**October 21, 2024** 4:00-6:00 p.m. East High School Collaboratorium, 1801 East Main Street  
**LEARNING-FOCUSED CONVERSATIONS TRAINING #2**

**October 28, 2024** 3:00-4:15 p.m. OR 4:30-5:15 p.m.  
**STATUS REPORT CLINIC** via Microsoft Teams

**November 4, 2024** 4:00-6:00 p.m. NYSUT Conference Center, 1<sup>st</sup> floor, 30 N. Union St.  
**LEARNING-FOCUSED CONVERSATIONS TRAINING #3**

**December 9, 2024** 4:00-6:00 p.m. RTA Conference Room A, 3<sup>rd</sup> floor, 30 N. Union St.  
**LEARNING-FOCUSED CONVERSATIONS TRAINING #4**

**MORE INFORMATION AT** [www.rcsdk12.org/CIT/Resources](http://www.rcsdk12.org/CIT/Resources) Questions? Call or email [Stefan Cohen](mailto:Stefan.Cohen@rcsdk12.org), 585-262-8541