



## 2017-2018 CIT LEAD TEACHER-MENTOR FORUMS

Please note the locations and dates of the forums. **REVISED SEPTEMBER 2017.**

**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.)

**September 25, 2017** 4:00-7:00 p.m. **ALL MENTOR FORUM 1: Welcome--Dinner provided!**  
Durand-Eastman Clubhouse, 1200 Kings Hwy North  
**On-Line MENTOR DATA and INTERN/PROF SUPPORT TEACHER DATA FORMS DUE**

*October 23, 2017* *Optional for experienced mentors, required for new mentors: **STATUS REPORT CLINIC***  
*3:15-4:30 p.m. OR 4:45-6:00 p.m. RTA/NYSUT Building, 30 N. Union St. (See Below.)*

**November 20, 2017** 4:00-6:00 p.m. **ALL MENTOR FORUM 2: Snacks provided.**  
First Unitarian Church, 220 Winton Road South.  
**FALL STATUS REPORT DUE**

**Schedule PEER OBSERVATION 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 22, 2018** 4:00-6:00 p.m. **MENTOR FORUM 3, LOCATION TO BE DETERMINED, Snacks provided.**  
**MID-YEAR INEFFECTIVE REPORT DUE for Interns with more than one domain rated "Ineffective"**

**February 15, 2018** **INTERN OF THE YEAR NOMINATIONS DUE**

**March 19, 2018** 4:00-6:00 p.m. **MENTOR FORUM 4** Temple B'rith Kodesh, 2131 Elmwood Ave, Snacks Provided.  
**SPRING STATUS REPORT DUE**

**March 31, 2018** **Peer Observations and CIT Panel Observations should be competed.**

**April 15, 2018** **If you are not recommending your intern for continuation, you must send a copy of your final report directly to CIT by April 15th.**

**April 23, 2018** 4:00-6:00 p.m. **MENTOR FORUM 5**  
Temple B'rith Kodesh, 2131 Elmwood Avenue, Snacks Provided

**May 21, 2018** 4:00-7:00 p.m. **MENTOR FORUM 6: Reflecting and Celebrating – Interns of the Year**  
Temple B'rith Kodesh, 2131 Elmwood Avenue, **Dinner Provided!**

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

**May 31, 2018** **MENTOR REVIEW OF RECORDS meeting with CIT Panel Contact should be completed.**  
**MENTOR SELF-EVALUATION DUE**

*June 1, 2018* ***CIT Mentor-Intern Picnic, Time and Location TBA, RSVP will be requested.***

**Dates listed in BLUE are required for NEW mentors in addition to the sessions in red above.**

**July 24-27, 2017** 12:00-5:00 p.m. 30 Hart Street, Room 444 **NEW MENTOR TRAINING**

**October 16, 2017** 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 23, 2017** 3:15-4:30 p.m. OR 4:45-6:00 p.m. RTA/NYSUT Building, 30 N. Union St.  
**STATUS REPORT CLINIC**

**December 4, 2018** 4:00-6:00 p.m. RTA Conference Room A, 3<sup>rd</sup> floor, 30 N. Union St.  
**LEARNING-FOCUSED CONVERSATIONS TRAINING #2**

**January 8, 2018** 4:00-6:00 p.m. RTA Conference Room A, 3<sup>rd</sup> floor, 30 N. Union St.  
**LEARNING-FOCUSED CONVERSATIONS TRAINING #3**

**February 5, 2018** 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](http://www.rcsdk12.org/CIT)**  
**Questions? Call or email [Stefan Cohen](mailto:Stefan.Cohen), 585-262-8541**