

FIRST TRIAD MEETING

Date of meeting (usually in the fall):

Planning for the meeting

- We have included an **optional form** you can use to plan for these meetings. This sheet does not need to be turned in to anyone . . . it is just to guide the mentor in preparing for the meeting.
- The principal and first-year teacher should be told ahead of the meeting what they will be asked to do in Part 4 (principal) and Part 5 (first-year teacher) on the form so they can prepare and won't feel caught off-guard.

Suggested script for Step 3. Clarification of firewall

“My ability to be helpful to (first-year teacher) is dependent on our relationship being built on confidentiality and trust. It’s important that (first-year teacher) knows that my only responsibility is to support him/her and I won’t be reporting on or evaluating him/her . . . that will be your job as his/her administrator. Research also tells us how important the support of the principal is to the success of a first-year teacher, so if you see a way that I can encourage or guide him/her it would be helpful for you to let us know so we can work on that. We want to make sure you know, (first-year teacher), that we are a team here to support you, even though we have different responsibilities to you.”

Plans for Meeting		Meeting notes
1	Greeting - Acknowledge appreciation for everyone's involvement in the meeting	
2	Go over requirements of the program-roles and responsibilities - (see prior page)	
3	Clarification of "firewall" - (use suggested script on prior page)	
4	<ul style="list-style-type: none"> Ask principal to share his/her goals for the program Ask what dates he/she wants the first-year teacher to be prepared for Ask what other systems are in place to provide support for the first-year teacher (ex. coaches, literacy experts, first-year teacher support meetings) Other expectations the principal has 	
5	Opportunity for first-year teacher to ask questions or provide input - What questions do you have about the school, mentoring . . . ?	
6	Any other things to be addressed Committees, other responsibilities . . .	
7	Thank everyone in attendance	



Administrator/First-year Teacher/Mentor TRIAD Meeting

Initial Meeting in Fall

School _____

First-year Teacher _____

Date of Meeting _____

Mentor _____

Time of Meeting _____

Principal _____

Place of Meeting _____

	Plans for Meeting	Meeting notes
1	Greeting - <i>Acknowledge appreciation for everyone's involvement in the meeting</i>	
2	Go over requirements of the program-roles and responsibilities - <i>(see prior page)</i>	
3	Clarification of "firewall" - <i>(use suggested script on prior page)</i>	
4	<ul style="list-style-type: none"> • Ask principal to share his/her goals for the program • Ask what dates he/she wants the first-year teacher to be prepared for • Ask what other systems are in place to provide support for the first-year teacher <i>(ex. coaches, literacy experts, first-year teacher support meetings)</i> • Other expectations the principal has 	
5	Opportunity for first-year teacher to ask questions or provide input - <i>What questions do you have about the school, mentoring...?</i>	
6	Any other things to be addressed <i>Committees, other responsibilities...</i>	
7	Thank everyone in attendance	