

# SECOND TRIAD MEETING

**Date of meeting (usually at mid-year):**

## 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

*"I just want to take a minute to revisit something we talked about in our first meeting last fall and that is our responsibilities as far as evaluation. We want to restate that it is the principal's responsibility to SUPPORT AND EVALUATE and my responsibility is to SUPPORT only. The principal can share information with me that I can use to support you, but I do not share evaluative information with him/her. Does anyone have concerns or questions about that at this point in time?"*

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) Mentor shares any concerns with scheduling to meet the program requirements that the principal might help with <ul style="list-style-type: none"> <li>• Note the change to a minimum of 300 minutes required for PFT observations</li> </ul>	
3	Clarification of "firewall" - (use suggested mid-year script on prior page)	
4	<ul style="list-style-type: none"> <li>• Ask principal to share how he/she feels the program is working</li> <li>• Ask what upcoming dates he/she wants the first-year teacher to be prepared for</li> <li>• Other expectations the principal has</li> </ul>	
5	Opportunity for first-year teacher to ask questions or provide input- How are things going with the program? Ex. Questions about visits to observe other teachers . . .	
6	Any other things to be addressed (from principal, mentor, or first-year teacher)	
7	Thank everyone in attendance	



# Administrator/First-year Teacher/Mentor TRIAD Meeting



School \_\_\_\_\_

First-year Teacher \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Mentor \_\_\_\_\_

Time of Meeting \_\_\_\_\_

Principal \_\_\_\_\_

Place of Meeting \_\_\_\_\_

	<b>Plans for Meeting</b>	<b>Meeting notes</b>
<b>1</b>	Greeting - Acknowledge appreciation for everyone's involvement in the meeting	
<b>2</b>	Go over requirements of the program, roles and responsibilities - (see prior page) <i>Mentor shares any concerns with scheduling to meet the program requirements that the principal might help with</i> <ul style="list-style-type: none"> <li>• <b>Note the change to a minimum of 180 minutes required for FYT observations</b></li> </ul>	
<b>3</b>	Clarification of "firewall" - (use suggested mid-year script on prior page)	
<b>4</b>	<ul style="list-style-type: none"> <li>• Ask principal to share how he/she feels the program is working</li> <li>• Ask what upcoming dates he/she wants the first-year teacher to be prepared for</li> <li>• Other expectations the principal has</li> </ul>	
<b>5</b>	Opportunity for first-year teacher to ask questions or provide input- <i>How are things going with the program?</i> <i>Ex. Questions about visits to observe other teachers.</i>	
<b>6</b>	Any other things to be addressed <i>(from principal, mentor, or first-year teacher)</i>	
<b>7</b>	Thank everyone in attendance	