

- District Presentation
- Determination of District LEA
- Identification of participating schools
- Identification of coordinator and leadership team at each school
- Leadership Team meets – Start Action Plan Discussion with team
- Comprehensive Training for school Leadership Team
 - Identify your school coordinator
 - Mentor Identification - Monitored by Leadership team at school
 - Use Rubric checklist to help interview possible mentors
 - Invite Mentors to participate in summer training prior to schools' end
- Determine what dates you prefer for Mentor Training (we prefer to begin Mentor training during the summer – but will continue into the fall as necessary)
- Coordinators Training – Prior to school beginning
- Introduce Check and Connect to school administration and school staff (first 2 weeks)
- Set launch date and generate calendar of C & C meetings (x 2 per month for the school year)
 - Coordinator to copy SPDG with Agenda and calendar
- Mentor Training
- Mentor/mentee matches
- Mentee parent permission signed
- Mentor “Check” and record baseline data -
- Mentor and Mentee 1st meeting – introductions
- Mentors check data weekly , meet with mentee weekly, and update monitoring form weekly
- Begin Mentor/Coordinator meetings –First to occur within two weeks of launch (required)
 - Create Agenda – email out to all mentors – copy Lael and Lynn
 - Implementation questions and questions regarding monitoring sheet
 - Providing C D at least once a month
 - C & C team meetings- 2 meetings per month attendance required
- Mentors email completed monitoring form to coordinator by the end of each month
- Coordinator compiles summary of data and sends to SPDG
- SPDG Technical Assistance to attend Coordinator/Mentor meeting (within the 1st 2 months of implementation)
- Coordinator self-assessment – (drives agenda for Coordinator retreat)
- Mid-Year Coordinators Retreat (January)
- March – Begin Mentor self- assessments – Coordinators email out to all mentors - discuss in Mentor meeting
- May – Coordinator reviews Mentors with ratings
- May - Project Manager reviews Coordinator with ratings
- Refresher blasts for mentors (June)
- Train the Trainer TTT (July and August)
- Coordinators Retreat (August)
- New mentor training – bring on new mentors
- YEAR 2