

DECISION POINTS CHECKLIST

This checklist is designed to assist in exchanging information and generating ideas in planning the mentoring year. Check the column if it was discussed and make notes regarding interest and/or expected action.

DECISION POINTS	YES	NOTES/ACTIONS
Communication Plans		
Preferred type: phone, email, fax, other		
Best time to be reached		
Frequency of communication		
Visit is planned, when & where		
Reflection practices planned		
Possible Areas of Collaboration		
Classroom management		
Time management		
Managing work load		
Classroom instruction/learning activities		
Technology		
Accountability		
Socio-cultural awareness		
Student motivation		
Handling solitary work environment		
Working with parents and colleagues		
Program area resources		
Additional Areas		
State reporting		
Certification requirements		
Student organization		
Record keeping		
Professional organizations		
Cooperative strategies, if relevant		

Mentoring Partner contact information _____

Contact Expert(s) with contact information assigned to our team _____

DESE Staff contact information _____