

# CTE Teacher Mentoring Program Calendar



## General Information

- The Moodle course is available on the ISBE CTE Connects webpage.
- ISBE office hours will be held monthly. They are optional to attend and can be joined at any time within the time frame.
- ISBE webinars are required for program participants but also open to any CTE teacher wishing to attend.
- In-person events help to establish a foundation of mentorship. Please make every effort to attend in-person events. If it is not possible, we will arrange for a make-up virtual session.
- One-to-one meetings between mentors and mentees should be held at least once per month at a mutually convenient time and can be conducted via phone, virtual meetings, etc.

## Year One

|      | Important Dates & Topics                                                                  | Mentor Expectations                                                                   | Mentee Expectations                                                                                                                                                                          |
|------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July | <b>July 28, 2026</b><br><a href="#">IACTE</a> Back-to-School Retreat<br>(in-person event) | <ul style="list-style-type: none"><li>• Attend IACTE Back-to-School Retreat</li></ul> | <ul style="list-style-type: none"><li>• Attend IACTE Back-to-School Retreat</li><li>• Define goals for program</li><li>• Complete self-assessment and First 30 Days Plan worksheet</li></ul> |

|           | Important Dates & Topics                                                                                                                                                                                | Mentor Expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Mentee Expectations                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August    | <p><b>Discussion Topic: Classroom Management &amp; Lab Safety</b></p> <p><b>Aug. 25, 2026, 3-4 p.m.</b><br/>ISBE office hour (optional attendance)</p>                                                  | <ul style="list-style-type: none"> <li>• Connect with mentee by proactively scheduling a mutually convenient time to discuss First 30 Days Plan, which includes unit and lesson planning, classroom management tips, lab safety (as applicable), syllabus, and helpful contacts at school/nearby</li> <li>• Complete discussion board post and feedback</li> <li>• Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul> | <ul style="list-style-type: none"> <li>• Meet with mentor to discuss First 30 Days Plan, which includes unit and lesson planning, classroom management tips, lab safety (as applicable), syllabus, and helpful contacts at school/nearby</li> <li>• Complete discussion board and classroom activity (school contacts)</li> <li>• Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul>            |
| September | <p><b>Sept. 15, 2026, 3:30-4:30 p.m.</b><br/>ISBE webinar: "Differentiated Instruction + 504s and IEPs explained"</p> <p><b>Sept. 29, 2026, 3-4 p.m.</b><br/>ISBE office hour (optional attendance)</p> | <ul style="list-style-type: none"> <li>• Attend ISBE webinar and networking session and complete feedback exit slip</li> <li>• Reflect on webinar content with mentee and discuss best practices for communication with families to prepare for fall conferences</li> <li>• Complete discussion board post and feedback</li> <li>• Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Attend ISBE webinar and networking session and complete feedback exit slip</li> <li>• Reflect on webinar content with mentor and discuss best practices for communication with families to prepare for fall conferences</li> <li>• Complete discussion board post and classroom activity</li> <li>• Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul> |

|          | Important Dates & Topics                                                                                                                                                                        | Mentor Expectations                                                                                                                                                                                                                                                                                                                                  | Mentee Expectations                                                                                                                                                                                                                                                                                                                           |
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| October  | <b>Discussion Topic: Student Engagement &amp; Assessment</b><br><br><b>Oct. 27, 2026, 3-4 p.m.</b><br>ISBE office hour (optional attendance)                                                    | <ul style="list-style-type: none"> <li>Proactively schedule a mutually convenient time to meet to discuss student engagement and assessment</li> <li>Complete discussion board post and feedback</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul>                                          | <ul style="list-style-type: none"> <li>Meet with mentor to discuss student engagement and assessment</li> <li>Complete discussion board post and classroom activity</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul>                                                                |
|          | <b>Discussion Topic: Adolescent Psychology &amp; Effective Communication</b><br><br><b>Nov. 17, 2026, 3-4 p.m.</b><br>ISBE office hour (optional attendance; date adjusted due to Thanksgiving) | <ul style="list-style-type: none"> <li>Proactively schedule a mutually convenient time to connect with mentee to discuss adolescent psychology and check in on how the year is going</li> <li>Complete discussion board post and feedback</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul> | <ul style="list-style-type: none"> <li>Connect with mentor to share any challenges and/or questions about classroom management and reflect on how the year is going</li> <li>Complete discussion board post and classroom activity</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul> |
| December | <b>Dec. 15, 2026, 3-4 p.m.</b><br>ISBE office hour (optional attendance; date adjusted due to Christmas break)                                                                                  | <ul style="list-style-type: none"> <li>Optional: Check in with mentee to discuss any priority topics</li> <li>Complete discussion board post and feedback; review progress toward goals</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul>                                                   | <ul style="list-style-type: none"> <li>Optional: Check in with mentor to share any priority items or questions</li> <li>Complete discussion board post and feedback; reflect on progress toward goals</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul>                              |

|          | Important Dates & Topics                                                                                                                                                                         | Mentor Expectations                                                                                                                                                                                                                                                                                                                            | Mentee Expectations                                                                                                                                                                                                                                                                                                                                      |
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| January  | <b>Jan. 12, 2027, 3:30–4:30 p.m.</b><br>ISBE webinar: “Teacher Evaluations: What to Expect – Including Reflections and Examples of What Can Be Used for Evidence” with time after for networking | <ul style="list-style-type: none"> <li>• Attend ISBE webinar and networking session</li> <li>• Reflect on webinar content with mentee</li> <li>• Complete mid-point survey</li> <li>• Complete discussion board post and feedback</li> <li>• Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul> | <ul style="list-style-type: none"> <li>• Attend ISBE webinar and networking session</li> <li>• Reflect on webinar content with mentor</li> <li>• Complete mid-point survey</li> <li>• Complete discussion board post and classroom activity</li> <li>• Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul> |
|          | <b>Jan. 26, 2027, 3–4 p.m.</b><br>ISBE office hour (optional attendance)                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                          |
| February | <b>Feb. 17–19, 2027</b><br>IACTE Annual Conference (in-person event)                                                                                                                             | <ul style="list-style-type: none"> <li>• Connect with mentee during IACTE conference or proactively schedule a mutually convenient time to meet</li> <li>• Complete discussion board post and feedback</li> <li>• Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul>                            | <ul style="list-style-type: none"> <li>• Meet with mentor during IACTE conference or during a mutually convenient time</li> <li>• Complete discussion board post and feedback</li> <li>• Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul>                                                               |
|          | <b>Feb. 23, 2027, 3–4 p.m.</b><br>ISBE office hour (optional attendance)                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                          |
| March    | <b>March 9, 2027, 3:30–4:30 p.m.</b><br>ISBE webinar: “CTSOs + Intro to Work-Based Learning” with time after for networking                                                                      | <ul style="list-style-type: none"> <li>• Attend ISBE webinar and networking session</li> <li>• Reflect on webinar content with mentee</li> <li>• Complete discussion board post and feedback</li> <li>• Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Attend ISBE webinar and networking session</li> <li>• Reflect on webinar content with mentor</li> <li>• Complete discussion board post and classroom activity</li> <li>• Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul>                                      |
|          | <b>March 30, 2027, 3–4 p.m.</b><br>ISBE office hour (optional attendance)                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                          |

|       | Important Dates & Topics                                                                                                                                                                                                                                                    | Mentor Expectations                                                                                                                                                                                                                                                                                 | Mentee Expectations                                                                                                                                                                                                                                                                                   |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April | <b>Discussion Topic: Connecting with Industry</b><br><br><b>April 27, 2027, 3-4 p.m.</b><br>ISBE office hour (optional attendance)                                                                                                                                          | <ul style="list-style-type: none"> <li>Proactively schedule a mutually convenient time to meet to discuss connecting with industry</li> <li>Complete discussion board post and feedback</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul>  | <ul style="list-style-type: none"> <li>Meet with mentor to discuss connecting with industry</li> <li>Complete discussion board post and classroom activity</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul>                                 |
|       | <b>Discussion Topic: Reflection &amp; Planning</b><br><br>Career Connections Conference (in-person event) <ul style="list-style-type: none"> <li>Dates to be determined</li> </ul> <b>May 25, 2027, 3:30-4:30 p.m.</b><br>ISBE webinar: Year One reflection and celebration | <ul style="list-style-type: none"> <li>Proactively schedule a mutually convenient time to meet to reflect on the year and begin planning for next year</li> <li>Complete annual survey and reflect on goal progress; celebrate mentee's accomplishments</li> <li>Attend year-end webinar</li> </ul> | <ul style="list-style-type: none"> <li>Meet with mentor to reflect on what went well this year and what to do differently next year and begin planning for next year</li> <li>Complete annual survey and reflect on goal progress and goals for next year</li> <li>Attend year-end webinar</li> </ul> |
| June  | <b>Discussion Topic: Summer Break</b><br><br><b>June 29, 2027, 10-11 a.m.</b><br>ISBE office hour (optional attendance)                                                                                                                                                     | <ul style="list-style-type: none"> <li>Optional: Meet with mentee</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul>                                                                                                                        | <ul style="list-style-type: none"> <li>Optional: Meet with mentor</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul>                                                                                                                          |
| July  | <b>Discussion Topic: Back-to-School Retreat</b><br>(in-person event)<br><br><b>July 27, 2027, 10-11 a.m.</b><br>ISBE office hour (optional attendance)                                                                                                                      | <ul style="list-style-type: none"> <li>Attend Back-to-School Retreat</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentee)</li> </ul>                                                                                                                     | <ul style="list-style-type: none"> <li>Attend Back-to-School Retreat</li> <li>Optional: Attend ISBE office hour (can be attended in addition to meeting with mentor)</li> </ul>                                                                                                                       |

## **Year Two**

Year Two will be shaped by annual survey results, requests from mentors/mentees, and insights from Year One, including opportunities to dig deeper into topics covered during Year One.

Potential webinars and topic suggestions for Year Two include the following:

### **ISBE Webinars**

- Assessing student learning
- Problem-based learning
- Best practices for CTE advisory boards
- Incorporating math and reading in CTE
- CTE programs: courses and matrices

### **Mentor/Mentee Topics**

- Effective strategies to differentiate and personalize instruction
- Problem-based learning
- Marketing your CTE program
- Professional growth and leadership