

End-of-the-Year Meeting Planner

Create the agenda in the space below for your End-of-the Year Meetings. Consider:

- What must get done, according to regulations?
- What must get done according to the district APPR plan?
- What are *your* goals for these meetings?
- What might the teacher want from these meetings?
- How can this meeting contribute to next year?
 - The “biggies” from this year
 - Instruction
 - Culture
 - Other
 - The “biggies” for next year
 - Instruction
 - Culture
 - Other
- In what order should you proceed?
- What are the record-keeping processes that must be followed?