**Guidance for End-of-Year Meetings**

**By May 10 (or other appropriate, district-wide date)**

* Make sure all of the evidence you have collected for your teachers is uploaded in the appropriate platform.
* Review evidence for each of your teachers (both evidence you collected as well as evidence teachers have submitted)
* Identify Standards that have little or no evidence inputted
* Communicate with your teachers about the Standards and Elements that need more evidence. Indicate whether evidence has to be collected for every Standard, Element, or Indicator.
* Remind teachers that the last day for submitting evidence into the appropriate platform is June 1. The purpose of this is to allow time to prepare for end-of-year meetings.

**By May 21 (or other appropriate, district-wide date)**

* Conduct a faculty meeting where you review what teachers can expect for end of the year meetings. Use district-wide set of PowerPoint slides in order to ensure consistency.

**By May 30 (or other appropriate, district-wide date)**

* Using the appropriate medium, schedule a time with each of your teachers for the End of Year Meeting between June 3rd and June 24th (insert your own deadlines). Schedule at least 45 minutes per teacher.
* When you do so, remind teachers to complete the End-of-the-Year Meeting Form (or any other required documentation).
* Ask the teacher to complete the form and submit it in in the appropriate platform at least seven days before the end of year meeting.

**Prior to Each Teacher’s End-of-the-Year Meeting**

* Review all of the evidence. Complete and submit the *Summative Evaluation Report* (or other comparable form) at least three days prior to the end of the year meeting so the teacher can review it before the meeting.
* Determine which parts of the rubric you would like to discuss during the end of the year meeting. You will not have time to review every piece of evidence in the rubric with the teacher. Select parts of the rubric to discuss that identify the teacher’s areas of strength as well as areas for growth.
* Review the teachers’ SLOs and LATs. Student Scores will be emailed to administrators after scoring of the summative assessments. Clerical staff should input the scores into the student roster for your review.
* Determine how many points out of twenty the teacher earned on the SLO and LAT and input the information into the Summative Score Report.
* If a teacher has students who are taking the 3-8 assessments or Regents exams, you will not be able to provide the teacher with the overall score until those results are received. However, you should meet with them and provide them with the points they will receive on the rubric as well as the LAT.

**Guidance for End of Year Meetings**

* Begin with acknowledging that this is a new process. Consider sharing that one of the benefits of the new process is more teacher input via submitting evidence.
* Use the End-of-the-Year Meeting Form (or other locally developed form) to guide your conversation.

Start off with comments designed to keep the emphasis on student learning. An examination of the SLOs and LATs is appropriate at this time, but don’t limit the conversation about student learning to just the SLOs and LATs.

Be prepared to discuss parts of the rubric that identifies strengths for the teacher as well as areas of growth. You will not have time to review every piece of evidence so it is important prioritize prior to the meeting. Invite the teacher to do the same.

Ask the teacher which part of the rubric he/she would like to discuss.

Look ahead to next year. What might be some goals for next year?

* Review the Summative Score Report with the portions that are complete. *Note: If the summative score is developing or ineffective, the teacher will need to go on an improvement plan. Be prepared to review the process at this meeting. Schedule a meeting to develop the improvement plan before the end of the year. The plan is not required to be finalized until ten days into the next school year; however, it is highly recommended that the plan be in place before the end of this school year so that you and the teacher can start working on it.*
* Thank the teacher for being a partner in the evaluation process with you and be sure to emphasize the focus on continuous improvement rather than a score.