

Scaffolding the Summative Conference

Educator's Name:

Educator's Evaluation Cycle...	Probationary / Temporary	Supervisor-Directed Goals or POAI**	Contract
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*Observation and conference requirements may be adjusted with prior approval from Human Resources.

**Supervisor-Directed Goals/POAI conference requirements may vary. This scaffolding worksheet may not apply. Please contact Human Resources for additional information.

Phase	Agenda Items / Questions	Conference Notes
Activating & Engaging	<ol style="list-style-type: none"> 1. Welcome / Greeting / Overview of Conference Structure 2. Opening Reflection Questions <i>(for examples, see reverse side)</i> <ol style="list-style-type: none"> a. b. 	
Exploring & Discovering	<ol style="list-style-type: none"> 3. Discuss Goals (PGG & SLGs) <ol style="list-style-type: none"> a. Professional Growth Goal <ol style="list-style-type: none"> i. Goal Progress / Completion? ii. Evidence of Progress / Completion Submitted? iii. Implications for Remaining Year? <i>(use open-ended questioning)</i> b. Student Learning Goals (SLGs) <ol style="list-style-type: none"> i. Goal Progress / Completion? ii. Implications for Remaining Year? <i>(use open-ended questioning)</i> c. Introduce End-of-Year Goal Reflection Form and SLG Scoring Table <ol style="list-style-type: none"> i. End-of-Year Reflection is located in TalentED Perform ii. Remind Educator to Include Student Data in SLG Reflections 4. Review Summative Evaluation / Administrator Assessment <ol style="list-style-type: none"> a. Discuss Recurring Themes / Successes / Opportunities b. <i>If Summative Evaluation:</i> Review Comments on Overall Standards Rated "Does Not Meet", "Developing Proficiency", and "Exceeds". c. Remind Educator to Electronically Sign in TalentED Perform 	
Organizing & Integrating	<ol style="list-style-type: none"> 5. Closing Reflection Questions <i>(for examples, see reverse side)</i> <ol style="list-style-type: none"> a. b. 6. Discuss PDU Completion <i>(SKPS recommends earning at least 25 PDUs / year)</i> 7. Next Steps / Closing / Thanks 	

Sample Reflection Questions

Please Note: Examples below are presented as a guide and are not “all-inclusive”. Please feel free to create and utilize your own questions.

Opening Reflection Questions

- As you reflect upon the year, what are some things that come to mind?
- Thinking back over the school year, what has been particularly satisfying?
- Thinking back over the school year, what are some things that have raised questions for you?
- Recalling the year, what personal or student accomplishment(s) have you been most proud of?
- What are some topics that would be helpful to discuss during our conversation today?
- What stands out to you as you reflect upon the feedback you have received this year?

Sample Lead-Ins for Custom Questions

As you reflect... ?

What are... ?

Thinking back... ?

How has... ?

Closing Reflection Questions

- What are some big ideas that you are taking away from our conference today?
- Reflecting upon the year (and our conference today), what are some new connections (about students, curriculum, instruction) that you are making?
- What are some things that you are taking away from today that will influence your practice in the future?
- How will you use our conversation today to adapt or adjust your strategies for attaining your professional and student learning goals?
- Looking ahead to the remaining year, what personal or student accomplishment(s) do you most hope to achieve? How will our conversation today influence those accomplishments?

Sample Lead-Ins for Custom Questions

As you reflect... ?

What are... ?

What do you envision... ?

How might you predict... ?