Guidelines for Conference Discussion

Practice
Using documentation (observation reports, teacher reflection, etc.) and citing specific evidence, identify and discuss:

☐ 1-3 areas of strength
☐ 1-3 areas for improvement

Student Growth Objectives
Using completed SGO forms and supporting documentation (assessment results, etc.), discuss:

☐ Successes and challenges of SGO process
☐ Lessons from SGOs about teaching and student learning
☐ Steps to improve SGOs for next year

Professional Development Plan (PDP)
Using the current PDP, discuss strategies for improving performance next year, such as:

☐ Successes and challenges on this year’s PDP
☐ Areas of professional development linked to information from evaluation
☐ Components and implementation of a Corrective Action Plan (CAP) where warranted

Median Student Growth Percentile
Use mSGP scores to discuss implications on summative evaluation and future professional goals

☐ Relationship between mSGP scores and other components of evaluation
☐ Impact of score for current observation scores and student achievement measures
☐ Implications of these data and summative evaluation for current PDP

Name
Signature
Date
Teacher
Evaluator

☐ Recommended for rehire (non-tenured)
☐ Recommended for continued employment (tenured)
☐ Placed on Corrective Action Plan

Optional Form from the New Jersey Department of Education (5-17)