

Annual Summary Conference Form

For Teachers Not Receiving a Median Student Growth Percentile (mSGP) Score

| Date | Name | School | Assignment | Years in District | Tenured (Y/N) |
|------|------|--------|------------|-------------------|---------------|
| | | | | | |

Summative Rating Scale

| | |
|---------------------|-------------|
| Highly Effective | 3.50 – 4.00 |
| Effective | 2.65 – 3.49 |
| Partially Effective | 1.85 – 2.64 |
| Ineffective | 1.00 – 1.84 |

| Practice Score (85%) | SGO Score* (15%) | Summative Rating |
|----------------------|------------------|------------------|
| | | |

*Average score of two SGOs

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 (SGOs)

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) if warranted

Teacher Name

Teacher Signature

Date

Educator Name

Educator Signature

Date

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