**Purpose:** Conduct a collaborative conversation between teachers and administrators about the final results of SLGs and PPG selected for this school year. This should include a discussion of the goals, outcomes, effectiveness of strategies, new learning, and modifications for the future.

**Timeline:** Conferences Completed by June 12th , All forms entered into Talent Ed by June 30th

**Guiding Questions for 2 Student Learning & Growth Goals (included in the form on TalentEd)**

Student Learning and Growth Goal (copy from initial)

Data Collected (Bring baseline, mid-year, and current data to the goal conference)

* What type of data did you collect? (describe and/or name the assessments)
* Formal/Informal

Data Statements

* What is the data telling you?
* Be Specific and enter number of students in each statement
* \_\_\_\_ students met the goal.
* \_\_\_\_ students did not meet the goal.
* \_\_\_\_ students made zero or negative progress toward the goal.

Reflection on Results

* Overall, what worked or what refinements should be made?
* Do you notice any trends in subgroups?

Strategies Used

* What strategies did you use?
* Were your strategies effective?
* Did you use different strategies for subgroups?

Professional Growth Plan Implications

* How can you use these results to support your professional growth?

**Guiding Questions for 1 Professional Growth Goal (included in the form on TalentEd)**

Professional Growth Goal (copy from initial)

Activities

* What activities, strategies, or professional learning opportunities have you completed so far? (Remember: this could be a 2-year goal. In this case, the end of year conference is a mid-point check)

Personal Learning

* What has been your personal learning from the above activities that relates to the goal?

Impact on Student Learning

* How have the above activities improved student learning?

Moving Forward

* Will you continue working on this goal next year? Why or why not?
* What new learning do you think you need to be successful in growing professionally

\*\* The professional goal may be talked about during the group PLT conference, or at a separate time. This is at the discretion of the teacher.

**Intact Groups –**

* Include all students in your classes (majority of assignment for secondary) who were with you at the beginning of the year in time to take the pre-assessment, (This time frame should at minimum contain all of September) and are enrolled to take the end-of-year assessment (end of May).
* Attendance impact and other factors can be noted on the data sheet, and discussed, but these do not exclude students who are a part of the intact group. If you had students who were with you for the pre-assessment, moved, then returned for the end-of-year assessment, discuss this with your administrator.
* Teacher may NOT selectively choose students to not include such as those on an IEP or with a low ELP level. This guidance is clear, and has not changed since last year.

**A Step-by-Step Guide to End of Year/Summative Conferences**

**David Douglas School District**

**Prior to the Conference – To be completed by the Educator**

|  | **Task** | **Tool** |
| --- | --- | --- |
|  | Collect and Organize Artifacts for Professional Practices & Responsibilities |  |
|  | Complete Self-Assessment (attach/cite artifacts or evidence for any exemplary ratings) | TalentEd Form |
|  | Collect and Organize Data for SLG Goals | Excel Spreadsheet |
|  | Review Each SLG Goal Using the Quality Review Checklist | SLG Worksheet |
|  | Rate Each SLG Goal Using the State Scoring Guide | SLG Worksheet |
|  | Complete and Submit the End of Year Goal Form in TalentEd (attach data and SLG worksheet) | TalentEd Form |

**Prior to the Conference – To be completed by the Supervisor/Evaluator**

|  | **Task** | **Tool** |
| --- | --- | --- |
|  | Complete all observation reports – formal/mini | TalentEd Forms |
|  | Review the educator’s self-assessment and artifacts/evidence | TalentEd and submitted files |
|  | Review the educator’s end of year goal form, SLG worksheet, and data | TalentEd Form & attachments |
|  | Complete the Summative Evaluation form (if a summative year) in TalentEd using all collected artifacts and evidence | TalentEd Forms & Oregon Matrix |

**During the End of Year Conference (non-summative)**

* Review & Discuss Goals – End of year results and reflections
* Discuss Professional Growth Path for the coming yearß

**During the Summative Conference**

* Review & Discuss Goals – End of year results and reflections
* Review & Discuss Summative Evaluation Form, Summative Rating, and Professional Growth Path for the coming year