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Minnesota Department of Education

Summative Evaluator Planning Guide—
Summative Conference and End of Annual Cycle Activities

One-Two Months before Conferences

- ☐ Prepare teachers for summative conferences. [See "Teacher Planning and Reflection Guide—End of Annual Cycle Activities"]
- ☐ Establish and communicate due dates to teachers.
    - Self-Assessment and Peer Review forms due: _____
    - (Optional) Teacher Portfolios due: _____
    - Student Learning Goal—Assessment results due: _____
- ☐ Schedule summative conference meetings with teachers.
- ☐ Finalize remaining points of contact.
- ☐ (when available) Review results of shared performance goals with appropriate team(s), assign shared performance goal rating, and communicate results.

One-Two Weeks before Conferences

- ☐ Collect and organize all evidence and rubrics
    - Teacher Practice evidence
        - points of contact
        - self-assessment and peer review forms
        - teacher portfolio
    - Student Engagement evidence
        - survey results
        - additional evidence
    - Student Learning and Achievement evidence (as available)
        - shared performance goal results
        - class goal results
        - targeted need goal results
        - value-added results
- ☐ Prepare for conference by reviewing evidence, drafting an initial performance rating, feedback, and next steps. See optional worksheet below.
- ☐ Confirm meeting date and time with teachers. Encourage teachers to use "Teacher Planning and Reflection Guide" to prepare for the conference.

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- ☐ Review conference script. Identify and prioritize questions based on your evidence review.

After Summative Conference (as needed)

- ☐ Finalize component and summative ratings once all assessment data is made available.
- ☐ Conduct follow-up conferences as needed.

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Summative Conference—Planning Worksheet

Evidence	Initial performance rating	Feedback & Questions to Ask	Next steps

TEACHER: _____ **COMPONENT:** _____