**MID-YEAR CONFERENCE ROLES**

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| **SUPERINTENDENT/DESIGNEE ROLE** |
| **BEFORE** | **DURING** | **AFTER** |
| I will:* Schedule mid-year review conferences or include them in a site visit
* Review evidence already collected on the standards
* Review your progress and reflections regarding goals/plans prior to the conference
 | I will:* Ask key questions to encourage discussion and to get background information about the goal
* Provide specific, evidence-based feedback on the goals and plans
* Share current evidence aligned with the standards and identifies any evidence needed prior to summative
* Collaborate with the you on any changes needed to the plan
* Collaborate with you to ensure success of the goals
 | I will:* Analyze goals/plans from across the district to mobilize resources and support
* Follow up with committed support
* Review any plans that needed revision and provide additional support
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| **PRINCIPAL ROLE** |
| **BEFORE** | **DURING** | **AFTER** |
| You will: * Collect and analyze student performance data for student growth goal
* Complete activities outlined in Student Growth Action Plan
* Complete activities outlined in PG Action Plan.
* Reflect upon results and plans to discuss refinements needed with me during mid-year review conference
 | You will:* Share goals/plans with me
* Share reflection regarding impact of student growth plan and PG plan on professional practice and student results
* Collaborate together on incorporating feedback to improve plans
 | You will:* Make any changes and resubmits plans if needed
* Create a way to collect data and reflect on progress throughout the year
* Continue to implement plans
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