

APGP Meeting Protocols

APGP Planning Meeting

When: Before the school year begins

Who: School-level administrator and supervisor

Time: 30 minutes (could be combined with evaluation preparation and portfolio preparation meeting)

Preparation: Administrator drafts SMART goals and sends goals to supervisor for review.

Review the questions outlined the guidebook. This 30-minute conversation will allow the administrator and supervisor to finalize goals and identify supports for learning. The following questions might be addressed:

- What are the appropriate goals for learning?
- How well are the SMART goals written?
- What supports or resources are needed for the APGP?

After finalizing SMART goals and agreeing to the APGP, the administrator and supervisor should sign forms.

Midyear Check-In Meeting

When: By December 20 of each academic year

Who: School-level administrator and supervisor

Time: 30 minutes (can be combined with check-in evaluation conference)

Preparation: Administrator adds information to the APGP form and collects evidence.

Review the questions outlined in the guidebook. This 30-minute conversation will allow the principal and evaluator to review the progress made toward the goals in addition to evidence collected to document growth in the goal. Principals and evaluators could consider the following questions during the goal-setting conference:

- What progress have you made toward your goals?
- Tell me about the activities you have completed this far and how they've affected your practice.
- Tell me about the evidence you have thus far that shows progress in achieving your goals.
- Are there any changes that need to be made to your APGP plan? If so, what?

After making any revisions, the principal and evaluator sign and date the APGP.

Note: Revisions to the APGP are made to ensure appropriate activities and evidence can be collected to show principal practice. Revisions should not be made because of limited progress made toward a goal.

Summative Meeting

When: During or just after the summative evaluation meeting

Who: Administrator and Supervisor

Time: 30 minutes (could be combined with the summative evaluation meeting)

Preparation: Administrator presents portfolio, to include APGP evidence. Supervisor evaluates the degree to which the APGP has been completed and learning has been applied.

Review questions in the guidebook. This 30-minute conversation will allow the principal and evaluator to review the progress made toward the goals in addition to evidence collected to document growth in the goal. The principal and evaluators could consider the following questions during the goal-setting conference:

- To what degree was the APGP completed?
- Tell me about the activities you have completed and how they've affected your practice.
- Tell me about the evidence that shows progress in achieving your goals.
- What is your self-rating of your implementation of your APGP?
- What did you learn from this process?

If the principal and evaluator disagree on the rating, the principal may provide additional explanation of the evidence. The evaluator makes a final decision about the rating and makes changes if appropriate.

- Discuss new areas for growth for the following year.
- After finalizing the PGP score, the principal and evaluator sign and date the APGP.