

Summative Meeting

The summative meeting between the principal and the supervisor is a time for both reflection and consideration of future goals. Prior to the meeting, the principal will complete a summative reflection providing evidence of progress toward goals. During the summative meeting, the principal and supervisor consider the principal's overall performance and progress toward attainment of goals. During the summative evaluation meeting, the principal and supervisor will review performance evidence and scores. At the end of the conversation, the principal and supervisor sign and date the checklist.

Checking on Progress

- Has the principal reviewed all ratings documents, which were delivered a minimum of three business days prior to the summative evaluation meeting?
- What questions does the principal have about the documents?
- What reflections does the principal have on his or her performance during the past year?
- What progress or growth occurred in terms of the principal being a school leader and manager?
- What performance challenges became apparent, and why did they become apparent?
- How well did the principal meet professional growth goals?

Checking on Scores

- On the basis of the evidence, what are apparent strengths in principal practice, according to the Five Essential Practices of School Leadership framework?
- On the basis of the evidence, what are some growing points in principal practice, according to the Five Essential Practices of School Leadership framework?
- To what degree does the principal agree with the strengths and growing points identified through the evaluation process?

Checking on the Process

- To what degree is the assessment accurate?
- To what degree was the assessment fair?
- How useful was the evaluation process?
- What could have been improved?