

## **Guiding Questions For Midyear Check-In Meeting**

The Mid-Year Check-In between the assistant principal and the principal provides an opportunity to monitor and adjust the assistant principal's progress with the portfolio, including the PGP, and allow the principal and assistant principal to discuss any adjustments to practice or resources needed to ensure that the assistant principal meets goals by the end of the year. The conversation will focus on supports needed rather than on changing the goals themselves. The conversation will include checks on the assistant principal's portfolio, PGP, school leadership time as reported, and the results of the first observation.

### **Checking on Portfolio Progress**

- Do the artifacts provide the expected evidence? Is the evidence clear? If not, what adaptations can be made so that the appropriate evidence will be collected?
- How do the artifacts collected at this point provide evidence about the assistant principal's mastery of all of the Essential Practices?
  - If the evidence suggests that the assistant principal is not demonstrating the practices, what changes in practice can the assistant principal make or what additional supports can the principal provide?
  - If the current artifacts suggest that not all Essential Practices will be covered, what changes can be made to ensure that sufficient evidence will be collected by the end of the year?
  - Are there steps that the assistant principal should take to change prior practice that would result in artifacts that provide stronger evidence?
- Checking on PGP Progress
  - Which learning activities has the assistant principal completed?
  - Are there any challenges to completing the learning activities?
  - What changes, if any, have occurred in the school and district environment that might affect the assistant principal's ability to meet goals by the end of the year?
  - Have the resources provided during the first semester proved helpful? What additional resources can the principal provide?
  - What evidence has been collected already to show the assistant principal's progress toward meeting the goals? What further evidence will be collected?
  - Do both the assistant principal and the principal feel that the assistant principal is on track to meet goals by the end of the year? If not, what changes can the assistant principal make or what additional supports can the principal provide to address concerns?

### **Planning for Evaluation Completion**

- If not already scheduled, when might be a good time for the principal to conduct a second observation?
- Has contact between the principal and the assistant principal gone according to plan? What concerns do the participants have about the nature of communication between them so far? Do plans for regular communication need to be adapted for the second semester?

**Closing**

- Is there anything that needs further clarification?
- Do both the assistant principal and the principal still understand and accept the plan?
- Are there any questions or concerns that need additional discussion at a later date?