

Minidoka County School District #331  
Mid-Year Summative Meeting Checklist[Type here]

Principal Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date of Midyear Check-In: \_\_\_\_\_ Date of Summative Meeting: \_\_\_\_\_

**650.00fg** Use the following chart to assess progress toward meeting each component. This work will include evidence from stakeholder feedback, artifacts, and possibly the initial observation. Evidence of progress toward meeting the DDM also should be included. Data may be available from benchmark or other formative assessments. The midyear performance progress check column may be used if the supervisor and principal choose to consider a formative rating score at midyear.

Standard	Midyear Check-In Evidence Collected and Comments	Midyear Performance Progress Check	Summative Meeting Evidence Collected and Comments
<b>Domain 1: School Climate</b>			
a. School Culture—Establishes a safe, collaborative, and supportive culture, ensuring all students are prepared successfully to meet the requirements for tomorrow’s careers and life endeavors			
b. Communication—Proactively communicates the vision and goals of the school or district, the plans for the future, and the successes and challenges to all stakeholders			
c. Advocacy—Advocates for education, the district and school, teachers, parents, and students that engenders school support and involvement			
<b>Domain 2: Collaborative Leadership</b>			
a. Shared Leadership—Fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and cultivates professional growth			

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b. Priority Management—Organizes time and delegates responsibilities to balance administrative and managerial, educational, and community leadership priorities			
c. Transparency—Seeks input from stakeholders and takes all perspectives into consideration when making decisions			
d. Leadership Renewal—Strives to improve leadership skills continuously through professional development, self-reflection, and use of input from others			
e. Accountability—Establishes high standards for professional, legal, ethical, and fiscal accountability for self and others			
<b>Domain 3: Instructional Leadership</b>			
a. Innovation—Seeks and implements innovative and effective solutions that comply with general and special education law			
b. Instructional Vision—Ensures that instruction is guided by a shared, research-based instructional vision that articulates what students do to learn the subject effectively			
c. High Expectations—Sets high expectations for all students academically, behaviorally, and in all aspects of student well-being			
d. Continuous Improvement of Instruction—Aligns resources (i.e., professional development, allocation of teacher time, budget decisions), policies, and procedures (i.e., school improvement plans, teacher			

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evaluation) toward continuous improvement of instructional practice guided by the instructional vision			
e. Evaluation—Uses teacher and administrator evaluation and other formative feedback mechanisms to improve teacher and administrator effectiveness continuously			
f. Recruitment and Retention—Recruits and maintains high-quality staff			

**Midyear changes needed:**

**Midyear additional support needed:**

*Midyear: I have reviewed the IPLP and other related documents, including the checklist:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Summative: I have reviewed the IPLP and other related documents, including the checklist:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_