

## **Agenda for Initial Summative Conference With Novice and New Teachers**

This information is to be provided by the teacher and discussed with the assessor by November 1 of the Summative Assessment year.

### **Knowledge of Students** (*Evidence of Domain 1*)

Discuss the **techniques** you use to become knowledgeable about your students. Bring copies of interest inventories, questionnaires, or other **tools and activities** you have used to learn about your students

Briefly describe the **students** in your class including the cultural composition, ethnic background, and/or heritage, those with special needs, and/or those with limited English proficiency.

Briefly describe what you have learned about the **background knowledge and skills** of your students.

### **Classroom Management Procedures** (*Evidence of Domain 2*)

Explain the **classroom rules, procedures, and expectations** for student behavior in your classroom. (Optional evidence could include classroom rules chart, parent letter, class schedule(s), substitute teacher file, etc.)

Describe how these practices were established.

Describe what, if anything, an observer should know about the learning environment which may impact your students' learning.

Explain your **room arrangement and how it is working for teaching and learning**.

### **Verification of Mentoring** (*Required by state code*)

Confirm that a mentor has been assigned and that the appropriate mentoring materials can be accessed.