



## SAMPLE Agenda for the End of Year Review

8:00 a.m. - 8:15 a.m.	Meet and Greet
8:15 a.m. - 10:15 a.m.	Leadership Team Interview
10:15 a.m. - 11:00 a.m.	Classroom Observations
11:00 a.m. - 12:00 p.m.	Teacher Team Interview
12:00 p.m. - 1:00 p.m.	Lunch
1:00 p.m. - 2:00 p.m.	Classroom Observations
2:00 p.m. - 3:00 p.m.	Review of Evidence
3:00 p.m. - 4:30 p.m.	MDE Team Debrief

NOTE: Please list each interview group member and their position.

**Example:**

Leadership Team Interview:

- Jesse Lee – Superintendent
- Melissa Tell – Principal
- John Doe – Curriculum and Instruction Director
- Mary Yes – Algebra II Teacher

Teacher Team Interview:

- Jason Thomas – 5<sup>th</sup> grade ELA Teacher
- Missy Shannon – 2<sup>nd</sup> grade Teacher

The above agenda may be modified as necessary to accommodate your school day needs; however, the amount of time for each category MUST be kept the same as in the example.

- 2 hours – Leadership Team Interview
- 45 minutes – Classroom Observations (morning)
- 1 hour – Teacher Interview
- 1 hour – Classroom Observations (afternoon)
- 1 hour – Lunch

The 2:00 p.m. - 4:30 p.m. time should be reserved for the MDE team to review evidence and documentation and to debrief.