

At a Glance: Initial Planning Conference (IPC)

What:

The Initial Planning Conference (IPC) is a mandatory one-on-one meeting between the teacher and evaluator that occurs prior to any formal or informal classroom observations required by *Advance*.

During the IPC, the evaluator and teacher meet face-to-face to discuss expectations for the year ahead. There is no set length for an IPC.

When:

IPCs may be held between the first day teachers report (September 2, 2014) and the last Friday in October (October 31, 2014).

Evaluators and teachers schedule IPCs at mutually agreed-upon times. If a teacher does not agree with a proposed time, the teacher may decline and the evaluator should then request that the teacher identify an alternate appointment within a reasonable amount of time.

What happens during the IPC?

An IPC has several key outcomes:

- **Observation Selections: *New! As of September 15th, 2014***
The teacher selects Observation Option 1, 2, 3, or 4, and indicates whether observations can be video recorded. Refer to “*Advance Guide for Educators*” for information on options.
- **MOSL Discussion:** The teacher and evaluator discuss the teacher’s assessment results from last year, this year’s MOSL selections, and upcoming MOSL-related activities.
- **Teacher Improvement Plan (TIP):** Discuss the TIP with any teacher who received an overall *Advance* rating of “Developing” or “Ineffective” for school year 2013-14. Refer to “*TIP at a Glance*” for additional guidance for meeting the **September 17th deadline**.
- **Professional Goal-setting (Optional):** Before or during the IPC, the teacher may consider self-assessing on the Danielson *Framework* and prioritizing 2-4 formative professional goals for the school year. (Note: professional goal-setting at the IPC is at the teacher’s sole discretion.)
- **Pre-Observation Conference (Optional):** A teacher who selects Observation Option 1 may request that the IPC serve as his or her Pre-Observation Conference; if the evaluator grants this request, the IPC must occur between 1 and 20 days prior to the formal observation. An evaluator may also choose to hold the Pre-Observation Conference closer to when he or she plans to hold the observation.
- **MOTP Selection Form: *New! As of September 15th, 2014*** The teacher must complete and sign the MOTP Observation Option Selection form during the IPC. Note that as of September 15, there is an updated MOTP Observation Selection Form that includes Option 4. This form can be downloaded from the *Advance* Intranet and should be kept in the teacher’s personnel file as a record of the teacher’s observation selections.

Best Practices for IPCs

To have a successful conversation, it is recommended that teachers and evaluators:

- **Set and follow an agenda.**
Design an agenda that includes required elements and supports teachers in planning for the year ahead. IPCs are opportunities for teachers to ask questions and for evaluators to hear suggestions or concerns.
- **Ground the conversation in data.**
The IPC is an opportunity to discuss student data from previous years (including last year’s MOSL results), performance goals for students, and how *Advance* can support teachers to achieve these goals. Student data should drive the creation of teachers’ own optional formative professional goals.
- **Focus on development.**
Identify where the teacher can focus instructionally and share ideas about resources and supports.
- **Begin the professional conversation.**
The IPC is an important part of a supportive professional relationship between teacher and evaluator that will deepen over the year to support development.

What about teachers who completed the IPC prior to September 15?

- **New MOTP Observation Selection Form:** The IPC form for all teachers has been updated to include Option 4. The principal should ensure that all teachers, regardless of 2013-14 overall rating, affirm or change their choices on the updated form, sign it, and submit the form to be included in the personnel file.
- **Observation Option Change:** Teachers who received an overall rating of Effective, and whose IPCs have already been conducted, have two options:
 - If they wish to discuss the new option with their evaluator, they may request a meeting, and it shall be set at a mutually agreed upon time but no later than October 31. The Observation Selection Form shall be completed at this meeting, if held.
 - Teachers who received an overall rating of Effective in SY 2013-14 and who completed an IPC prior to the school's receipt of the updated form may also elect to affirm or change their observation option simply by completing the updated version of the form as described above.

Observation Option 3

Teachers with an overall "Highly Effective" rating in the previous year may choose Option 3, which includes:

- at least 3 informal observations that are used for evaluative purposes.
- agreeing to let colleagues observe their classroom at least three times during the school year, which the teacher and the principal will jointly schedule.

More resources related to best practices for peer observations will be shared on the *Advance* Intranet.

Observation Option 4

Teachers with an overall "Effective" rating in the previous year may choose Option 4, which includes:

- at least 4 informal observations that are used for evaluative purposes.