

Summative Conference

Frequently Asked Questions

A summative conference is an opportunity for the evaluator to commend overall areas of progress and focus on the areas in need of continued refinement for the educator.

1. *When should the summative conference be held?*

Before beginning observations for the current school year, evaluators should have summative conferences with all educators to review their evaluation results from the previous school year. Summative conferences should begin at the end of the school year to review professionalism scores and observation averages. Summative conferences should be completed at the beginning of the following school year when LOEs are finalized.

2. *What are the required components of the summative conference?*

Leaders should:

- discuss professionalism scores (during the last six weeks of school),
- share final qualitative data (observation score average),
- share final achievement score (if the data is not available, let the teacher know how the score will be calculated),
- review the growth measure chosen, and
- explain how the overall score (LOE) will be calculated.

The [TEAM LOE FAQ](#) may be a useful resource for summative conferences.

3. *How should the evaluator prepare for the upcoming summative conference?*

The evaluator should begin by identifying patterns in teaching practice by analyzing formative and summative data related to student growth. From that, the evaluator should identify specific strategies, based on the data analysis, that will help the educator improve student outcomes.

4. *How should the educator prepare for the upcoming summative conference?*

The educator should review the following data prior to the conference:

- Professionalism score data, including reinforcement and refinement areas
- Observation average data, including all domains observed throughout the year.
- Achievement measure data
- Growth measure data
- Overall LOE

5. *Where can I find resources to help me with a summative conference?*

An outline for the summative conference may be found on page 13 of the [Teacher Evaluator Handbook](#).
