US PREP
Renewing Educator Preparation

Partnership Governance Meetings

A Guide to Planning, Executing and Following-Up Partnership Governance Meetings

Overview of Sections Contained Within Guide

Planning and Preparation	Participants	Meeting Topics	Data Sharing and Analysis	Meeting Execution and Follow-up
How do we get started?	Who should attend/ be 'at the table'?	What are potential agenda topics?	What types of data might be shared and analyzed?	What is the meeting structure? Follow-up procedures?

Detailed Descriptions	
Planning and Preparation **How do we get started?**	**Meeting preparations to include the following:** ● District and university partners identify committed-dates and locations for 2 governance meetings per semester *(4 per year)* ● Coordinator shares/emails meeting *reminder* 1 week in advance of meeting ● Coordinator shares meeting agenda and welcomes additional input from participants 48 hours in advance of meeting ● Coordinator prepares materials (i.e. PowerPoint deck and hard copy handouts) for the meeting to minimally include: ○ Performance Assessment data (*scores and trending reinforcements & refinements)* ○ Walkthrough Observation data (*trending reinforcement & refinements)* ○ Co-teaching models (*occurrence, frequency, and types)* ○ Professionalism data ○ Mentor feedback summaries/trends ○ Mentor trainings topics ○ Current coursework overview

	Optimally, also consider:
	
	● Requesting district to prepare/provide materials for the meeting to potentially include:
	    ○ Disaggregated staff evaluation outcomes (*scores and trending reinforcements & refinements*)
	    ○ Recent PK-12 student achievement data outcomes (+-trends)
	    ○ PK-12 student and faculty demographic data
	    ○ Other pertinent materials

Who Should Attend? **Who should attend/ be 'at the table'?**	**Key stakeholder/participants to include:** ● Site Coordinator *(facilitator)* ● Provider Program Specialist ● Superintendent and Assistant Superintendent ● District leadership team member(s) (e.g. HR Director, Curriculum Director, *etc.*) ● Administrators from schools actively supporting/hosting Teacher Candidates ● Additional university leadership (e.g. Assistant Dean, Field Placement Director, *etc.*) **Optimally, also consider 1 or more of the following:** ● University and/or district 'guest speakers' (*Topic-dependent)* ● Panelists (*Topic-dependent)* ● Community Stakeholders ● 'Other(s)' as applicable

Potential Meeting Topics **What are potential agenda topics?**	**Agenda items may include a variety of the following:** ● *Data analysis ● Co-creation of mission and vision statements ● Co-creation/application of a written plan to jointly recruit teacher candidates who reflect district's K-12 student-body population ● Co-planning re: arranging for district staff members to provide TCs w/ (district-specific) professional development ● Co-creation of mutually agreeable expectations for candidate entry, preparation, and exit ● Collaboration re: co-selection training, evaluation, support, and retention of high-quality clinical educators/mentor teachers ● Planning to embed district curriculum materials within university methods classes ● Planning re: district leadership (administration, specialists, master/mentor teachers, etc.) to observe TCs and provide feedback ● Planning re: university instructors/coordinators observing (certified)instruction ● Planning re: recruitment/retaining of high quality mentors ● District items (i.e. testing dates, curriculum nights, etc.) ● Planning re: start or close of cohort (Meet & Greet/Graduation,etc.)
Data Sharing and Analysis **What types of data might be shared and analyzed?**	***TPP provides district partners with data:** ● Performance Assessment data (*scores and trending reinforcements & refinements)* ● Walkthrough Observation data (*trending reinforcement & refinements)* ● Co-teaching models (*occurrence, frequency, and types)* ● Professionalism data ● Mentor feedback summaries/trends ● Mentor effectiveness measures outcomes ***Optimally, district partners to also provide data:** ● Aggregate staff evaluation data/trends and professional development focuses ● PK-12 student achievement data and trends ● Student and staff demographic data

Meeting Execution and Follow-up **What is the meeting structure?** **Follow-up procedures?**	**Meeting facilitation includes:** • Clear preview of meeting agenda and objectives • District or university member captures minutes and pending next-steps/actions throughout meeting • Visuals to be provided throughout to support agenda items • Facilitator (Coordinator) provides information and data and *elicits feedback and input from attendees* • Facilitator (Coordinator) 'closes' meeting with a summary of what has been discussed and, reiterates time-bound, next-steps • Facilitator (Coordinator) shares *and elicits* possible agenda items for subsequent meeting • Date, time & location of subsequent meeting is articulated/confirmed Follow-up: • Facilitator (Coordinator) reviews and edits minutes, sends copy/link to all meeting-attendees w/in **48** hours post-meeting • 'Reminders' re: applicable time-bound next-steps
Optional Meeting Resources	*Note:* *Resources below can be accessed via embedded links.* *Click on, 'file' and select, 'make a copy' to create your own, useable version* • 'Revolving' Agenda Template • PowerPoint Template • Data Packet Sample