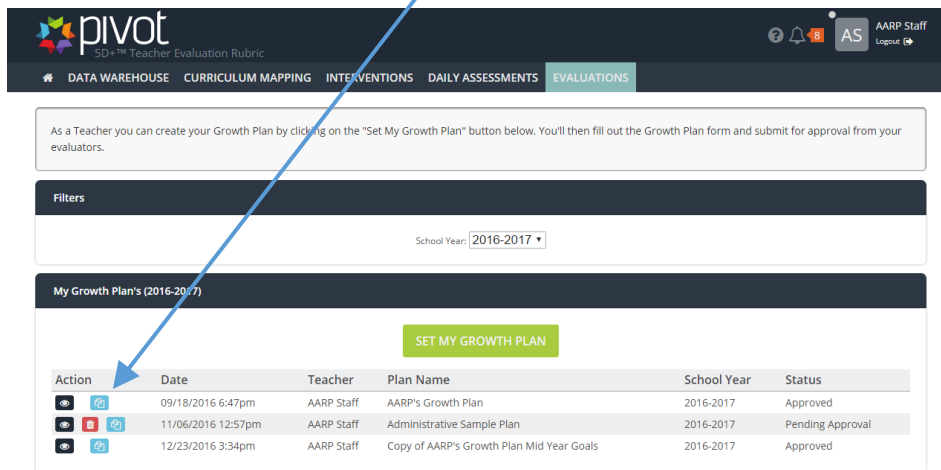


## Mid-Year Post Inquiry Cycle Conference and Progress Report in Pivot

After your 2<sup>nd</sup> Observation, but no later than January 31<sup>st</sup>, you will need to create a copy of your initial Growth Plan. We have found a way in Pivot to make this quick and easy (only five simple steps).

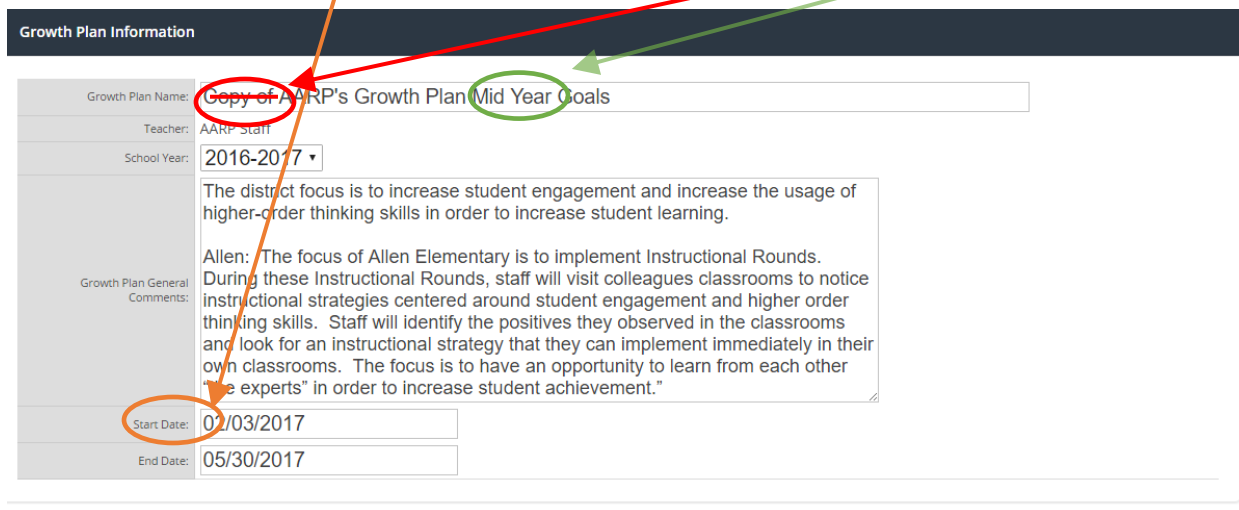
When you open your Growth Plan, there is a blue “Duplicate” button.



The screenshot shows the Pivot interface with the 'EVALUATIONS' tab selected. A blue arrow points to the 'Duplicate' button in the 'My Growth Plans (2016-2017)' table. The table has columns for Action, Date, Teacher, Plan Name, School Year, and Status. The 'SET MY GROWTH PLAN' button is highlighted in green.

Action	Date	Teacher	Plan Name	School Year	Status
	09/18/2016 6:47pm	AARP Staff	AARP's Growth Plan	2016-2017	Approved
	11/06/2016 12:57pm	AARP Staff	Administrative Sample Plan	2016-2017	Pending Approval
	12/23/2016 3:34pm	AARP Staff	Copy of AARP's Growth Plan Mid Year Goals	2016-2017	Approved

This will create and open an exact copy of your Growth Plan. You should change the name to include “Mid-Year” and change the start dates to January 31<sup>st</sup>. There are only two places where you will need to change the date; under “Growth Plan Information” and again under “Goals”. Also, delete the “Copy of” from the title.



The screenshot shows the 'Growth Plan Information' form. The 'Growth Plan Name' field contains 'Copy of AARP's Growth Plan Mid Year Goals'. The 'Start Date' field contains '01/03/2017'. The 'End Date' field contains '05/30/2017'. The 'Growth Plan General Comments' field contains text about increasing student engagement and using higher-order thinking skills.

**Growth Plan Information**

Growth Plan Name: Copy of AARP's Growth Plan Mid Year Goals

Teacher: AARP Staff

School Year: 2016-2017

Growth Plan General Comments: The district focus is to increase student engagement and increase the usage of higher-order thinking skills in order to increase student learning. Allen: The focus of Allen Elementary is to implement Instructional Rounds. During these Instructional Rounds, staff will visit colleagues classrooms to notice instructional strategies centered around student engagement and higher order thinking skills. Staff will identify the positives they observed in the classrooms and look for an instructional strategy that they can implement immediately in their own classrooms. The focus is to have an opportunity to learn from each other "the experts" in order to increase student achievement."

Start Date: 01/03/2017

End Date: 05/30/2017

Submit this for approval and you are done.

Your evaluator will use this plan when you meet to enter your feedback from your Mid-Year Post-Inquiry Cycle Conference. This will provide you with a written record of what was discussed to include:

1. When you met
2. Your progress toward your Areas of Focus and Student Growth Component
3. Any changes/additions to your Areas of Focus that you and your evaluator decide on\*
4. Any support/training that your evaluator might recommend to help you meet your goals
5. Any other comments/advice your evaluator thinks might help your achieve your goals

\*IF you and your evaluator decide on a change or addition to your Areas of Focus, your evaluator will “Request Revision” so you can make those changes in this Mid-Year Plan and resubmit for approval.

380.1249 Performance evaluation system for teachers and school administrators; requirements; posting information about evaluation tools on public website; effect of collective bargaining agreement; establishment and maintenance of list of teacher evaluation tools; rules; training to be paid from educator evaluation reserve fund; operation or applicability of MCL 380.1248 not affected; "teacher" defined.

Sec. 1249.

(2) The board of a school district or intermediate school district or board of directors of a public school academy shall ensure that the performance evaluation system for teachers meets all of the following:

(d) The performance evaluation system shall include a midyear progress report for a teacher who is in the first year of the probationary period prescribed by section 1 of article II of 1937 (Ex Sess) PA 4, MCL 38.81, or who received a rating of minimally effective or ineffective in his or her most recent annual year-end evaluation. The midyear progress report shall be used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist a teacher to improve. All of the following apply to the midyear progress report:

(i) The midyear progress report shall be based at least in part on student achievement.

(ii) The midyear progress report shall be aligned with the teacher's individualized development plan under subdivision (c).

(iii) The midyear progress report shall include specific performance goals for the remainder of the school year that are developed by the school administrator conducting the annual year-end evaluation or his or her designee and any recommended training identified by the school administrator or designee that would assist the teacher in meeting these goals. At the midyear progress report, the school administrator or designee shall develop, in consultation with the teacher, a written improvement plan that includes these goals and training and is designed to assist the teacher to improve his or her rating.