

**Teacher Preparation-School District
Governance Meetings**

U.S. PREP

Strong Partnerships

What do they look like?	Not look like?

Current Implementation of Partnership

Current level of implementation (1-4, 4=strong)	Notable Strengths	Notable Weaknesses

Governance Meeting Sample Agenda

1. Welcome Partners & Thank you!

2. Purpose of the Governance Meeting

- *To inform stakeholders of program status, and*
- *To allow for stakeholder input*
- *To engage district administrators in assessing how well the teacher preparation program is preparing graduates to teach in their schools. What are the strengths of the candidates? What are the areas for growth?*
- *Discuss unmet needs and evolving trends in K-12 teaching and learning. How can the teacher preparation program address these trends?*

3. Program Overview

- How many candidates are placed in the district?
- Describe the program (certification, length of student teaching, who supervises the students, coursework, etc.)

4. Data to be Collected and Shared:

- Walkthroughs
- Professionalism
- Performance Assessments/observation evaluations

5. How is the partnership going? What are the current district needs? How are our graduates performing? Is the current teacher preparation program adding value to the school district?

6. Recruitment opportunities

7. Schedule quarterly meetings for the year. Who should be in attendance?

Benefits to K-12 students and their families?

Benefits to principals and their teachers?

Benefits to the pre-service teachers?

Benefits to the teacher preparation program?

Preparation- Logistics

- Who will contact the district/stakeholders to schedule the meeting(s)?
- Who should be in attendance?
- Who will invite the participants?
- Where will the governance meeting take place?
- What technology will be needed?

Preparation-Content

- Who will create the agenda topics?
- What data will be shared?
- What materials/data/documents will the teacher preparation program need to prepare?
- What materials/data/documents will the district need to prepare?

Meeting Facilitation

- Who will facilitate the meeting?
- How will content be presented so that everyone participates in the discussion?
Who will document the minutes?

Meeting Follow-up

- Who will send out the minutes (within 48 hours)?
- Who will ensure that follow-up items are completed?
- Who will create the subsequent meeting agenda items?

