

Step 2: Review Support

1. What supports has the staff member already received? Check all that apply.

- Instructional coaching
- Professional development
- Modeling or demonstration lessons
- Informal feedback conversations
- Other: _____

2. What insights, concerns, or pushback do you anticipate?

3. Will additional support be offered or considered during the meeting?

- Yes. Describe:
- No

Step 3: Establish Measurable Expectations and Progress Monitoring Plan

1. What specific, measurable expectations will you communicate?

2. What evidence will you use to track progress? Check all that apply.

- Collaborative team meeting minutes and attendance logs
- Classroom observations
- Strategy implementation reflections
- Walkthrough notes
- Other: _____

3. What is your timeline for accountability?

Start date: _____ End date: _____

Check-in dates: _____