

Principal Fellow Check-in Agenda

Please use this document as a rolling agenda to refer back to throughout the 22-23 School Year.

PRINCIPAL FELLOW AGENDA TEMPLATE	Date:
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AGENDA ITEMS

Time	Discussion Topic	Discussion Leader
Standing Agenda Items (20 min. total)		
5 min. (total for both)	Bright Spots •	Leader
	Bright Spots •	Fellows
Deep Dive-Key Levers (25 min. total)		
25 min.	Deep Dive	Fellow

KEY OBSERVATIONS - TEACHER TRACKER (If Applicable)

TEACHER	GRADE & ROOM #	GOALS & NEXT STEPS	FELLOW / Host Principal/ OBSERVATION NOTES
		1)	
		1)	
		1)	

Fellow Development

Area of Focus	Feedback	Next Steps

Quick Hits (15 min. total)		
15 min. (total for all four topics)	Topic 1 •	Fellow 1
	Topic 2 •	Fellow 2
	Topic 3 •	Leader
	Topic 4 •	Leader
Next Steps (5 min. total): Fill out in template below		
5 min.	Next steps	

NEXT STEP	OWNER	DUE DATE	STATUS