**Administrator/PD’er Agenda Template**

8:30AM-10:30AM

Expected Outcomes:

* Establish a relationship based on the Partnership Principles
* Discuss importance of principal’s role in closing the achievement gap and SIM implementation
* Assess principal profile
* Jointly developing an administrator(s) PD plan

8:30-8:40: Getting to know your administrator (bring favorite non-alcoholic beverage)

* Breaking the ice, finding common ground/experiences/interests
* PD experiences (especially if he/she attended recent SIM workshop)

8:40-9:00: Closing the Achievement Gap Slides (emphasizing Administrator Leadership)

9:00-9:30: Principal Readiness Question Guide (Assessing Principal Profile)

9:30-10:10: Begin Developing Administrator Professional Development Plan

10:10-10:20: Getting Administrator feedback (how are they feeling, questions or concerns)

10:20-10:30: Identify next meeting, next steps and essential support