

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

PRE CONFERENCE GUIDELINES

The pre conference process in School District 148 will follow the format as prescribed by each individual building administrator which may include but is not limited to:

- Detailed written outline of the lesson to be observed
- Written short and/or long range goals
- Identification of instructional delivery strengths and other areas that may need improvement
- Copy of lesson plans that address the Illinois State Learning Standards
- Academic concerns that will promote professional growth and development
- The above will be discussed during a pre conference meeting prior to each formal observation. The time of this meeting should be mutually agreed upon by the evaluator and person to be observed.