**CEELO National RoundTAble: Using Assessment to Improve Teaching & Learning for Young Children, Birth-3rd Grade**

**June 5-6, 2013**

**ACTION PLANNING TOOL**

The purpose of the National RoundTAble is to provide early childhood specialists and their colleagues in State Education Agencies with research and best practice to improve states’ knowledge about and use of early childhood comprehensive assessment systems and teacher evaluation in the early years of the learning continuum. An important objective of the meeting is to “support each state in developing an action plan for leadership efforts to improve early childhood teacher evaluation and formative child assessment”.

**THIS TOOL IS INTENDED TO HELP YOU CAPTURE KEY IDEAS, RESOURCES AND NEXT STEPS THROUGHOUT THE TWO DAYS OF THE MEETING.** The tool begins by asking you/your team to identify YOUR OBJECTIVES for the meeting, for Day 1 and Day 2. Use the note taking sections as needed, and at the end of each day identify actions steps and technical assistance needed to support your goals.

**DAY 1 – ASSURING TEACHER EVALUATION SYSTEMS ARE EFFECTIVE FOR EARLY LEARNING: how to fairly and reliably incorporate the early learning experiences and outcomes of children when measuring and promoting teaching success.**

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| **SEA Objectives for Day 1:** | |
| Notes: | Add bulleted description for any follow up needed |
| SEA next steps (clarifying questions, action items) | |
| CEELO next steps (list TA that CEELO could provide to assist achieving your goals.) | |

**DAY 2 - formative assessment for children birth through third grade: how to provide guidance to early learning staff in the use of assessment information to meet individual needs of children and improve practitioner/teacher practice and instruction.**

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| **SEA Objectives for Day 2:** | |
| Notes: | Add bulleted description for any follow up needed |
| SEA next steps (clarifying questions, action items) | |
| CEELO next steps (list TA that CEELO could provide to assist achieving your goals.) | |