



Exhibit B – Monthly Feedback Template
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM
Staff Development Plan

DATE: _____

Staff Member:

Director/Supervisor:

Meetings should be based upon the two most recent bi-weekly observations with one meeting per month occurring for each VPK staff member. Use the tables below to reflect on interactions and instructional strategies related to language development and phonological awareness noted during the observation. Be sure to complete the planning section of each table ensuring that classroom interactions and instructional strategies are translating to children’s learning in the specified areas.

FIRST OBSERVATION		
Date of Observation:		
Discussed	Interactions and Strategies to Reflect Upon	Notes
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Discussed	Planning: Future Goals and Plans for Growth	Notes
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		



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SECOND OBSERVATION	
Date of Observation:	
Discussed	Interactions and Strategies to Reflect Upon
<input type="checkbox"/>	Notes
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Discussed	Planning: Future Goals and Plans for Growth
<input type="checkbox"/>	Notes
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	