

Timelines

Educator on Developing Educator Plans (First Year Non-PTS Teachers)
Calendar of Evaluation Process (2019-2020)

Timeline	Activity
Within the first two weeks of school	Annual orientation meeting regarding evaluation procedures
By 4th Friday in September (September 27)	Educator provides completed self-assessment form to primary Evaluator; Evaluator meets with Educator to complete the self-assessment form and draft professional practice and student learning goals
By 4th Friday in October (October 25)	Educator meets with primary Evaluator to design a developing educator plan
Within 10 school days of 4th Friday in October (November 8)	Primary Evaluator reads and reviews educator plan; Educator signs Plan within 5 school days of receipt
By last school day in December (December 20)	Completion of at least 2 unannounced observations and associated conferences and/or feedback
Upon request of Evaluator	Evaluator requests evidence of performance from Educator for formative evaluation (at least two weeks' notice)
By last school day in January (January 31)	Completion of at least 1 announced observation and associated conferences and/or feedback and at least one additional unannounced observation and associated conferences and/or feedback
By 1st Friday in February (February 7)	Evaluator provides Educator with formative assessment report; opportunity for conference within 10 school days of completion; signed within 5 school days by Educator; Educator may reply in writing within 10 school days of receiving report or following conference with Evaluator
By Monday before February vacation (February 10)	Deadline for Evaluators to issue "February Letter;" identifying Educators whose performance suggests non-reappointment
Between first school day in February and last school day in March (February 3 and March 31)	Completion of at least one additional announced observation and associated conferences and/or feedback and at least one additional unannounced observation and associated conference and/or feedback
No less than four (4) weeks before due date for Summative Evaluation	Educator provides Evaluator with evidence of performance standards, as well as progress on attaining professional practices and student learning goals
By last Friday in April (April 30)	Evaluator provides Educator with summative evaluation report; opportunity for conference within 10 school days of completion; signed by Educator within 5 school days; Educator has right to respond within 10 school days
May 1st	Nonrenewal Date for Educators with Pre-Professional Status

Educator on Developing Educator Plans (Second and Third Year Non-PTS Educators)
Calendar of Evaluation Process (2019-2020)

Timeline	Activity
Within first two weeks of school	Annual orientation meeting regarding evaluation procedures
By 4 th Friday in September (September 27)	Educator provides completed self-assessment form to Evaluator; Evaluator meets with Educator to complete the self-assessment form and draft professional practice and student learning goals
By 4th Friday in October (October 25)	Educator submits Educator Plan to primary Evaluator
Within 10 school days of 4th Friday in October (November 8)	Primary Evaluator reads and reviews educator plan; Educator signs Plan within 5 school days of receipt
By last school day in December (December 20)	Completion of at least 1 unannounced observations and associated conference and/or feedback
Upon request of Evaluator	Evaluator requests evidence of performance from Educator for formative evaluation (at least two weeks' notice)
By last school day in January (January 31)	Completion of at least 1 announced observation and associated conference and/or feedback and at least one additional unannounced observation and associated conference and/or feedback
By 1st Friday in February (February 7)	Evaluator provides Educator with formative assessment report; opportunity for conference within 10 school days of completion; signed within 5 school days by Educator; Educator may reply in writing within 10 school days of receiving report or following conference with Evaluator
By Monday before February vacation (February 10)	Deadline for Evaluators to issue "February Letter;" identifying Educators whose performance suggests non-reappointment
Between first school day in February and last school day in March (February 3 and March 31)	Completion of at least one additional unannounced observation and associated conference and/or feedback
No less than four (4) weeks before due date for Summative Evaluation	Educator provides Evaluator with evidence of performance standards, as well as progress on attaining professional practices and student learning goals
By last Friday in April (April 30)	Evaluator provides Educator with summative evaluation report; opportunity for conference within 10 school days of completion; signed by Educator within 5 school days; Educator has right to respond within 10 school days
May 1st	Nonrenewal Date for Teachers with Pre-Professional Status

Educator on Self-Directed Educator Plans (Professional Teacher Status)
Calendar of Evaluation Process (2019-2020)

Timeline	Activity
Year 1	
Within first 2 weeks of school	Annual orientation meeting regarding evaluation procedures
By 4th Friday in October (October 31)	Educator provides completed self-assessment form to Evaluator
By 2nd Friday in November (November 8)	Educator submits Educator Plan to primary Evaluator
Within 10 school days of 2nd Friday in November (November 25)	Primary Evaluator reads and reviews educator plan; Educator signs Plan within 5 school days of receipt
By last day of school in March (March 31)	Letters sent to Educators at risk of receiving overall ranking of Needs Improvement or Unsatisfactory
By last school day in April (April 30)	Completion of at least 1 unannounced observation and associated conference and/or feedback
Upon request of Evaluator	Evaluator requests evidence of performance from Educator for formative assessment (at least two weeks' notice)
By last Friday in May (May 29)	Evaluator provides Educator with formative assessment report; opportunity for conference within 10 school days of completion; signed within 5 school days by Educator; Educator may reply in writing within 10 school days of receiving report or following conference with Evaluator
Year 2	
By last day of school in March (March 31)	Letters sent to Educators at risk of receiving overall ranking of Needs Improvement or Unsatisfactory
By last school day in April (April 30)	Completion of at least 1 unannounced observation and associated conference and/or feedback
No less than four (4) weeks before due date for Summative Evaluation	Educator provides Evaluator with evidence of performance standards, as well as progress on attaining professional practices and student learning goals
At least 2 school days prior to conference	Evaluator provides Educator with summative evaluation report
By last Friday in May (May 29)	Evaluator meets with Educator to discuss report (if requested by either party); signed by Educator within 5 school days; Educator has right to respond within 10 school days

Educator on Directed Educator Plans (Professional Teacher Status)
Calendar of Evaluation Process (2019-2020)

Timeline	Activity
Within first two weeks of school	Annual orientation meeting regarding evaluation procedures
By 4th Friday in September (September 27)	Educator provides completed self-assessment form to Evaluator
By 4th Friday in October (October 25)	Evaluator meets with Educator to develop professional practice and student learning goals (Educator Plan)
Within 10 school days of 2nd Friday in November (November 25)	Primary Evaluator completes educator plan; Educator signs Plan within 5 school days of receipt
By last school day in December (December 20)	Completion of at least 1 announced observation and associated conference and/or feedback
By last school day in January (January 31)	Completion of at least 2 unannounced observations and associated conferences and/or feedback
Upon request of Evaluator	Evaluator requests evidence of performance from Educator for formative assessment (at least two weeks' notice)
By 1st Friday in February (February 7)	Evaluator provides Educator with formative assessment report; opportunity for conference within 10 school days of completion; signed within 5 school days by Educator; Educator may reply in writing within 10 school days of receiving report or following conference with Evaluator
By last school day in March (March 31)	Completion of at least 1 additional unannounced observation and associated conference and/or feedback
By last school day in March (March 31)	Educators with PTS who are at risk of receiving an overall ranking of Needs Improvement or Unsatisfactory are informed in writing
No less than four (4) weeks before due date for Summative Evaluation	Educator provides Evaluator with evidence of performance standards, as well as progress on attaining professional practices and student learning goals
At least 2 school days prior to conference	Primary Evaluator provides Educator with a written copy of the summative evaluation report
By last Friday in May (May 29)	Evaluator meets with Educator to discuss summative evaluation report; signed by Educator within 5 school days; Educator has right to respond within 10 school days

Educator on Improvement Plans (Professional Teacher Status)
Calendar of Evaluation Process (2019-2020)

Timeline	Activity
Within the first two weeks of school	Annual orientation meeting regarding evaluation procedures
By 4th Friday in September (September 27)	Educator provides completed self-assessment form to Evaluator
By 4th Friday in October (October 25)	Evaluator meets with Educator to develop professional practice and student learning goals (Educator Plan)
Within 10 school days of 2nd Friday in November (November 25)	Primary Evaluator completes educator plan; Educator signs Plan within 5 school days of receipt
By last school day in December (December 20)	Completion of at least 1 announced observation and associated conference and/or feedback
By last school day in January (January 31)	Completion of at least 2 unannounced observations and associated conferences and/or feedback
Upon request of Evaluator	Evaluator requests evidence of performance from Educator for formative assessment (at least two weeks' notice)
By 1st Friday in February (February 7)	Evaluator provides Educator with formative assessment report; opportunity for conference within 10 school days of completion; signed within 5 school days by Educator; Educator may reply in writing within 10 school days of receiving report or following conference with Evaluator
By last school day in March (March 31)	Completion of at least 1 additional unannounced observation and associated conferences and/or feedback
By last school day in March (March 31)	Educators with PTS who are at risk of receiving an overall ranking of Needs Improvement or Unsatisfactory are informed in writing
No less than four (4) weeks before due date for Summative Evaluation	Educator provides Evaluator with evidence of performance standards, as well as progress on attaining professional practices and student learning goals
At least 2 school days prior to conference	Primary Evaluator provides Educator with a written copy of the summative evaluation report
By first Friday in June (June 5)	Evaluator meets with Educator to discuss summative evaluation report; signed by Educator within 5 school days; Educator has right to respond within 10 school days
By June 14th	Educator is notified in writing if determination to dismiss has been made