

Administration Evaluation Timeline (PTS)

Year 1 of 2-year self-directed plans	Completed By:
Educator submits self-assessment and proposed goals	<i>Between the first day of school and October 1</i>
Evaluator meets with Educators in teams or individually to establish Educator Plans (Educator Plan may be established at Summative Evaluation Report meeting in prior school year)	<i>Between the first day of school and October 15</i>
Evaluator completes Educator Plans	by November 1
Evaluator should complete first observation of each Educator	by November 15
Educator on a two year plan submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) in year one for the Formative Evaluation Report * or four weeks before Formative Evaluation Report date established by Evaluator	by <i>March 15th</i>
Evaluator should complete mid-cycle Formative Evaluation Reports for Educators on two-year Educator Plans	<i>By the last day of school before April vacation begins</i>
Evaluator conducts formative evaluation meeting, if any, for educators on two-year educator plans	Within 10 school days after the return from April vacation

Year 2 of 2-year self-directed plans	Completed By:
Evaluator meets with Educators in teams or individually to establish Educator Plans (Educator Plan may be established at Summative Evaluation Report meeting in prior school year)	<i>Between the first day of school and October 15</i>
Evaluator should complete first observation of each Educator	by November 15
Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) *or 4 weeks prior to Summative Evaluation Report date established by evaluator	by <i>April 20*</i>
Evaluator completes Summative Evaluation Report	between the first day after April vacation ends and May 31
Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	by June 1
Evaluator meets with Educators whose ratings are proficient or exemplary at request of Evaluator or Educator	by June 10
Educator signs Summative Evaluation Report and adds response, if any within 5 school days of receipt	by June 15

Administration Evaluation Timeline (Non-PTS)

Activity:	Completed By:
Evaluator meets with first-year educators to assist in self-assessment and goal setting process Educator submits self-assessment and proposed goals	<i>Between the first day of school and October 1</i>
Evaluator meets with Educators in teams or individually to establish Educator Plans (Educator Plan may be established at Summative Evaluation Report meeting in prior school year)	<i>Between the first day of school and October 15</i>
Evaluator completes Educator Plans	by November 1
Evaluator should complete first observation of each Educator	by November 15
Educator on a one year plan submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) * or four weeks before Formative Assessment Report date established by Evaluator	by <i>January 5*</i>
Evaluator should complete mid-cycle Formative Assessment Reports for Educators on one-year Educator Plans	<i>by the last day of school before February vacation begins</i>
Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator	<i>Within 10 school days of when the formative assessment report was completed</i>
Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) *or 4 weeks prior to Summative Evaluation Report date established by evaluator	by <i>April 20*</i>
Evaluator completes Summative Evaluation Report	between the first day after April vacation ends and May 31
Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	by June 1
Evaluator meets with Educators whose ratings are proficient or exemplary at request of Evaluator or Educator	by June 10
Educator signs Summative Evaluation Report and adds response, if any within 5 school days of receipt	by June 15