

APPENDIX 8h-1 – COMPREHENSIVE TIMELINE

2020-21
COMPREHENSIVE Evaluation Timeline
for Classroom Teachers

DEADLINE	ACTIVITY
By September 21, 2020	Notify employee that they will be on a comprehensive evaluation
Between September 21, 2020 and October 27, 2020	Meet with employee to conduct Beginning of the Year Conversation
Observation Cycle Activities	
Prior to pre-observation conversation	Date, time, and place for observation mutually agreed upon by evaluator and teacher
Pre- observation conversation	30 minutes to discuss a written lesson plan for the observation
Within three (3) days after the observation	Hold post-observation conversation
Within five (5) days of post-observation conversation	Provide employee with written feedback and highlighted rubric
First and Second Semester Cycle Deadlines	
By October 31, 2020	Student Growth Goals Recording Form submitted to evaluator
By November 16, 2020	Form signed by both employee and evaluator will be returned to employee by November 16, 2020.
By December 7, 2020	Conduct first observation for provisional employees
By January 29, 2021	First observation cycle completed
Recommended by April 30, 2021 <i>Note: For provisional employees in 3rd year, a minimum of 3 observations must be conducted by April 30th</i>	Second observation cycle completed
No later than May 7, 2021	<ul style="list-style-type: none"> • Meet with employee and have end of the year conversation • Share any criteria scored less than proficient • Discuss student growth information and jointly determine the score for student growth • Employees in need of additional support, as determined by a preponderance of evidence and feedback throughout the year, will be notified of continued placement on comprehensive evaluation
May 15, 2021	Statutory deadline for submitting signed final comprehensive report to employee
By July 15, 2021 (or within 14 days after the end of school)	Deadline for employee filing a written response to evaluation
By July 30, 2021	Send completed evaluation tool with final summative score to HR

***NOTE:**

1. If an employee with 5 or more years of experience is rated as basic or below after the first observation period, a Plan of Support will be developed collaboratively by the evaluator and employee. The same applies for those employees who have less than 5 years of experience whose performance is determined to be unsatisfactory following the first observation period. (See Section 9.10 of the Procedural Agreement)

If an employee with 5 or more years of teaching experience scores basic or below the previous year, contact the Director of Certificated Staff about a Plan of Improvement.