

APPENDIX 8i-1 LONG FORM TIMELINE

**2020-21**  
**Long Form Evaluation Time Line**  
**for Educational Staff Associates (ESA)**

DEADLINE	ACTIVITY
By <b>September 21, 2020</b>	Notify employee that he/she will be on long form evaluation <i>*For those hired after first day of school, notify within 10 days of employment</i>
By <b>October 27, 2020</b>	Meet with employee to conduct Beginning of the Year Conversation. Complete and sign long form individual goals worksheet ( appendix 8i-2)
<b>Observation/Conversation/Reports</b>	
Prior to observation(minimum of 2 of at least 15 minutes for a total of at least 60 minutes)	Date, time and place are mutually agreed upon by the evaluator and employee
Within three (3) days of observation	Hold post-observation conversation
Within five (5) days following post-observation conversation	Provide written feedback to employee
By <b>December 7, 2020</b>	1st Observation completed for provisional employees
<i>For employees who received a below average or unsatisfactory rating on any evaluation criterion on the final evaluation of the previous school year, long form goals should be established for the current year at least five (5) days prior to the end of the previous school year. Such long form goals shall be reviewed by evaluator and employee no later than October 1, 2020.</i>	
Recommended by <b>April 30, 2021</b>	Complete Observations
<b>Summative Reporting</b>	
No later than <b>May 7, 2021</b>	<ul style="list-style-type: none"> <li>• Meet with employee to have end of year conversation</li> <li>• Share any criterion scored below average or unsatisfactory</li> <li>• Share final evaluation determination</li> </ul>
By <b>May 15, 2021</b>	Statutory deadline for submitting signed final evaluation report (specific to job title)
By <b>July 15, 2021</b> (or within fourteen (14) calendar days after the end of school)	Deadline for employee filing a written response to evaluation
By <b>July 30, 2021</b>	Send completed evaluation tool with final summative score to HR