

Article 17 Timeline Chart for 2015-16

A) 20) Timelines *[All dates are placeholders. The parties may decide alternatives.]*

Activity:	Completed By:
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process	September 18
Evaluator meets with first-year educators to assist in self-assessment and goal setting process	October 2
Educator submits self-assessment and proposed goals	October 16
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)	October 16
Evaluator completes Educator Plans	November 6
Evaluator should complete first observation of each Educator	November 20
Educator 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	January 8*
Evaluator should complete mid-cycle Formative Assessment Reports for Educators on one-year Educator Plans	February 5
Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator	February 12
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	April 15*
Evaluator completes Summative Evaluation Report	May 16
Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	June 1
Evaluator meets with Educators whose ratings are proficient or exemplary at request of Evaluator or Educator	June 8
Educator signs Summative Evaluation Report and adds response, if any within 5 school days of receipt	June 14

B) Educators with PTS on Two Year Plans *[All dates are placeholders. The parties may decide alternatives.]*

Activity:	Completed By:
Evaluator completes unannounced observation(s)	Any time during the 2-year evaluation cycle
Evaluator completes Formative Evaluation Report	June 1 of Year 1
Evaluator conducts Formative Evaluation Meeting, if any	June 1 of Year 1
Evaluator completes Summative Evaluation Report	May 16 of Year 2
Evaluator conducts Summative Evaluation Meeting, if any	June 8 of Year 2
Evaluator and Educator sign Summative Evaluation Report	June 14 of Year 2