

Activity	Completed By
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process.	September 15
Evaluator meets with first-year educators to assist in self-assessment and goal setting process. Educator submits self-assessment and proposed goals.	October 1
Evaluator may meet 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 15
Evaluator completes Educator Plans.	November 1
Evaluator should complete first observation of each Educator.	November 15
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 5*
Evaluator should complete mid-cycle Formative Assessment Reports for Educators on one-year Educator Plans.	February 1
Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator.	February 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.	April 20*
Evaluator completes Summative Evaluation Report.	May 15
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 10
Educator signs Summative Evaluation Report and adds response, if any within 5 school days of receipt.	June 15

Educators with PTS on Two Year Plans

Evaluator completes unannounced observation(s).	Any time during the two year evaluation
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 15 of Year 2
Evaluator conducts Summative Evaluation Meeting, if any.	June 10 of Year 2
Evaluator and Educator sign Summative Evaluation Report.	June 15 of Year 2