

The Cycle

A snapshot showing how the Evaluation Cycle will look & work for non-tenured and tenured Bargaining Unit Members

EVALUATION CYCLE for NON-TENURED *	SEGMENT 1 START OF SCHOOL to ORIENTATION	<ul style="list-style-type: none"> Written Notification by the first student school day Orientation for all staff within the first 15 school days Initial Planning Conference for the school year within the first 20 school days 	* A minimum of three observations must be conducted (two must be formal).
	SEGMENT 2 AFTER ORIENTATION to WINTER BREAK	<ul style="list-style-type: none"> One or more Informal Observations Formal Observation(s) Mid-Cycle Conference with evaluator to confirm progress 	
	SEGMENT 3 AFTER WINTER BREAK & BEFORE 60 CALENDAR DAYS BEFORE END OF SCHOOL TERM	<ul style="list-style-type: none"> Informal Observations (as needed) Formal Observation(s) ▶ At least 60 calendar days before the end of the school term, a Summative Evaluation Rating is given to the Certified Staff Member to determine Next Steps <ul style="list-style-type: none"> Non-Tenured Certified Staff Members must have a rating of "Proficient" or "Distinguished" in last two of the last three years of non-tenured status Tenure determined at the end of the fourth non-tenured year. Tenure will only be considered for Certified Staff who have a rating of "Proficient" or "Excellent" at the end of the fourth probationary year. Non-Tenured Certified Staff Members, who have maintained an "Excellent" performance evaluation rating in the first three years, are eligible for early tenure. 	

EVALUATION CYCLE for TENURED * with PROFICIENT or EXCELLENT RATING	YEAR 1	<ul style="list-style-type: none"> Written Notification by the first student school day Orientation for all staff within the first 15 school days Initial Planning Conference for the school year within the first 20 school days Informal Observation(s) (at least one) Formal Observation(s) (at the request of the bargaining unit member or administrator) 	* A minimum of two observations must be conducted (one must be formal).
	YEAR 2	<ul style="list-style-type: none"> Written Notification by the first student school day Orientation for all staff within the first 15 school days Mid-Cycle Conference within the first 25 school days Minimum of one Formal Observation ▶ At least 45 calendar days before the end of the school year, a Summative Evaluation Rating is given to the Certified Staff Member to determine Next Steps <ul style="list-style-type: none"> Overall Rating of Proficient or Excellent > Continuation of the district's evaluation schedule Overall Rating of Needs Improvement > Professional Development Plan Overall Rating of Unsatisfactory > Remediation Plan 	

EVALUATION CYCLE for TENURED * with NEEDS IMPROVEMENT RATING	WITHIN 30 DAYS of RECEIVING "NEEDS IMPROVEMENT" RATING	<ul style="list-style-type: none"> Review of the Tenured Staff Professional Evaluation Plan Components that include 1) Professional Practice Performance Rating Definitions, 2) Operating Principles of the Summative Rating, 3) Assign the Peer Coach, and the 4) Certified Staff Member's current Teaching Performance Evaluation Framework. Develop Professional Development Plan with the Member to address components cited as needing improvement 	* A minimum of three observations must be conducted (two must be formal).
	SEGMENT 1	<ul style="list-style-type: none"> Written Notification by the first student school day Orientation for all staff within the first 15 school days PDP Review Meeting within the first 20 school days Informal Observation(s) (as determined by the Evaluator) Formal Observation(s) (at least one) 	
	SEGMENT 2	<ul style="list-style-type: none"> Mid-Cycle Conference to discuss progress towards PDP with a formative rating Informal Observation(s) (as determined by the Evaluator) Formal Observation(s) (at least one) ▶ At least 45 calendar days before the end of the school year, a Summative Evaluation is conducted and reviewed with the Certified Staff Member to determine Next Steps <ul style="list-style-type: none"> Overall Rating of Proficient or Excellent > Reinstatement to the district's evaluation schedule Second Overall Rating of Needs Improvement becomes Unsatisfactory > Remediation Plan Overall Rating of Unsatisfactory > Remediation Plan 	

EVALUATION CYCLE for TENURED * with UNSATISFACTORY RATING	WITHIN 30 DAYS of RECEIVING "UNSATISFACTORY" RATING	<ul style="list-style-type: none"> Review of the Tenured Staff Professional Evaluation Plan Components that include the 1) Professional Practice Summative Rating Definitions, 2) Operating Principles of the Summative Rating, 3) Role of the Consulting Certified Staff Member, and the 4) Certified Staff Member's current Teaching Performance Evaluation Framework. Develop Remediation Plan with Consulting Certified Staff Member to address remediable deficiencies cited Explain and confirm the Remediation Plan with Certified Staff Member and the Consulting Certified Staff Member 	* A minimum of three observations must be conducted (two must be formal).
	90 DAY REMEDIATION PLAN	<ul style="list-style-type: none"> The Certified Staff Member begins the implementation of the Remediation Plan with the support of the Consulting Certified Staff Member 	
	START	<ul style="list-style-type: none"> Formal Observation(s) (at least one) Informal Observations (as determined by Evaluator, post-conference required) 	
	BEFORE MIDPOINT	<ul style="list-style-type: none"> ▶ Summative Evaluation is conducted and reviewed with the Certified Staff Member 	
	MIDPOINT	<ul style="list-style-type: none"> Formal Observation(s) (at least one) Informal Observation (as determined by Evaluator, post-conference required) 	
	AFTER MIDPOINT	<ul style="list-style-type: none"> ▶ Summative Evaluation is conducted and reviewed with the Certified Staff Member to determine Next Steps <ul style="list-style-type: none"> Overall Rating of Proficient or Excellent > Reinstatement to the district's evaluation schedule Overall Rating of Needs Improvement or Unsatisfactory > Recommendation for Dismissal (Section 24-12) 	
CONCLUSION			