

Appendix D
EVALUATION CYCLES

Non-Tenured

Timeline	Process
<p>Segment 1 Start of School Term to Evaluation Planning Meeting</p>	<ul style="list-style-type: none"> • Written Notification by the first student school day • Orientation for all staff within the first 15 school days • Evaluation planning meeting following Orientation and within 20 school days
<p>Segment 2 Following the Evaluation Planning Meeting to Winter Break</p>	<ul style="list-style-type: none"> • Informal Observation(s) • Formal Observation(s) • Mid-Cycle Conference in December
<p>Segment 3 After Winter Break and At Least 60 Calendar Days Before the End of the School Term</p>	<ul style="list-style-type: none"> • Informal Observation(s) • 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 <ul style="list-style-type: none"> ○ Tenure will be determined at the end of the fourth non-tenured year. Tenure will only be considered for Certified Staff who received a performance evaluation rating of at least “Proficient” at the end of the fourth probationary year and at least “Proficient” in either the second or third probationary year. ○ Non-Tenured Certified Staff Members, who received an “Excellent” performance evaluation rating in the first three probationary years, are eligible for early tenure.

****A minimum of three observations must be conducted, of which two (2) must be formal.***

Tenured – Proficient/Excellent

Timeline	Process
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 • Evaluation planning meeting following Orientation and within 20 school days • At least one Formal or Informal Observation
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 • At least one Formal or Informal Observation • At least 45 calendar days before the end of the school term, a Summative Evaluation rating is given to the Certified Staff Member <ul style="list-style-type: none"> ○ Overall Rating of “Proficient” or “Excellent” – Continuation on the District’s evaluation schedule ○ Overall Rating of “Needs Improvement” – Professional Development Plan ○ Overall Rating of “Unsatisfactory” – Remediation Plan

****A minimum of two observations must be conducted, of which one (1) must be formal.***

Tenured – Needs Improvement

Timeline	Process
<p>Within 30 school days of Certified Staff Member receiving an Overall Rating of “Needs Improvement”</p>	<ul style="list-style-type: none"> • Review of the Tenured Staff Professional Evaluation Plan Components including: 1) Professional Practice Performance Rating Definitions; 2) Operating Principles of the Summative Rating; 3) Assign the Peer Coach; and 4) current Teaching Performance Evaluation Framework. • Develop Professional Development Plan (“PDP”) with the Certified Staff Member to address components that are rated as “Needs Improvement” and any supports the District will provide
<p>Segment 1 First Semester</p>	<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) • Formal Observation(s) (at least one)
<p>Segment 2 Second Semester</p>	<ul style="list-style-type: none"> • Mid-Cycle Conference to discuss progress towards PDP with a formative rating • Informal Observation(s) • Formal Observation(s) (at least one) • At least 45 calendar days before the end of the school term, a Summative Evaluation rating is given to the Certified Staff Member <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

****A minimum of three observations must be conducted, of which two (2) must be formal.***

Tenured – Unsatisfactory

Timeline	Process
Within 30 days of Certified Staff Member receiving an Overall Rating of “Unsatisfactory”	<ul style="list-style-type: none"> • Review of the Tenured Staff Professional Evaluation Plan Components including: 1) Professional Practice Summative Rating Definitions; 2) Operating Principles of the Summative Rating; 3) Role of the Consulting Certified Staff Member; and 4) current Teaching Performance Evaluation Framework. • Develop Remediation Plan with the Consulting Certified Staff Member to address deficiencies cited, provided that the deficiencies are remediable • Explain and confirm the Remediation Plan with Certified Staff Member and the Consulting Certified Staff Member
At the beginning of the 90 school 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
Before the midpoint of the Remediation Plan	<ul style="list-style-type: none"> • Informal Observation(s) (as determined by Evaluator, post conference required) • Formal Observation(s) (at least one)
At the midpoint of the Remediation Plan	<ul style="list-style-type: none"> • Summative Evaluation is given and reviewed with the Certified Staff Member
After the midpoint of the Remediation Plan	<ul style="list-style-type: none"> • Informal Observation (as determined by Evaluator, post-conference required) • Formal Observation(s) (at least one)
At the conclusion of the Remediation Plan period	<ul style="list-style-type: none"> • At least 45 calendar days before the end of the school term, a Summative Evaluation rating is given to the Certified Staff Member Overall Rating of “Proficient” or “Excellent” – Reinstatement to the District’s evaluation schedule • Overall Rating of <i>Needs Improvement</i> or <i>Unsatisfactory</i> – Dismissal (Section 24-12)

****A minimum of three observations must be conducted, of which two (2) must be formal.***