

*Appendix D*

**EVALUATION CYCLES**

*Process in Professional Evaluation Plan*

	<b>Evaluation Meeting</b>	<b>Non-Tenured (NT)</b>	<b>Tenured (T)</b>	<b>Forms (NT &amp; T)</b>
	<b>ORIENTATION</b>	<b>Scheduling:</b> First 15 school days		None
	<b>PLANNING</b>	<b>Scheduling:</b> First 20 school days	<b>Scheduling:</b> First 20 school days in the year of the scheduled formal evaluation	<b>Form B</b>
<b>Formal Observation</b>	<b>PRE-CONFERENCE (Formal)</b>	<b>Scheduling:</b> Within 5 school days prior to formal observation	<b>Scheduling:</b> Within 5 school days prior to formal observation	<b>Form C</b> completed and submitted by educator 1-day prior
	<b>FORMAL OBSERVATION</b>	<ul style="list-style-type: none"> <li>• 2 annually, 1 per semester</li> <li>• 45 continuous minutes minimum</li> <li>• If new to U5, scheduled after Oct. 1</li> </ul>	<ul style="list-style-type: none"> <li>• 1 in year 3</li> <li>• 45 continuous minutes minimum</li> <li>• Additional formal observation(s) could occur in any year</li> </ul>	<b>Form A</b> draft
	<b>POST-CONFERENCE (Formal)</b>	<b>Scheduling:</b> Within 5 school days after formal observation		<b>Form D</b> completed by educator prior  <b>Form A</b> draft completed by evaluator within 3 days of post-conference
	<b>INFORMAL OBSERVATION</b>	<ul style="list-style-type: none"> <li>• 45 minutes total, minimum of 15 continuous minutes</li> <li>• May/may not be preannounced</li> </ul>		<b>Form A</b> draft completed by evaluator within 3 days of informal
<b>Informal</b>	<b>POST-CONFERENCE (Informal-optional)</b>	After Form A draft is shared, post-conference will be held within 5 days <i>if</i> requested by the educator or evaluator		
	<b>MID-CYCLE CONFERENCE</b>	<b>Scheduling:</b> December	<b>Scheduling:</b> First 25 days of year 2	<b>Form B</b>
	<b>SUMMATIVE CONFERENCE</b>	<b>Scheduling:</b> No later than 60 calendar days prior to end of school term	<b>Scheduling:</b> No later than 45 calendar days prior to end of school term	<b>Form A</b> <b>Form E</b>

**Tenured – Needs Improvement Process in Professional Evaluation Plan**

Scheduling	Process
<b>Within 30 school days of the Bargaining Unit Member receiving an Overall Rating of Needs Improvement</b>	<ul style="list-style-type: none"> <li>• Review of the Tenured Staff <b>Professional Evaluation Plan</b> Components that include:               <ol style="list-style-type: none"> <li>1) Professional Practice Performance Rating Definitions, (Section 3 of this document)</li> <li>2) Domain and Summative the Summative Evaluation Rating (Section 4 of this document)</li> <li>3) Assign the Peer Coach (Section 1, 7.18)</li> <li>4) Bargaining Unit Member’s current Performance Evaluation Framework (Form A)</li> </ol> </li> <li>• Develop Professional Development Plan with the Bargaining Unit Member to address components that are cited as needing improvement</li> </ul>
<b>Semester 1</b>	<ul style="list-style-type: none"> <li>• Written Notification by the first student school day</li> <li>• Orientation for all staff within the first 15 school days</li> <li>• Professional Development Plan Review Meeting within the first 20 school days</li> <li>• Informal Observation(s) (as determined by the Evaluator)</li> <li>• Formal Observation(s) (at least one)</li> <li>• Mid-Cycle Conference to discuss progress towards Professional Development Plan with a formative rating (December)</li> </ul>
<b>Semester 2</b>	<ul style="list-style-type: none"> <li>• Informal Observation(s) (as determined by the Evaluator)</li> <li>• Formal Observation(s) (at least one)</li> <li>• At least 45 calendar days before the end of the school year, a Summative Evaluation is conducted and reviewed with the Bargaining Unit Member to determine next steps               <ul style="list-style-type: none"> <li>○ Overall Rating of Proficient or Excellent – Reinstatement to the district’s evaluation schedule</li> <li>○ Overall Rating of Unsatisfactory – Remediation Plan</li> </ul> </li> </ul>

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

*Tenured – Unsatisfactory Process in Professional Evaluation Plan*

Time Frame	Process
<b>Within 30 days of Bargaining Unit Member receiving an Overall Rating of Unsatisfactory</b>	<ul style="list-style-type: none"> <li>• Review of the Tenured Staff <b>Professional Evaluation Plan</b> Components that include:               <ol style="list-style-type: none"> <li>1) Professional Practice Performance Rating Definitions, (Section 3 of this document)</li> <li>2) Domain and Summative the Summative Evaluation Rating (Section 4 of this document)</li> <li>3) Assign the Peer Coach (Section 1, 7.18)</li> <li>4) Bargaining Unit Member’s current Performance Evaluation Framework (Form A)</li> </ol> </li> <li>• Evaluator and Peer Coach develop <b>Remediation Plan</b> to address deficiencies cited, provided that the deficiencies are remediable</li> <li>• Evaluator meets with Peer Coach and Bargaining Unit Member to explain and confirm the <b>Remediation Plan</b></li> </ul>
<b>At the beginning of the 90-day Remediation Plan</b>	<ul style="list-style-type: none"> <li>• The Certified Staff Member begins the implementation of the <b>Remediation Plan</b> with the support of the Peer Coach</li> </ul>
<b>Before the midpoint of the Remediation Plan</b>	<ul style="list-style-type: none"> <li>• Formal Observation(s) (at least one)</li> <li>• Informal Observations (as determined by Evaluator, post-conference required)</li> </ul>
<b>At the midpoint of the Remediation Plan</b>	<ul style="list-style-type: none"> <li>• Summative Evaluation is conducted and reviewed with the Bargaining Unit Member</li> </ul>
<b>After the midpoint of the Remediation Plan</b>	<ul style="list-style-type: none"> <li>• Formal Observation(s) (at least one)</li> <li>• Informal Observation (as determined by Evaluator, post-conference required)</li> </ul>
<b>At the conclusion of the Remediation Plan period</b>	<ul style="list-style-type: none"> <li>• Summative Performance Evaluation is conducted and reviewed with the Certified Staff Member to determine Next Steps               <ul style="list-style-type: none"> <li>○ Overall Rating of <i>Proficient</i> or <i>Excellent</i> – Reinstatement to the district’s evaluation schedule</li> <li>○ Overall Rating of <i>Needs Improvement</i> or <i>Unsatisfactory</i> – Recommendation for Dismissal (Section 24-12)</li> </ul> </li> </ul>

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