

## **One Year Evaluation Cycle Timeline *(beginning September 2016)***

<b>Activity:</b>	<b>Completed By:</b>
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process	September 15, 2016
Evaluator meets with first-year educators to assist in self-assessment and goal setting process Educator submits self-assessment and proposed goals	September 30, 2016
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 14, 2016
Evaluator completes Educator Plans	November 14, 2016
Evaluator should complete first observation of each Educator	December 5, 2016
Educator submits evidence related to standards 1 thru 4 and SMART goals. * or two weeks before Formative Assessment Report date established by Evaluator	January 23, 2017*
Evaluator should complete mid-cycle Formative Assessment	February 13, 2017
Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator	March 7, 2017
Educator submits evidence related to standards 1 thru 4 and SMART goals. *or 4 weeks prior to Summative Evaluation Report date established by evaluator	April 13, 2017 *
Evaluator completes Summative Evaluation Report and meets with the Educator	May 19, 2017
Evaluator completes Summative Evaluation Report	May 23, 2017
Evaluator meets with Educator	June 6, 2017
Educator signs Summative Evaluation Report and adds response, if any within 5 school days of receipt	Within five days of receipt