

Two Year Evaluation Cycle Timeline *(beginning September 2016)*

Activity:	Completed By:
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process	September 15, 2016
Evaluators meet with first-year educators to assist in self-assessment and goal setting process Educator submits self-assessment and proposed goals	September 30, 2016
Evaluators 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 14, 2016
Evaluators complete Educator Plans	November 14, 2016
Evaluators 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	April 13, 2017
Evaluators should complete mid-cycle Formative Evaluation Report	May 23, 2017
Evaluators hold Formative Evaluation Meetings if requested by either Evaluator or Educator	June 6, 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, 2018
Evaluators complete Summative Evaluation Report and meet with the Educator	May 21, 2018
Evaluators meet with Educator	June 6, 2018
Educator signs Summative Evaluation Report and adds response, if any within 5 school days of receipt	Within five days of receipt