

FRPS EVALUATION TIMELINE

UPDATED 2020-2021(as of 10/1/20 per eval committee approval)

ONE-YEAR PLANS:

DATE:	PERSON RESPONSIBLE:	ACTIVITY:
By Sept. 25	Superintendent, principal or designee	Training on Evaluation Cycle with emphasis on SMART Goals, Goal Setting and Plan Development, and evidence collection. Inform educator who evaluator is.
By Oct. 2	Evaluator	Meet with first year educators to assist with self-assessment and drafting of goals
Due Oct.23	Educator	Self-Assessment and proposed goals submitted to Evaluator
Due Oct. 30	Evaluator	Review and approve Educators' goals
Due Nov. 13	Educator	Submit Educator Plan Development Form <ul style="list-style-type: none"> • No less than 2 weeks after goals are approved
Due Nov. 20	Evaluator	Review and approve Educator Plan
By Nov. 20	Evaluator	All Educators must have first observation Suggested Observation Schedule: 1st Obs by 11/22 *2 nd Obs by 1/17 *3 rd Obs by 3/27 *4 th Obs by 5/15
	Educator	Submit standards and goals evidence for mid-cycle Formative Evaluation <ul style="list-style-type: none"> • No less than 1 week prior to Formative Conference
Due Feb. 5	Evaluator	Formative Evaluation Conference and Formative Report <ul style="list-style-type: none"> • Meeting scheduled by 1/22 Report due 2/5

Note: Deadline dates may be adjusted or extended to account for unplanned school closures for weather, or emergencies.

	Educator	Sign Formative Evaluation Report to show receipt <ul style="list-style-type: none"> • Within 5 days of receipt of Report
	Educator	Submit written response (if any) <ul style="list-style-type: none"> • Within 10 days of receipt of Report
Due May 21	Evaluator	Summative Evaluation Conference and Summative Report *Evaluator shall meet with all educators rated Needs Improvement or Unsatisfactory <ul style="list-style-type: none"> • Scheduled 2 weeks in advance
	Educator	Submit standards and goals evidence for Summative Evaluation <ul style="list-style-type: none"> • No less than 1 week prior to Summative Conf.
Due June 4	Evaluator	May meet with Educators whose ratings are proficient or exemplary at request of Evaluator or Educator
	Educator	Sign Summative Evaluation Report to show receipt <ul style="list-style-type: none"> • Within 5 days of receipt of Report
	Educator	Submit written response (if any) <ul style="list-style-type: none"> • Within 10 days of receipt of Report

Educators on Developing Plans

Evaluators should meet with all first year teachers at each step of the cycle

Educators on Plans of Less than One Year (Directed or Improvement)

Note: Deadline dates may be adjusted or extended to account for unplanned school closures for weather, or emergencies.

The timeline for educators on Plans less than one year will be established in the Educator Plan. **TWO-YEAR PLANS:**

DATE:	PERSON RESPONSIBLE:	ACTIVITY:
Year 1 of 2		
By Sept. 25	Superintendent, principal or designee	Training on Evaluation Cycle with emphasis on SMART Goals, Goal Setting and Plan Development, and evidence collection. Inform educator who evaluator is.
By Oct. 2	Evaluator	Meet with first year educators to assist with self-assessment and drafting of goals
Due Oct. 23	Educator	Self-Assessment and proposed goals submitted to Evaluator
Due Oct. 30	Evaluator	Review and approve Educators' goals
Due Nov. 13	Educator	Submit Educator Plan Development Form <ul style="list-style-type: none"> ● No less than 2 weeks after goals are approved
Due Nov. 20	Evaluator	Review and approve Educator Plan
One Per Year	Evaluator	Observations: 2 unannounced <ul style="list-style-type: none"> ● One evaluation per year
	Educator	Submit standards and goals evidence for mid-cycle Formative Evaluation <ul style="list-style-type: none"> ● 1 week prior to Formative conference
Due by June 4	Educator and Evaluator	Meet for Formative Conference and completion of Formative Evaluation Report
	Educator	Submit standards and goals evidence for mid-cycle Formative Evaluation

Note: Deadline dates may be adjusted or extended to account for unplanned school closures for weather, or emergencies.

		<ul style="list-style-type: none"> • 1 week prior to Formative conference
	Educator	Sign Formative Evaluation Report to show receipt <ul style="list-style-type: none"> • Within 5 days of receipt of Report
	Educator	Submit written response (if any) to Formative Report <ul style="list-style-type: none"> • Within 10 days of receipt of Report
Year 2 of 2		
Due Oct. 23	Educator	Self-Assessment and proposed goals submitted to Evaluator
Due Nov. 13	Educator	Submit Educator Plan Development Form <ul style="list-style-type: none"> • No less than 2 weeks after goals are approved
One Per Year	Evaluator	Observations: 2 unannounced <ul style="list-style-type: none"> • One evaluation per year
Due by June 4	Educator and Evaluator	Meet for Summative Conference and completion of Summative Evaluation Report
	Educator	Sign Summative Evaluation Report to show receipt <ul style="list-style-type: none"> • Within 5 days of receipt of Report
	Educator	Submit written response (if any) to Summative Report <ul style="list-style-type: none"> • Within 10 days of receipt of Report

Note: Deadline dates may be adjusted or extended to account for unplanned school closures for weather, or emergencies.