

Integration of Comprehensive Professional Evaluation (CPE), Student Growth Objectives (SGO), & Professional Development (PD)

	August	September	October	November	December
Teacher or Student Service Professional	<p>Before Midyear Conference in Jan SGO – Gather data for midyear conference CPE – Prepare Records of Teaching for mid-evaluation conference (may occur before Jan)</p>				
	<p>Between Sept 1 and Feb 15 Submit PDU Proposals for Review* <i>*Must be enrolled in ProComp</i></p>				
	<p>Before Oct 15 CPE – Provide lesson plan for formal observation. Conduct self evaluation – Performance Evaluation Organizer* (optional). Request Consultation* (optional). SGO – Gather Data and prepare draft* SGOs PD – Sign up for and plan to participate in PD (District, School, and/or Individual PD) <i>*May be submitted as Records of Teaching/Service</i></p>		<p>By Oct 31 Revise, if necessary, and submit SGO</p>		
<p>For Educators Who Had Pending Data Prior to the End of the Previous School Year Before Nov 1</p> <ul style="list-style-type: none"> Gather and analyze student data for previous year's SGOs Meet with supervisor Determine whether previous year's SGO were Met/Not Met 					
Administrator or Manager	<p>Before Dec 1 For non-probationary teachers with whom you have concerns Gather data sources Conduct all required formal observations Conduct mid-evaluation conference Complete evaluation and if necessary, put on remediation</p>				
	<p>Before Oct 15 Make appoints for: Pre Observation Conference Formal Observation Post Observation Conference SGO Conference* <i>*May be combined with one of the conferences for PE.</i></p> <p>Gather Data Request lesson plan/document(s) of your choice for formal observ Draft of SGO Student Data for SGO</p>		<p>Before Oct 15 Conduct Orientation (Process, Forms, Timelines)</p> <ul style="list-style-type: none"> CPE SGO PD – Options (District, School, Individual) 		<p>Before Oct 31 Hold SGO Conference</p>
	<p>Before Dec 1 Notify educator to be put on a remediation plan (allows 90 days)</p>		<p>Before Nov 30 Confirm ALL SGOs</p>		<p>Before Winter Break Schedule Midyear Conferences* CPE SGO <i>*May be combined for educators on evaluation</i></p>
<p>FAST Track CPE - Oct 1 to Winter Break Complete Evaluations for Non-Probationary Teachers for whom you have no concerns.</p>					
<p>Oct 1 to Winter Break Observations of Non-Appraisal Staff</p>					
<p>CPE – Gather data sources for mid-evaluation conferences* Begin to dialogue with educators for whom you have concerns about performance SGO – Set up midyear conferences with all educators <i>*May be combined with the SGO midyear conference.</i></p>					
Support Systems	<p>By Aug 31 Teaching & Learning Produces handbooks and conduct PD</p>	<p>By Sept 29 HR provides preliminary list of teachers for CPE (YR and Traditional Calendar Schools)</p>		<p>By Oct 30 HR provides updated list of teachers for CPE (YR and Traditional Calendar Schools)</p>	
	<p>Nov 30-May 18 Cohort of Peer Reviewers to review completed PDUs</p>				
	<p>Assessment and DoTS provide Test Results/Data</p>				

January	February	March	April	May
<p>PD – Complete study component (for PDU complete demonstration and reflection components and submit for review/ completion)</p>				
<p>CPE - Provide Records of Teaching/Service to Evaluator 24 hours before midyear conference* SGO – gather and analyze data prior to midyear conference</p>	<p>Before May 15 CPE – Prepare for final conference and complete an Action Plan. SGO – Analyze and gather data to help determine whether met, not met, or pending.</p>			
<p>Before Feb 1 Notify educator to be put on a remediation plan (allows 60 days)</p>			<p>Before Apr 1 Notify educator to be put on a remediation plan (allows 30 days)</p>	
<p>Before Jan 31st CPE* and SGO Mid-evaluation and Midyear Conferences *Begin to dialogue with educators for whom you have concerns about performance</p>				
<p>CPE – Conduct 2nd observation (required) for all probationary teachers Gather data sources and conduct multiple observations (highly recommended) for all teachers on evaluation.</p>				
<p>Before May 15 CPE – For Educators with overall Satisfactory performance rating complete forms, hold final conference and gather signatures. Then, submit to supervisor evaluations for review and signature SGO – Conference* to determine whether met, not met, or pending. *May be combined with final conference for CPE.</p>				
<p>Nov 30-May 18 <u>Cohort of Peer Reviewers</u> to review completed PDUs</p>				
<p><u>Assessment and DoTS</u> provide Test Results/Data</p>				