

# CERTIFICATED EVALUATION TIMELINES

## 2019-2020 SCHOOL YEAR

**For SDEA Unit Members Working 184 Days on the Traditional or Year-Round Calendar**

| STEPS IN CERTIFICATED EVALUATION PROCESS  | TRADITIONAL CALENDAR              | YEAR-ROUND CALENDAR               |
|---|-----------------------------------|-----------------------------------|
| <b>Staff Meeting</b><br>(1 <sup>st</sup> 4 weeks of pupil attendance)   | August 26 -<br>September 20, 2019 | August 26 –<br>September 20, 2019 |
| <b>Objectives/Assessment</b><br>Discussion Conference (no later than 35 calendar days after school starts)  | September 27, 2019                | September 27, 2019                |
| <b>Employee Turns In Written Objectives, Criteria and Assessment Techniques To Supervisor</b><br>(10 workdays after conference)   | October 11, 2019                  | October 11, 2019                  |
| <b>Supervisor Review of Objectives</b><br>(Must approve or disapprove within 10 workdays)   | October 25, 2019                  | October 25, 2019                  |
| <b>Last Day Progress Check/ Remediation Plan</b><br>For Prob 2 (50 work days before summary evaluation report)  | November 20, 2019                 | October 29, 2019                  |
| <b>Last Day Progress Check/ Remediation Plan</b><br>For Prob 1, Intern & Permanent (50 work days before summary evaluation report)  | February 11, 2020                 | February 7, 2020*                 |
| <b>Summary Evaluation Draft</b><br>For Prob 2 Discussion, meeting, Then final copy (3 <sup>rd</sup> Friday of February)<br><b>Due no later than</b>   | February 21, 2020                 |                                   |
| <b>Summary Evaluation Draft</b><br>For Prob 1, Permanent, Leave Replacement, Restricted, Intern Discussion, meeting, then final copy (Last work day in April for traditional)<br><b>Due no later than</b> | April 30, 2020                    | May 15, 2020                      |
| <b>Evaluation Due to Employee</b><br>Not later than 30 calendar days prior to the last day of school  | May 8, 2020                       | June 19, 2020                     |

Earlier timelines are established for evaluation of certificated unit members whose performance has been evaluated as "requires improvement" or "unsatisfactory" during the previous school year (see Collective Bargaining Agreement). Timelines may vary for unit members working an individual calendar.

\* Date assumes site has one teacher preparation day during year-round spring break- May vary from site to site.