

2020-2021
Teacher Appraisal Calendar
Human Resources Department

August		
Deadline	Appraisal Activity	Additional Information
August 17	10-15 Minute Observation period begins *Can be conducted in a virtual setting*	Minimum of one required for <u>all teachers</u>
August 17-September 25	Professional Goal Setting Conference window	*Required for all teachers. *May have been conducted at the end of the End of the Year 2020 Summative* *Required for New Hires
August 17-September 25	Student Growth Measure Conference window	Appraiser can decide to discuss the student growth measure goal during any one of the following: <ul style="list-style-type: none"> • the goal setting conference (new hires) • the pre-conference (full cycle teachers) • PLC, grade level, department or content area meeting • separate one-on-one conference
August 31 *More information will be forthcoming on Virtual Observations*	Formal Observation period begins (minimum of one required for teachers on the Full Appraisal Cycle) Required Steps in the Process: 1) Two Week Window Notice Must provide to teacher in writing 2) Pre-Conference* <u>Prior</u> to Formal Observation <i>after</i> the 2 week window is announced; this conference provides evidence to support the ratings for Domain 1 and insight to the upcoming lesson planned for within the 2-week window assigned 3) Formal Observation	Formal observations must be: <ul style="list-style-type: none"> • an <u>entire instructional period</u>; OR • a <u>complete lesson within an instructional period</u> that consists of a <i>minimum</i> of 45 minutes of instruction No observations may be conducted on: <ol style="list-style-type: none"> 1) the day before or after a school holiday; 2) days scheduled for end-of-semester or end-of-year examinations; or 3) days scheduled for state-mandated assessments or other standardized tests

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	<p>Ratings cannot be shared with the teacher until <i>after</i> the post-conference</p> <p>4) Post-Conference* <u>Within 10 days</u> of Formal Observation</p> <p>5) Mark Evaluation Viewable Must be done no later than the 10th day from the formal observation date</p> <p>*Pre and post conferences must be conducted in-person (recommended to hold in the teacher's classroom).</p>	<p>Teachers can submit a rebuttal and/or request a second observation within 10 days of notice (see FAQ's for more information)</p>
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September

Deadline	Appraisal Activity	Additional Information
September 4 September 8	No formal observations Labor Day Holiday	
September 4	Less-Than-Annual Exception Appraisal Cycle Agreement Due	Required for teachers on the less-than-annual exception cycle
September 4	Appraisal Calendar Teacher Version	Provide a copy to <u>all</u> teachers
September 25	Professional Goal Due Student Growth Measure Goal Due	Minimum of one professional and student growth measure goal required for all teachers

October

Deadline	Appraisal Activity	Additional Information
N/A		

November

Deadline	Appraisal Activity	Additional Information
November 12 November 16	No formal Observations	
November 20 November 30	No formal Observations	

December

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Deadline	Appraisal Activity	Additional Information
December 18	No formal observations Winter Break	
January		
Deadline	Appraisal Activity	Additional Information
January 4	No formal observations Winter Break	
January 11	MOY SGM Conferences/Check-In begin	<i>Note:</i> Appraiser can decide to discuss the student growth measure goal during any one of the following: <ul style="list-style-type: none"> the pre-conference (full cycle teachers) PLC, grade level, department or content area meeting separate one-on-one conference
January 15 January 19	No formal observations Martin Luther King Jr. Day	
February		
Deadline	Appraisal Activity	Additional Information
February 16	MOY SGM Conferences/Check-in end	
March		
Deadline	Appraisal Activity	Additional Information
March 5	No formal observations	
March 15	No formal observations	
March 31	Formal Observation period ends	
April		
Deadline	Appraisal Activity	Additional Information
April 1	End-of-Year Conferences period begins	Goals can be marked completed and archived at this time

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May

Deadline	Appraisal Activity	Additional Information
May 6	End-of-Year Conferences period ends	
May 7	Summative Report End-of-Year Conference form Evaluation Not Complete	Deadline for all teacher evaluations to be completed
May 28	10-15 Minute Observations period ends	