



Professional Growth & Evaluation — FOCUSED CYCLE TIMELINE



Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
<p>Before October 1 - evaluator and evaluation cycle identified in writing.</p>	<ul style="list-style-type: none"> Teachers who meet qualification criteria may be on Focused cycle three (3) out of every four (4) years. Summative evaluation is based on one selected criteria, including student growth component(s). Teachers may only be placed on probation from the Comprehensive Evaluation. The teacher or the evaluator can initiate a move from the Focused to the Comprehensive Evaluation. If an evaluator initiates a move from Focused to Comprehensive after October 1, it is required that he or she first conduct a full observation cycle, including a post-observation conference with the teacher. Subsequent to this observation cycle, the evaluator's decision to move the teacher to the Comprehensive Cycle must be communicated in writing to the teacher prior to December 15. <p>A teacher may elect to move from Focused to Comprehensive at any time prior to February 15 by communicating this decision in writing to his or her evaluator. Any previous observations and artifacts will be applicable toward the Comprehensive evaluation, but the Comprehensive Cycle procedures would apply subsequent to this notification.</p>							<p>May 1- deadline for Artifact submission (see CBA pg. 108)</p>	<p>By June 15 – (or last day of school, if earlier) – Summative evaluations completed, provided to the teacher, signed.</p>
<p>Initial Conference - Focused Cycle Conference 1 (FCC1) - Prior to October 15 and before any scheduled observations.</p> <p>Tasks:</p> <ul style="list-style-type: none"> Discuss the teacher's Professional Growth Plan (PGP) related to selected criteria Discuss Student Growth Goal Discuss potential evidence /artifacts related to selected criteria <p>Note: Professional Growth Plan approved by October 31 or teacher reverts to Comprehensive Cycle.</p>				<p>Focused Cycle Conference 2 (FCC2) – Held between the two required observations</p> <ul style="list-style-type: none"> First Required Observation cycle complete prior to Feb 1 Discuss progress on the PGP, check assumptions, assess need for additional support, etc. Review and discuss progress on student growth goals. Review and discuss artifacts submitted and/or still needed. 		<p>Second Required Observation cycle prior to May 1</p>	<p>Focused Cycle Conference 3 (FCC3) – after the completion of a Summative Evaluation and before the last day of school. Tasks to Address at FCC3:</p> <ul style="list-style-type: none"> Review Summative Evaluation. Discuss PGP progress as needed and next steps for future. Discuss/decide upon the evaluation cycle for the following year Final Reflection due by May 15 		
	<p>Ongoing Activities:</p> <ul style="list-style-type: none"> Teacher works on Focused PGP (Professional Growth Plan), documents progress, and collects any related artifacts. Procedures related to Additional Observations and Artifact Submission are the same as for the Comprehensive Cycle. Mid-Year Reflection and Final Reflection Final Reflection due by May 15 								
<p>Required Observations: after the FCC1</p> <ul style="list-style-type: none"> Required first observation cycle, including written documentation and related conferences must be complete prior to February 1; the second must be complete prior to May 1. These observation cycles may be clustered in the first semester, clustered in the second semester, or distributed between both. Minimum of one scheduled or unscheduled observation of at least 30 minutes; may be non-continuous within a 10-workday period; will focus on the selected criterion. Initial written report, including initial ratings of performance in criterion components, provided to the teacher within five (5) working days of the observation (or last observation within a 10-day series). Teacher may submit related artifacts before/after the observation. As appropriate, the observations need not be limited to the classroom, but may include the observation of duties that occur outside of the classroom setting. 								<ul style="list-style-type: none"> PGP Completion by May 15. Teacher completes a self-assessment/ reflection of their progress toward accomplishing their Professional Growth Plan and submits it to their evaluator by May 15. 	



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