



### MISD Appraisal Deadlines 2021-2022

Appraisal Category	Due to HR	Contract/LORA Actions
<ul style="list-style-type: none"> <li>• Associate Superintendents</li> <li>• Assistant Superintendents</li> <li>• Area Superintendents</li> <li>• Directors/Assistant Directors</li> <li>• Coordinators</li> <li>• Principals</li> <li>• Associate/Assistant Principals</li> <li>• Chief of Police</li> </ul>	<p style="text-align: center;"><b>Summative conferences held no later than May 27th</b></p> <p style="text-align: center;"><b>Due to Human Resources June 10<sup>th</sup></b></p>	<p style="text-align: center;"><b>Contract recommendations are presented and approved at March Board meeting;</b></p> <p style="text-align: center;"><b>Contracts issued by the end of April</b></p>
<ul style="list-style-type: none"> <li>• Teachers/Coaches</li> <li>• Media Specialists</li> <li>• Nurses</li> <li>• Counselors</li> <li>• Special Ed Professionals</li> <li>• Behavior Specialist</li> <li>• Instructional Technologists</li> </ul>	<p style="text-align: center;"><b>Summative conferences held no later than April 29th</b></p> <p style="text-align: center;"><b>Due to Exe Dir per checkout procedure</b></p>	<p style="text-align: center;"><b>Contract recommendations are presented and approved at April Board meeting;</b></p> <p style="text-align: center;"><b>Contracts issued by the end of May</b></p>
<ul style="list-style-type: none"> <li>• Special Education Support Staff</li> <li>• Cafeteria workers</li> <li>• Bus drivers and aides</li> </ul>	<p><b>May 6<sup>th</sup></b></p>	<p><b>Letters of Reasonable Assurance issued by the end of May</b></p>
<p><b>All paraprofessionals</b></p> <ul style="list-style-type: none"> <li>• Central</li> <li>• Campus</li> <li>• Technology</li> </ul>	<p><b>May 6<sup>th</sup></b></p>	<p><b>Letters of Reasonable Assurance issued by the end of May for all at-will employees except 261 day employees</b></p>
<ul style="list-style-type: none"> <li>• Maintenance/Custodian/Transportation - 261 day employees</li> </ul>	<p><b>June 9<sup>th</sup></b></p>	<p><b>No letter of Reasonable Assurance or contract issued</b></p>

