



## Superintendent

### *Educator Evaluation Cycle Deadlines and Process 2018-19*

<b>Completion Deadlines</b>	<b>5-Step Cycle</b>
September/October	Step 1 & 2: Goals and Annual Plan
Ongoing	Step 3: Plan Implementation and Collection of Evidence
Ongoing	Step 4: Monthly updates to School Committee by Superintendent or designee on progress made towards goals at School Committee meetings.
May School Committee Meeting	Step 5A: Superintendent presents End of Cycle Progress Report with Executive Summary.
May/June Reviewed at School Committee Meeting	Step 5B(1): School Committee responds with End of Cycle Summative Assessment (on-line survey) (reviewed at June School Committee Meeting; salary recommendation considered.)
June	School Committee Sub-Committee (SN&ES) meet to review survey result and consider salary recommendation.
June following SC Meeting	Step 5B(2): The Chair of SN&ES signs off on form 5B Summative Assessment Report to be submitted to DESE.
July	Contract/Salary Decision