



Superintendent

Educator Evaluation Cycle Deadlines and Process 2016-17

Completion Deadlines	5-Step Cycle
December 1	Step 1 & 2: Approval of Goals and Annual Plan
Ongoing	Step 3: Implement Plan and Collect Evidence
Ongoing	Step 4: Monthly updates to School Committee by Superintendent or designee on progress made towards goals at School Committee meetings.
May 1	Step 5a: Superintendent presents End of Cycle Progress Report (at May 16 SC meeting)
May 30	Step 5b: School Committee responds with End of Cycle Summative Assessment (on Survey Monkey) (reviewed at June 13 SC meeting; salary recommendation considered.)
June 7	Step 5b Summative Assessment Report (signed by Chair or Designee) submitted to DESE