

**Evaluation of Certified Personnel
TIMELINE**

By September 1	Orientation: Each immediate supervisor informs all staff about the evaluation process and the standards on which each staff member will be evaluated and who will be evaluated during the current school year. Each new staff member will develop a professional growth plan which complements the district/school improvement goals.
By October 15	Copies of each person's PGP must be on file at the Central Office.
By November 15	Pre-observation conferences will be conducted with each person to be evaluated in order to schedule the observation.
By December 15	First formal observation and post-observation conference will have been completed.
By January 15	Progress report check-list of completed formative and summative evaluations will be turned into the Central Office.
Between December 15 and March 15	Second formal observation and post-observation conference will have been completed.
By April 1	Complete summative report and contract recommendation must be filed in the office of the Superintendent.
Between April 1 and Closing day of school	All staff reviews/revisions of professional growth plans for the following year are due; Individual Corrective Action Plans have been developed as required.