

## Evaluation Schedules 2023-2024

<b>2023-2024 Evaluation Schedule for All Support Personnel (FESPA Eligible Employees)</b>	
<b>August</b>	<b>Evaluation Training Requirement:</b> Within four (4) weeks of the beginning of each school term, the administrator shall acquaint each employee directly under supervision with the evaluation procedures, standards and instruments used for the assessment. The purpose of the orientation is to achieve mutual understanding of the evaluation system. No evaluation shall take place until such orientation has been completed. (Page 19 of FESPA Contract.)
<b>April</b>	Each employee shall receive no less than an annual evaluation by his/her Administrator <b>by April 1st.</b> (Page 19 of FESPA Contract.) <ul style="list-style-type: none"> <li>o Those employees who receive less than satisfactory ratings at that time may request a forty-five (45) day period in which to demonstrate improvement in the noted areas of deficiency.</li> <li>o After the 45-day improvement period, a final evaluation shall then be written and submitted by the administrator no later than <b>May 15<sup>th</sup>.</b></li> </ul>
<b>Note:</b> Management reserves the right to require a success plan whenever an employee receives less than a satisfactory rating on an evaluation written prior to or on <b>April 1<sup>st</sup>.</b>	

<b>2023-2024 Evaluation Schedule for All School-Based Administrators</b> <i>Special Note: 2022-2023 School Leader Document due by to HR by August 31, 2023.</i>	
<b>August September October</b>	<b>Training and Pre-Evaluation Meeting with School-Based Administrators by October 31, 2023.</b> <ul style="list-style-type: none"> <li>o Creation of deliberate practice plan.</li> <li>o Monitoring and data collection aligned with Professional Practices.</li> </ul>
<b>November December January</b>	<b>Mid- Year Progress Review with Supervisor by January 31, 2024</b> <ul style="list-style-type: none"> <li>o Review and discussion of deliberate practice plan.</li> <li>o Review of data and professional practices.</li> </ul>
<b>February March April May</b>	<ul style="list-style-type: none"> <li>o Continued implementation of deliberate practice plan.</li> <li>o Continued monitoring and data collection aligned with Professional Practices.</li> </ul>
<b>June</b>	<b>End of Year Progress Review with Supervisor by June 15, 2024</b> <ul style="list-style-type: none"> <li>o Review and completion of deliberate practice plan.</li> <li>o Review and completion of Professional Practices form.</li> </ul>
<b>July August</b>	<ul style="list-style-type: none"> <li>• <b>Final meeting and completion of 23-24 School Leader Assessment Document Due to HR by August 31, 2024.</b></li> </ul>

<b>2023-2024 Evaluation Schedule for All District and Department Level Administrators and Professionals</b>	
<b>August September October</b>	<b>Training and Pre-Evaluation Meeting with all district and department level administrators and Professionals by October 31, 2023.</b>
<b>November December January</b>	<b>Mid- Year Progress Review with Supervisor by January 31, 2024</b>
<b>February March April May June</b>	<b>Final Meeting and Completion of 23-24 Evaluation Document Due to HR by June 15, 2024.</b>

## Evaluation Schedules 2023-2024

2022-2023 Instructional Evaluation Schedule For (COMPLETION OF LAST YEAR'S EVALUATION CYCLE)		
Month	Veteran Flagler Schools Teachers (At least one full year of experience)	Teacher Hired, after preplanning, during the 2022-2023 School Year
August	<ul style="list-style-type: none"> <li>Administrator holds additional post conference to complete the Summative Form with each teacher and to share final overall rating prior to September 15, 2023.</li> </ul>	
September	<ul style="list-style-type: none"> <li>Any new teacher hired <b><i>before October 10, 2022, with two formal observations</i></b> during the 2022-2023 SY, <b><i>can receive a final overall rating with student data included on the Summative Form.</i></b></li> <li>Any new teacher hired <b><i>after October 10, 2022, will receive a final score of incomplete on the Summative Form</i></b> because they were not teaching during the two FTE weeks in October and February as required for roster verification.</li> </ul>	
October	<ul style="list-style-type: none"> <li><b><i>All copies of teacher Summative Forms with SPI forms must be turned in to Human Resources by Monday, October 6, 2023.</i></b></li> </ul>	

Month	2023-2024 PERFORM Electronic Platform Evaluation Training Timeline
July	<ul style="list-style-type: none"> <li>Friday, July 14, 2023 (Webinar For Teacher Evaluation Platform Training Via Zoom, as presented by Perform. This training is for school-level administrators, department level supervisors and both principal's secretaries and department level secretaries.)</li> <li>Friday, July 21, 2023 (Webinar For Teacher Evaluation Platform Training Via Zoom, as presented by Perform. This training is for school-level administrators, department level supervisors and both principal's secretaries and department level secretaries.)</li> </ul>
August	<ul style="list-style-type: none"> <li>August 3rd, 4th and 7th (Webinars For Teacher Evaluation Platform Training Via Zoom, as presented by Perform. This training is for instructional staff.)</li> </ul>
September	<ul style="list-style-type: none"> <li>School-Level Leadership Team Trainings on Perform Platform to be held in Person. (Sign up Schedule available soon.)</li> </ul>
October	<ul style="list-style-type: none"> <li>Department Leadership Team Trainings on Perform Platform to be held in Person. (Sign up Schedule available soon.)</li> </ul>
November December	<p><b>Note: Additional training dates for in person assistance will be scheduled based on need assessment, and follow up training will likely occur during Principal Meetings, Assistant Principal Meetings, and Director Meetings.</b></p>

# Evaluation Schedules 2023-2024

2023-2024 Instructional Evaluation Schedule			
Month	Veteran Flagler Schools Teachers	Teacher Hired, after preplanning, during the 2022-2023 School Year	Teacher Hired, after preplanning, during the 2023-2024 School Year
August	All employees are to receive training regarding the evaluation process within two weeks from the beginning of the school year (or date of hire as applicable.) <b>Signed Proof of training is held at the school.</b> <ul style="list-style-type: none"> <li>Best practice is to do an informal observation prior to doing a formal observation.</li> </ul>		
September	<ul style="list-style-type: none"> <li>Consider doing at least 1 informal observation before Winter Break in December (NOT Required).</li> <li>Only 1 formal observation is required each school year for teachers with at least one full year of service with FCS.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers hired after pre-planning of that the year, are “Late” hires and must have at least 2 formal observations during the first calendar year.</li> <li>This means the 1<sup>st</sup> formal observation for this 2023-2024 <u>school year</u> can also be used as the 2<sup>nd</sup> formal observation for the <u>calendar year</u> for the same “Late” hire new teacher that started in 22-23, as required by state statute.</li> </ul>	<ul style="list-style-type: none"> <li>New instructional hires are to receive a formal observation within the first 90 days of employment.</li> </ul>
October			
November December	<ul style="list-style-type: none"> <li><b>Due to HR by November 3<sup>rd</sup></b> - Individual Professional Learning Plan (IPLP) Goals set for all teachers, approved by the Principal and pending end of year data (copy maintained at the school.)</li> </ul>		
January		<ul style="list-style-type: none"> <li>1<sup>st</sup> formal observation for this year, for 22-23 “Late” hires, must be completed by the 1- year anniversary of the hire date. <b>Due to HR by January 19<sup>th</sup>.</b></li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> formal observation ever done for 23-24 hires <b>due to HR by January 19<sup>th</sup>.</b></li> </ul>
February March April	<ul style="list-style-type: none"> <li>Best practice is to have both informal observations completed prior to completing the 2<sup>nd</sup> formal observation.</li> </ul>		
May	<ul style="list-style-type: none"> <li><b>All observations completed by May 10<sup>th</sup>.</b></li> <li><b>2<sup>nd</sup> Formal submitted to HR by May 17<sup>th</sup>.</b></li> </ul>		
June	<ul style="list-style-type: none"> <li>Annual formal observation for veteran teachers and 2<sup>nd</sup> Formal Observation 22-23 “Late” hired teachers <b>must be completed by May 10<sup>th</sup>.</b></li> </ul>	2 <sup>nd</sup> formal observation ever done for 23-24 hires <b>must be completed by May 10<sup>th</sup>.</b> <b>OR</b> 1 <sup>st</sup> formal observation ever done for 23-24 “Late” hired teachers, after October survey, <b>must be completed by May 10<sup>th</sup>.</b>	
<b>Note:</b> In order to receive a complete evaluation score a teacher must have the following: <ul style="list-style-type: none"> <li>Veteran Teachers with over one full year of experience with FCS as of August 2023.               <ul style="list-style-type: none"> <li>1 Formal evaluation this school year, employed during October and February FTE weeks, have a completed IPLP score and student data score as outlined by the committee.</li> </ul> </li> <li>New Teacher who was a “Late” hire in 22-23 or a new teacher hired prior to preplanning for the 2023 school year.               <ul style="list-style-type: none"> <li>2 Formal evaluations this school year, employed during October and February FTE weeks, have a completed IPLP score and student data score as outlined by the committee.</li> </ul> </li> </ul>			