

## Evaluation Timeline for HEA Members 2023-2024

### Evaluator Responsibilities:

- Follow the procedure and timeline listed below.
- Gain a working knowledge of Article 13, Evaluation of the HEA CBA
- Be familiar specifically with the three forms of Evaluation:
  - Traditional (Article 13.C.2-3)
  - Portfolio (Article 13.C.6.a)
  - Partner/Peer Review (Article 13.C.6.b)

### Timeline for Evaluation

*This timeline is a summary of Article 13 Evaluation from the HUSD/HEA CBA.*

Steps in the Evaluation Process	Year Round	Traditional
<b>HR provides site administrator a list of evaluatees</b> <ul style="list-style-type: none"> <li>● Temporary and probationary employees must be evaluated.</li> <li>● Permanent employees must be evaluated at least every other year.</li> <li>● Special Education teachers will not be evaluated.</li> <li>● <i>An administrator may evaluate any unit member annually.</i></li> <li>● HR will provide a list of evaluatee's eligible for a 5-year cycle.</li> </ul>	By <b>July 10, 2023</b>	By <b>August 10, 2023</b>
<b>Initial Conference – Evaluation Process:</b> Evaluator to meet with the evaluatee(s) to discuss the Standards and Methods of evaluation. This meeting may be held in a group setting, and shall take place prior to the individual meetings to agree on the evaluation worksheet. <b>By the 10<sup>th</sup> day of the school year (not including staff development days).</b>	By <b>July 21, 2023</b>	By <b>August 29, 2023</b>
<b>Identify Goals &amp; Objectives:</b> Review all evaluation documents. Evaluation worksheets shall be provided in written form. Review of the process with evaluatees. <b>By the 10<sup>th</sup> day of the instructional year.</b>	By <b>July 24, 2023</b>	By <b>August 30, 2023</b>
<b>Review Conference:</b> Evaluator to meet individually with any evaluatee ( <b>within the first 15 instructional days</b> ) who received 'Partially' or 'Does Not Meet Standards' on previous evaluation.	By <b>July 31, 2023</b>	By <b>September 7, 2023</b>
<b>Alternative Forms of Evaluation:</b> <ul style="list-style-type: none"> <li>● Option available to permanent employees with a minimum of (4) years of teaching experience.</li> <li>● Plans must be received in writing within the <b>first 30 days of school</b>. Evaluator and evaluatee meet and reach consensus on the plan.</li> </ul>	By <b>August 23, 2023</b>	By <b>September 28, 2023</b>
<b>Initial Conference(s) with Individual Evaluatee(s):</b> Evaluator and Evaluatee(s) meet to review Standards for the Teaching Profession, agree on Standards to be used, and sign all worksheets. Conferences take place <b>no earlier than 10<sup>th</sup> instructional day or later than 40<sup>th</sup> instructional day, or when the evaluatee began his/her work year at that site.</b> <ul style="list-style-type: none"> <li>● If agreement on the worksheet is not reached at this meeting, the evaluatee shall be given, upon</li> </ul>	<b>July 24, 2023 – September 7, 2023</b>	<b>August 30, 2023 – October 12, 2023</b>

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<p>request, 5 days to review the worksheet to determine whether to sign the worksheet or declare an impasse.</p> <ul style="list-style-type: none"> <li>Any impasse regarding the evaluation worksheet shall be resolved by the HEA President or designee and the Director of Human Resources.</li> </ul>		
<p><b>Observations:</b></p> <ul style="list-style-type: none"> <li>One of the classroom observations conducted by the evaluator shall be scheduled in writing two (2) work days in advance of that observation (if members receive notice on a Monday, they cannot be observed before Thursday).</li> <li>The scheduled observation shall be a minimum of thirty (30) minutes</li> <li>Other observations shall be at least twenty (20) minutes.</li> <li>Observations of shorter duration may be included in the summary evaluation.</li> </ul>	<p>Recommended window for 1st observation: <b>September 19, 2023 – November 16, 2023</b></p> <p>Recommended window for 2nd observation: <b>November 27, 2023 – March 1, 2024</b></p>	<p>Recommended window for 1st observation: <b>October 23, 2023 – December 14, 2023</b></p> <p>Recommended window for 2nd observation: <b>January 8, 2024 – March 1, 2024</b></p>
<p><b>Observations Conference:</b></p> <ul style="list-style-type: none"> <li>Evaluator and evaluatee shall meet as soon as possible following the observation to review and discuss the lesson prior to completion of the observation report.</li> <li>Following the conference the observation report will be completed and distributed to the evaluatee for signature.</li> </ul>	<p>As soon as possible following the observation</p>	<p>As soon as possible following the observation</p>
<p><b>Interim Evaluation &amp; Conference:</b> <b>(All Temporary, Probationary 1s, Partially Meets Standards, and Does Not Meet Standards)</b></p> <ul style="list-style-type: none"> <li><b>By the end of the 16<sup>th</sup> week of the school year</b>, evaluator completes Interim Evaluation Summary Report, confers with evaluatee, and obtains evaluatee’s signature on form.</li> <li>Interim evaluation reports shall be completed and submitted to the unit member <b>at least 1 day prior</b> to the conference.</li> </ul>	<p>By <b>November 17, 2023</b></p> <p>By <b>December 1, 2023</b> submit copies of the evaluation reports to HR</p>	<p>By <b>December 8, 2023</b></p> <p>By <b>January 5, 2024</b> submit copies of the evaluation reports to HR</p>
<p><b>Alternative Evaluation - Portfolio:</b></p> <ul style="list-style-type: none"> <li><b>No later than 30 calendar days prior to the end of the school year</b>, the administrator shall complete the final evaluation summary (Portfolio/Partner-Peer Evaluation Summary Report) and meet with the evaluatee.</li> <li>A final summary conference will be held with the evaluatee and administrator for the purpose of reviewing the three reflections and three artifacts for his/her portfolio, reflection on the portfolio process, accomplishments and final signatures.</li> </ul>	<p>By <b>May 9, 2024</b></p>	
<p><b>Alternative Evaluation - Partner/Peer Review:</b></p>	<p>By <b>May 9, 2024</b></p>	

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<ul style="list-style-type: none"> <li>● <b>No later than 30 calendar days prior to the end of the school year but no earlier than all three observation cycles have been completed</b>, the evaluatee shall complete a final Portfolio/Partner-Peer Evaluation Summary Report and provide a copy to the administrator.</li> <li>● A final summary conference will be held by the evaluatee and administrator for the purpose of reflection on the process, accomplishments, and final signatures.</li> </ul>	
<p><b>Summary Evaluation Report:</b></p> <ul style="list-style-type: none"> <li>● <b>No later than thirty calendar days prior to the last work day on the calendar</b>, the summary evaluation report shall be completed and submitted to the unit members at least one (1) work day in advance of the conference. (If members receive the report on a Monday, they cannot conference before Wednesday.)</li> <li>● If the composite evaluation on the summary evaluation report is marked “Partially Meets Standards” or “Does Not Meet Standards” the evaluator shall complete the performance evaluation addendum form.</li> </ul>	<p>By <b>May 9, 2024</b></p>
<p><b>Summary Evaluation Conference:</b> The summary evaluation conference shall take place at the time the summary evaluation report is provided to the evaluatee, or shortly thereafter, but <b>no later than 10 work days prior to the last work day.</b></p>	<p>By <b>May 23, 2024</b></p> <p>By <b>May 31, 2024</b>, submit copies of the summary evaluation reports to HR</p>