



Richland One Evaluation Calendar 2024-2025

Best used with PDF Support Links
 Most up-to-date version found [here](#)

8-1-2024 original; 11-8-2024 updated links

Note Microsoft link-access is only for those logged onto Richland One network – no external access to links.

Table: [Quick Reference](#), [July-August](#), [September](#), [October](#), [November-December](#), [January](#), [February](#), [March](#), [April](#), [May-June](#)

<p>SCLead Access SCLead Website: https://sclead.org/ SCLead email support: support@sclead.org <small>[SCLead Support – use the above email, not SCLead’s ticket system]</small> R1 Support – How to Register in SCLead R1 Support – SC District Transfers—updating SCLead R1 Support – SCLead Password Reset R1 Support – SCLead Educator Experience <small>[SCLead Experience omits information – see your SC Educator Portal]</small></p> <p>SCTS 4.0 Credentials R1 Support - SCTS 4.0 Evaluator Recertification</p>	<p>SCLead Evaluation Set-Up Evaluation Orientation and Mandatory Briefing Schedule 2024-2025 R1 ADEPT Evaluation Matrix R1 Support – Add Staff and Evaluation – HRS adds (support available) R1 Support – Add Evaluators to Evaluation Teams – Site Requirement R1 Support – Retiree Evaluation Set-up – HRS adds (support available) R1 Support – Continuing Formative Evaluations</p> <p>SCLead Evaluation Set-Up SCLead Assurance Process Form – Form/Email Due Oct 1, 2024</p>	<p>Evaluation-Orientation – SCLead/ADEPT See Evaluation Orientation and Mandatory Briefing Schedule R1 Support – Orientation Dates – for Administrators SCDE Support – Orientation Signatures – for Educators</p> <p>PADEPP See support located within SCLead. www.sclead.org</p>
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Teachers	School Counselors	School Librarians	Speech-Language Professionals	Classified, SPEs, and Less than 152 Days
<p>SCTS 4.0 Rubric – SCDE link R1 Support – SLO within SCLead R1 Support – Teacher GBE-goal within SCLead NIET – Instructional Strategies for Virtual Learning R1 Support – SCTS 4.0 Observations – Evaluators R1 Support – SCTS 4.0 Observations – Teachers R1 Support – Consensus Conference SCTS 4.0 R1 Support – SCTS 4.0 Professional Self-Review (for teachers) R1 Support – SCTS 4.0 Professionalism (for evaluators) R1 Support – Final Evaluation Results</p>	<p>Rubric for School Counselors R1 Support – School Counselor Student Growth Goals-SGG R1 Support – School Counselor Plan and Annual Calendar R1 Support – School Counselor Observations – Evaluators R1 Support – Observations – Counselor Responsibilities R1 Support – Scoring Worksheet R1 Support – Preliminary or Final Evaluation Conference R1 Support – Professional Self-Review (for counselors) R1 Support – Professionalism (for evaluators) R1 Support – Final Evaluation Results</p>	<p>Rubric for School Librarians R1 Support – SMART Goals for School Librarians R1 Support – School Librarian Plan R1 Support – School Librarian Observations – Evaluators R1 Support – Observations – Librarian Responsibilities R1 Support – Scoring Worksheet R1 Support – Preliminary or Final Evaluation Conference R1 Support – Professional Self-Review (for librarians) R1 Support – Professionalism (for evaluators) R1 Support – Final Evaluation Results</p>	<p>Rubric for Speech-Language Professionals R1 Support – SMART Goals for Speech-Language Professionals R1 Support – Speech-Language Professionals Observations – Evaluators R1 Support – Observations – Speech-Language Professional Responsibilities R1 Support – Scoring Worksheet R1 Support – Preliminary or Final Evaluation Conference R1 Support – Professional Self-Review (for speech professional) R1 Support – Professionalism (for evaluators) R1 Support – Final Evaluation Results</p>	<p>R1 Classified Evaluation Form R1 SPE Form R1 SPE Evaluation Support R1 Less Than 152 Evaluation Form R1 Support – Less Than 152</p> <p>PADEPP PADEPP Reminder and SCDE Guidelines PADEPP Overview Create PADEPP Evaluation Create PADEPP Team PADEPP Professional Development Plan PADEPP Conference – Evaluator PADEPP Conference – Principal PADEPP Required Standards PADEPP Observations PADEPP Self-Assessment – Principal PADEPP Evaluator Assessment PADEPP Summative Worksheet PADEPP Summative Evaluation PADEPP Evaluation Results</p> <p>Mentor Resources Mentor Expectations Mentoring Resources</p>



Quick Reference – 2024-2025 Evaluation Calendar

Quick Reference Guide – corresponds with Evaluation Calendar (link to be updated)

Start Up	Preliminary Cycle	Final Cycle
<p><u>Mentoring Begins</u> August 1, 2024</p> <p><u>Evaluation-Orientations</u> See schedule for dates Site-Based Evaluation – ALL educators Induction 1 – additional orientation in Induction 1 program Summative – see schedule for additional orientation Induction 2/3 and Annual Diagnostic - school admin provides additional orientation.</p> <p><u>Initial (approval) Conferences</u> SLO, GBE, SGG, Plan, etc. September 9-30, 2024</p> <p><u>Mentor Check</u> by September 30, 2024</p>	<p><u>Observations</u> September 24, 2024 through December 6, 2024</p> <p><u>Mid-year Conferences</u> Consensus, Evaluation SLO, GBE, SGG, Plan, etc. November 18, 2024 – December 13, 2024</p> <p><u>Mentor Check</u> by December 13, 2024</p>	<p><u>Observations</u> December 16, 2024 through March 7, 2025</p> <p><u>Final Conferences</u> Consensus, Evaluation SLO, GBE, SGG, Plan, etc. Final SCLead Conference February 24, 2025 – March 14, 2025</p> <p><u>Mentor Check</u> by April 11, 2025</p>



Richland One Evaluation Calendar 2024-2025

8-1-2024 original; 11-8-2024 updated links

JULY 2024							AUGUST 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

- First/Last Day of School for Students
- Professional Development Day (No school for students)
- Student/Staff Holiday (Schools/Offices Closed)
- Teacher Workday (No school for students)

2024-2025 Work Schedule		
	First Workday	Last Workday
180-day employees	8/8/24	5/28/25
184-day employees	8/6/24	5/29/25
186-day employees	8/5/24	5/30/25
190-day employees	8/1/24	5/29/25
200-day employees	7/25/24	6/5/25
220-day employees	7/11/24	6/19/25
240-day employees	7/1/2024	6/30/25

August 2024 – [link back to Main Content Page](#)

Broken Link? Go back to [Main Content Page](#).

Who, Date, and Action	Details	Support Links
Principals – by August 1, 2024 <i>Review SCLead Evaluations</i>	Principals review SCLead evaluations. 1- Ensure Evaluated Staff listed in SCLead is accurate and complete. 2- Ensure all current ADEPT evaluations are listed (contact D. Oddo if not). 3- Review Evaluation Level (and Contract Level) as compared to <u>new hire Frontline data</u> and <u>Long-Sheet contract records</u> (contact D. Oddo if not).	See: R1 ADEPT Evaluation Matrix on webpage R1 Support – Continuing Formative Evaluations Actions are part of SCLead Assurance – see Oct 1st
Principals – by August 1, 2024 Mentors <i>Mentor Assignments</i>	Principals assign mentors. 1-Assign in SCLead Mentors to each Induction 1, 2, and 3 and Diagnostic Assistance educators 2-Assign mentors and notify them of R1 Mentor Expectations. Mentors make contact with mentees. 1-Make initial contact with mentee 2- REQUIRED log item: Record initial contact and actions 3- <u>11 only</u> : Assist Induction 1 mentee in “First Assignment”	<i>Principals</i> Mentor Expectations Actions are part of SCLead Assurance – see Oct 1st <i>Mentors:</i> Mentor Expectations Mentoring Resources <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;"> See August 20 or 21, 2024 for Mandatory Mentor Briefing. </div>
Principals – by August 1, 2024 Educators – <i>Review Orientation Schedule</i>	Principals review and post orientation schedule (include site dates). 1-Determine site dates for site-based ADEPT orientation – video (approx. 20 minutes) is provided 2-Digitally post and ensure all educators have received Orientation schedule 3-Set Orientation Dates in SCLead (enter all dates – see schedule); principals are responsible for Orientation dates in SCLead Educators review Orientation Schedule 1-Summative Evaluations – TEAMS district lead orientation (also site-based) 2-Induction 1 – F2F district lead orientation (also site-based) 3-Induction 2 and 3, Annual Diagnostic, Annual-GBEs, Continuing and Retiree GBEs, Continuing Formative – site-based orientation	<i>Principals:</i> Evaluation Orientation Schedule 2024-2025 R1 Support – Orientation Dates – for Administrators Note – assigning of Orientation dates is to occur prior to held evaluation-orientation. Review schedule and plan for site-based orientation (see September 3-23, 2024 for site-based orientation) Actions are part of SCLead Assurance – see Oct 1st <i>Educators:</i> Evaluation Orientation Schedule 2024-2025 SCDE Support – Orientation Signatures – for Educators
Educators – by August 7, 2024 <i>Register/Login SCLead.org</i>	All Educators review 1-New Certified Staff register (create account) in SCLead 2-In-state transfers to Richland One, update SCLead account 3-Returning educators log into SCLead (district transfers check school)	SCLead website: https://sclead.org/ R1 Support – How to Register in SCLead R1 Support – SC District Transfers–updating SCLead SCLead email support: support@sclead.org



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<p>Principals – by August 7, 2024 <i>SCLead Evaluation Team Assignments</i></p>	<p>1-Assign School Administrator to GBE evaluations. 2-Assign qualified School Administrator to Induction 1 evaluations 3-Assign qualified School Administrator, Peer-Evaluator, and Mentor to Induction 2/3 and Annual Diagnostic evaluations. 4-Assign qualified School Admins & Peer-Evaluators to Summative evals. 5-Assign qualified School Administrator to Continuing Formative evaluations.</p>	<p>See: R1 ADEPT Evaluation Matrix on webpage R1 Support – Add Evaluators to Evaluation Teams Actions are part of SCLead Assurance – see Oct 1st</p>
<p>Teachers and Counselors By August 8, 2024 <i>SLO and SGG data gather begins</i></p>	<p>Teachers 1-SLO data gathering begins 2-Begin SLO draft in SCLead</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;"> Semester SLOs are used only when full-year SLOs are not available. </div> <p>Counselors 1-SGG data gathering begins 2-Begin SGG draft in SCLead</p>	<p><i>Teachers:</i> R1 Support – SLO within SCLead</p> <p><i>Counselors:</i> R1 Support – Student Growth Goals-SGG</p>
<p>Evaluators (all as assigned within SCLead) August 13, 14, or 15, 2024 <i>Mandatory Evaluation Briefing</i></p>	<p>Mandatory Evaluator Briefing Principals: Ensure all your site-based evaluators attend a session [This includes all peer-evaluations, administrators, and principal – also to be in SCLead] Evaluators: Choose either session; TEAMS session starts at 4:00 p.m.</p>	<p>Evaluator Briefing Session Presentation TEAMS Link: August 13th @ 4:00 p.m. – 5:15 p.m. TEAMS Link: August 14th @ 4:00 p.m. – 5:15 p.m. TEAMS Link: August 15th @ 4:00 p.m. – 5:15 p.m. ...</p>
<p>Mentors August 20 or 21, 2024 <i>Mandatory Mentor Briefing</i></p>	<p>Principals: Ensure each mentor (actively mentoring this year) attends one of these sessions [choice of four times]</p> <p>Mentors (actively mentoring in 2023-2024)-choose one session of the four: <i>August 20, 2024: 3:00 pm and 4:00 pm TEAMS Session</i> <i>or</i> <i>August 21, 2024: 3:00 pm and 4:00 pm TEAMS Session</i></p>	<p>Mentor Briefing Session Presentation TEAMS Link – for August 20th TEAMS Link – for August 21st <i>Mentor Expectations and Resources:</i> Mentor Expectations Mentoring Resources</p>
<p>Induction 1 Educators August 27, 2024, August 28, 2024, August 29, 2024 <i>Evaluation Orientation</i></p>	<p>Face-to-Face Session</p> <p>1-Complete Required Rubric Activity (suggested to complete prior to Aug 29th) 2-Attend one of the Induction 1 Sessions (contact is Dr. Latoya Curry-Jones): August 27, 2024 @ 4:30 p.m. (Olympia Learning Center Auditorium – park in back) August 28, 2024 @ 4:30 p.m. (Olympia Learning Center Auditorium – park in back) August 29, 2024 @ 4:30 p.m. (Olympia Learning Center Auditorium – park in back) <i>This is in addition to your site-based evaluation-orientation (see Sept 3-23)</i></p>	<p>Required Rubric Activity Required 1st Activity Induction 1 Evaluation Orientation Presentation Required 2nd Activity Make-Up Process Orientation Signatures in SCLead – for Educators</p>



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SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Student/Staff Holiday (Schools/Offices Closed)
- ★ Professional Development (Early Dismissal for Students)

September 2024 – [link back to Main Content Page](#)

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Who, Date, and Action	Details	Support Links
<p>Principals SITE-BASED ORIENTATION</p> <p>All ADEPT Educators All Educators Site-Based</p> <p>September 3-23, 2024*</p> <p><i>School-Based Led Evaluation Orientation</i></p>	<p>Principals</p> <p>1-Schedule School-Based Evaluation-Orientation – all educators</p> <p>2-Hold School-Based Evaluation-Orientation* see video and PDF</p> <p>*Without unnecessary delay, this timeframe can adjust for school or specific needs.</p> <p>Educators</p> <p>1-Review schedule for <u>requirements beyond</u> this school-based orientation.</p> <p>2-Attend School-Based Evaluation-Orientation – all educators</p>	<p><i>Principals:</i></p> <p>Evaluation Orientation Schedule 2024-2025</p> <p>Site-Based Evaluation-Orientation Video and PDF</p> <p><i>Educators:</i></p> <p>SCDE Support – Orientation Signatures – for Educators</p> <p>Evaluation Orientation Schedule 2024-2025</p>
<p>Principals REQUIRED PGDP</p> <p>Induction 2-3 Educators</p> <p>Annual Diagnostic Educators</p> <p>By September 5, 2024</p> <p><i>PGDP Initial Conferences</i></p>	<p>Mandatory PGDP</p> <p>Principals: Start PGDP for all Annual Diagnostic, Induction 2 or 3 educators.</p> <p>Hold Initial Conference for year-long PGDP.</p> <p><i>HIGHLY RECOMMEND to concurrently hold with I2, I3, A2DA eval-orientation (see below)</i></p> <p>Other PGDP</p> <p>Principals: Suggested start PGDP, or revisit PGDP carried forward from Spring 2023, for any educator need for year-long or semester PGDP.</p>	<p>See: Professional Growth and Development Plan</p> <p><i>Located at www.richlandone.org/departments/performance-evaluation-services/</i></p>
<p>Principals SITE-BASED ORIENTATION</p> <p>Induction 2-3 Educators</p> <p>Annual Diagnostic Educators</p> <p>By September 5, 2024</p> <p><i>Specific Evaluation Orientation</i></p> <p style="text-align: right;">Site-based Admin Session</p>	<p>Principals</p> <p>1-Schedule/hold individual separate evaluation-orientation for Induction 2, Induction 3, or Annual Diagnostic educators – use PPT and PDF</p> <p><i>HIGHLY RECOMMEND to hold concurrently with required PGDP Initial Conference (see above)</i></p> <p>Induction 2, Induction 3, and Annual Diagnostic Educators</p> <p>1-Attend specific evaluation-orientation as led by school administration</p> <p><i>This is in addition to attending your site-based evaluation-orientation (Sept 5-19)</i></p>	<p><i>Principals:</i></p> <p>Evaluation Orientation Schedule 2024-2025</p> <p>Orientation PPT and PDF (School Admins Download)</p> <p><i>Educators:</i></p> <p>SCDE Support – Orientation Signatures – for Educators</p> <p>Reminder: Participate in site-based evaluation-orientation; see School-Based Led Evaluation-Orientation.</p>
<p>SCTS 4.0 Teachers</p> <p>Formal Evaluation</p> <p>DISTRICT-LED ORIENTATION</p> <p>September 10 or 11, 2024</p> <p><i>Evaluation Orientation for FORMAL Evaluations in SCTS 4.0 Teachers</i></p>	<p>SCTS 4.0 Teacher Formal Evaluation (SCLead Teachers on “Summative”) (i.e. Annual 1 Summative, Annual 3 Summative, Continuing <u>Summative</u>)</p> <p>1-FIRST: Complete Required Rubric Activity (suggested to complete prior to Sept 10th)</p> <p>2-SECOND: Attend one orientation session via TEAMS:</p> <p>SCTS 4.0 Teachers join link at 3:45 p.m.- 5:00 p.m. September 10, 2024, or SCTS 4.0 Teachers join link at 3:45 p.m.- 5:00 p.m. September 11, 2023</p> <p>Notice: These sessions are only for formal evaluation (i.e. Summative evaluations).</p> <p>3-REMINDER: All educators are to participate in school-based orientation.</p>	<p>Required Rubric Activity Required 1st Activity – aprox 90 min</p> <p>TEAMS Link – September 10th Session Required 2nd</p> <p>TEAMS Link – September 11th Session Activity</p> <p>SCTS 4.0 Teacher Formal Evaluation Orientation Presentation</p> <p>Reminder: Participate in site-based evaluation-orientation; see School-Based Led Evaluation-Orientation.</p> <p>Orientation Signatures in SCLead – for Educators</p> <p>Make-Up Process: click here</p>



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<p>Special Areas Formal Evaluations <u>DISTRICT-LED ORIENTATION</u> September 12, 2024 <i>Evaluation Orientation for FORMAL Evaluations in Special Areas</i></p> <div style="border: 1px solid red; padding: 2px; width: fit-content; float: right; color: red; font-weight: bold;">TEAMS Session</div>	<p>Special Area Formal Evaluation (i.e. Annual 1 Summative or Annual 3 Summative) 1-Complete Required Rubric Activity (suggested to complete prior to Sept 14th) 2-Attend area specific session via TEAMS: <i>School Counselors, School Librarians, and Speech Professionals Options:</i> Complete either the 3:00 p.m. or 4:00 p.m. session – use TEAMS link. 3-REMINDER: In addition to this district-led session, these educators are to participate in their own school’s school-based evaluation orientation.</p>	<p>Required Rubric Activity Required 1st Activity – aprox 15 min TEAMS Link – Formal Evaluation Special Areas School Counselor Orientation Presentation School Librarian Orientation Presentation Speech-Language Professional Orientation Presentation Required 2nd Activity Reminder: Participate in site-based evaluation-orientation; see School-Based Led Evaluation-Orientation. Orientation Signatures in SCLead – for Educators</p>
<p>Principals/Department Heads All Employees September 9-30, 2024* <i>Initial Conferences</i> *Without unnecessary delay, this timeframe can adjust for school/department or specific needs.</p> <div style="border: 1px solid purple; padding: 2px; width: fit-content; float: right; color: purple; font-weight: bold;">Includes SPEs & PADEPP</div>	<p>Classified Evaluation Plans, SPEs, PADEPPs, GBE-goals, SLOs, and SGGs* <i>SCLead Actions are part of SCLead Assurance – see Oct 1st</i> Evaluators: Hold Initial Conference <i>*HIGHLY RECOMMEND for formative or summative School Counselor, concurrently hold SGGs conference along with Approval conference for counselor Plan and Annual Calendar (see below).</i> <i>** Semester SLOs are used only when full-year SLOs are not available.</i> Employees: Participate in Initial Conference and sign accordingly</p>	<p>Forms and Support See: R1 Classified Evaluation Form at webpage See: R1 SPE Form at webpage and R1 SPE Evaluation Support PADEPP Professional Development Plan PADEPP Conference – Evaluator and PADEPP Conference – Principal R1 Support – Teacher GBE-goal within SCLead R1 Support – SMART Goals - School Librarian or Speech Professionals R1 Support – SLO within SCLead R1 Support – School Counselor Student Growth Goals-SGG</p>
<p>Principals Formative and Summative School Counselor or Librarians September 9-30, 2024* <i>Approval (Special Areas) Conferences</i></p>	<p>Formative and Summative School Counselor* 1-Hold Approval Conference for School Counselor Plan 2-AND begin Annual Calendar <i>*Highly Recommended to hold Approval Conference along with SGG, and without unnecessary delay, this timeframe can adjust for school or specific need.</i> Formative and Summative School Librarians* 1- Hold Approval Conference for School Librarian Plan <i>*Without unnecessary delay, this timeframe can adjust for school or specific need.</i></p>	<p><i>School Counselors:</i> R1 Support – School Counselor Plan and Annual Calendar <i>School Librarians:</i> R1 Support – School Librarian Plan</p>
<p>Principals/Evaluators Formative and Summative ADEPT Evaluations September 24, 2024 <i>Preliminary Cycle [Fall Cycle] Observations Begin</i> <i>Observation Cycle Ends on Dec 6th</i> <i>Preliminary (Mid-Year) Conference by Dec 13th</i></p>	<p>Preliminary (Fall) Evaluation Cycle Begins SCTS 4.0 Teachers – Formative or Summative Special Areas – Formative or Summative <ul style="list-style-type: none"> Announced Pre-Conference* Observation held during observation-cycle timeline Post-Conference* <i>*Pre and Post Conferences timelines are to occur per ADEPT guidelines.</i> <i>Pre-conferences can occur before Sept 19th or Post-conferences after Dec 1st.</i></p>	<p><i>Teachers SCTS 4.0:</i> R1 Support – SCTS 4.0 Observations – Teachers R1 Support – SCTS 4.0 Observations – Evaluators SCTS 4.0 Rubric – SCDE link <i>Special Areas:</i> R1 Support – Observations – Educator Responsibilities R1 Support – Observations – Evaluator Responsibilities Rubric for School Counselors Rubric for School Librarians Rubric for Speech-Language Professionals</p>
<p>PADEPP observation and evaluation expectations match SCDE PADEPP Guidelines.</p>		
<p>SCTS 4.0 Evaluators Training September 24-26, 2024 <i>Teacher Evaluator Training (SCTS 4.0)</i></p>	<p>SCTS 4.0 Teacher Evaluator Training – at Heyward Career Center. Registration is held through HRS, Daniel Oddo.</p>	
<p>Mentors September 26, 2024 <i>Late Session Mandatory Mentor Briefing</i></p> <div style="border: 1px solid red; padding: 2px; width: fit-content; float: right; color: red; font-weight: bold;">TEAMS Session</div>	<p>Principals: Ensure each mentor (actively mentoring this year) attends Mentor Briefing Late Session is for late mentor assignments. *NOT intended as a “5th choice” option from Aug 20 or 22 sessions Mentors Needing Session: Attend Make-up/Late Session - see TEAMS link <i>September 26, 2024: 4:00 pm Session</i></p>	<p>Mentor Briefing Session Presentation TEAMS Link – September 26th @ 4:00 p.m. <i>Mentor Expectations and Resources:</i> Mentor Expectations and Mentoring Resources</p>



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<p>Principals/Department Heads “Less Than 152 Days” Certified Employees TBA by HRS – originally 9/26/2024 <i>Less Than 152 Day</i></p>	<p>Certified Employees hired as of this date are “Less Than 152 Days”</p> <ul style="list-style-type: none">• SCTS 4.0 Teachers – provide SCTS 4.0 Walkthrough within SCLead per semester which employed, and complete Less Than 152 Summary Report.• SC, SL, SLP Special Areas – provide informal walkthrough and include scripted questions for pre and post conferences, and complete Less Than 152 Summary Report.• Administrative, Certified Instructional Support, Non-ADEPT Consultants or 12-month Teachers – Complete Less Than 152 Summary Report.• Retirees –informal process and complete Less Than 152 Summary Report.	<p>See: R1 Less Than 152 Summary Report Form at webpage R1 Support – Less Than 152 Orientation Activity-Videos for LOA Formative</p> <p><i>SCLead Registration Support:</i> SCLead website: https://scllead.org/ R1 Support – How to Register in SCLead R1 Support – SC District Transfers – updating SCLead SCLead email support: support@scllead.org</p>
<p>Mentors/Principals By September 30, 2024 <i>Mentor Accountability Check</i></p>	<p>Mentors 1-Ensure “First Actions of the Year” are Complete 2-Turn in Accountability Sheet to Principal</p> <p>Principals 1-Review Mentor Accountability Sheets – return sheets to Mentors</p>	<p><i>Mentor Expectations Accountability Sheet:</i> Mentor Expectations</p>



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OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- ◆ Teacher Workday (No school for students)
- ▲ Early Dismissal for Students-Parent Teacher Conferences

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Who, Date, and Action	Details	Support Links
<p>Principals* October 1, 2024 <i>SCLead Assurance Due</i> <i>*Includes Special Schools and Departments with ADEPT Evaluations.</i></p>	<p>SCLead Assurance Process – Due October 1, 2024 Email daniel.oddo@richlandone.org your SCLead Assurance is “Ready for Review” – this includes <u>Mentor Accountability</u>, <u>PGDP Plans Filed with HRS</u>, and <u>Evaluator Assurances</u></p> <ul style="list-style-type: none"> • SCLead Staff is up-to-date – due Aug 1st • SCLead Evaluations are correctly assigned – due Aug 1st • SCLead Evaluations have correct evaluator(s) set-up – due Aug 8th • Confirm Each Evaluator has Completed Evaluator Briefing – see Sept 3-5 • All Orientations are complete for Staff – see schedule; due Sept 23rd • Initial Conferences Held and Signed in SCLead (including Special Areas formative and summative Plans) – due Sept 30th • Confirm Mentoring Service is Activity Occurring – CHECK Mentor Sheets 	<p>SCLead Assurance Process Form</p> <p>See R1 ADEPT Evaluation Matrix at webpage R1 Support – Add Staff and Evaluation – typically done by HRS R1 Support – How to Add Evaluators to Evaluation Teams – for Admins R1 Support – Orientation Dates – for Administrators SCDE Support – Orientation Signatures – for Educators R1 Support – Teacher GBE-goal within SCLead R1 Support – SMART Goals - School Librarian or Speech Professionals R1 Support – School Librarian Plan R1 Support – SLO within SCLead R1 Support – School Counselor Student Growth Goals-SGG R1 Support – School Counselor Plan and Annual Calendar Mentor Expectations See R1 Professional Growth & Development Plan at webpage</p>
<p>Principals October 21-25, 2024 <i>Mid-Cycle Review</i></p>	<p>Mid-Cycle Review (halfway through evaluation cycle) – October 28th</p> <ul style="list-style-type: none"> • Ensure correct number of observations are occurring for each observer. • Ensure each observation has 1-quality feedback, 2-complete signatures, and 3-special areas are using required pre and post conference questions. • Note: Observation Cycle ends December 6, 2024. 	<p>See: R1 ADEPT Evaluation Matrix on webpage</p> <p>Notice: Contact daniel.oddo@richlandone.org as soon as possible for any extenuating circumstances for completing observations or evaluations. Issues with educator or evaluation, please advise asap, do NOT wait until December 1st</p>
<p>Principals/Evaluators October 21-25, 2024 <i>Semester ONLY SLOs</i> <i>Semester ONLY PGDPs</i></p>	<p><u>Semester only SLOs</u> – Hold SLO Mid-Term Conference <i>* Without unnecessary delay, this timeframe can adjust for school/department or specific needs.</i> <i>** Reminder: Semester SLOs are used only when full-year SLOs are not available.</i></p> <p><u>Suggested for Semester only PGDPs SLOs</u> – Hold PGDP Mid-Term Conference</p>	<p>R1 Support – SLO within SCLead</p> <p>See: Professional Growth and Development Plan <i>Located at www.richlandone.org/departments/performance-evaluation-services/</i></p>



Richland One Evaluation Calendar 2024-2025

8-1-2024 original; 11-8-2024 updated links

NOVEMBER 2024							DECEMBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

● Student/Staff Holiday (Schools/Offices Closed)

★ Professional Development (Early Dismissal for Students)

November-December 2024 – [link back to Main Content Page](#)

Broken Link? Go back to [Main Content Page](#).

Who, Date, and Action	Details	Support Links
Principals/Evaluators November 11-15, 2024 <i>Schedule Mid-Term Conferences:</i>	Suggested November 11-15th: Notify evaluated educators of pending mid-year conferences for SLOs, SGGs, GBE-goals, or formative/summative Plans. <i>* Reminder: Conferencing held November 18, 2024 – December 13, 2024.</i> **Notify about pending preliminary Evaluation or Consensus Conferences.	
Principals/Evaluators All Employees November 18, 2024 – December 13, 2024 <i>Hold Mid-Term Conferences: SLO, SGG, GBE-goals, and formative/summative Plans.</i>	Hold SLO, SGG, GBE-goal, or formative/summative Plan Mid-year Conferences. Reminders: 1-Goals-Based evaluations (SLOs, SGGs, and GBE-goals) recommended to complete mid-year conferences November 18 th -December 13 th 2-Formative or summative evaluations recommended to complete SLO, SGG, SC-Plan (& Calendar), SL-Plan along with Consensus or Evaluation Conference. 3-Notice: <u>Semester ONLY SLOs</u> ; SLO ends by December 20 th . <i>Final conference can be held (without unnecessary delay) after Dec 20th.</i>	Teachers R1 Support – Teacher GBE-goal within SCLead R1 Support – SLO within SCLead School Counselors R1 Support – School Counselor Student Growth Goals-SGG R1 Support – School Counselor Plan and Annual Calendar School Librarians R1 Support – SMART Goals - School Librarian or Speech Professionals R1 Support – School Librarian Plan Speech-Language Professionals R1 Support – SMART Goals - School Librarian or Speech Professionals
Principals/Evaluators Formative and Summative ADEPT Observations END December 6, 2024 <i>Preliminary Cycle [Fall Cycle] Observations End</i> <i>Preliminary (Mid-Year) Conference by Dec 8th</i>	Teachers SCTS 4.0 – Observation Cycle Ends December 6, 2024 SCTS 4.0 Observations are completed for all observers. <i>* Per ADEPT guidelines post-conferences can be held after December 1, 2023 (by Dec 8th).</i> Special Areas 2020 Models – Observation Cycle Ends December 6, 2024 Special Areas Observations are complete for all observers. <i>* Per ADEPT guidelines post-conferences can be held after December 1, 2023 (by Dec 8th).</i>	Teachers SCTS 4.0: R1 Support – SCTS 4.0 Observations – Teachers R1 Support – SCTS 4.0 Observations – Evaluators SCTS 4.0 Rubric – SCDE link Special Areas: R1 Support – Observations – Educator Responsibilities R1 Support – Observations – Evaluator Responsibilities Rubrics: School Counselors School Librarians Speech-Professionals
Principals/Evaluators Formative and Summative ADEPT Evaluations By December 13, 2024 <i>Consensus or Evaluation Conference</i>	Teachers SCTS 4.0 Consensus Conferences held by December 13, 2024. <i>* Per ADEPT guidelines, SLO or observation post-conferences can concurrently be held.</i> Special Areas 2020 Evaluation Models Evaluation Conferences held by December 13, 2024. <i>* Per ADEPT guidelines, SGG, Plan, or observation post-conferences can concurrently be held.</i>	Teachers SCTS 4.0: R1 Support – Consensus Conference SCTS 4.0 SCTS 4.0 Rubric – SCDE link Special Areas: R1 Support – Worksheet and Evaluation Conference Rubrics: School Counselors School Librarians Speech-Professionals



Richland One Evaluation Calendar 2024-2025

8-1-2024 original; 11-8-2024 updated links

<p>Principals/Evaluators November 18, 2024 – December 13, 2024 <i>PGDP Conferences - suggested</i></p>	<p>Final PGDP Conferences Complete PGDPs scheduled to end December 2024* <i>*Send PDF copied to HRS of completed signed plan with final results.</i></p> <p>Mid-Year PGDP Conferences Hold Mid-Year PGDP conferences for those that apply* <i>*Review Formative, Summative, or Walkthrough data as defined within plan.</i></p> <p>Initial PGDP Conferences Begin PGDP conferences - identify formative or summative <u>domains</u> that are <u>below-proficient</u>*. <i>*Address Reinforcement Indicators within PGDP's goals – Requirement on low performances.</i></p>	<p>See: Professional Growth and Development Plan Located at www.richlandone.org/departments/performance-evaluation-services/</p>
<p>Mentors/Principals By December 13, 2024 <i>Mentor Accountability Check</i> <i>Mentor Survey – December 2023</i></p>	<p>Mentors 1-Ensure Fall Semester activities are Complete 2-Complete December 2024 Survey 3-Turn in Accountability Sheet to Principal</p> <p>Principals 1-Review Mentor Accountability Sheets – return sheets to Mentors</p>	<p><i>Mentor Expectations Accountability Sheet:</i> Mentor Expectations December 2024 Mentor Survey</p>
<p>Principals December 16-19, 2024 <i>Mid-Year Evaluation Review with HRS</i></p>	<p>TEAMS Session Mid-Term Review of SCLead Evaluations Review Mid-Year Evaluation Review with HRS Schedule – TEAMS <i>*All SCLead data is to be completed prior evaluation calendar expectations.</i> <i>* Complete all site-based Mentor Checks – see Mentor Accountability Sheet</i></p>	<p>Mid-Year Check – preliminary cycle Mid-Year Evaluation Review with HRS Schedule <i>*TEAMS invites pending December 2024</i></p>

Spring Final Evaluation Cycle Begins

<p>Principals/Evaluators Formative and Summative ADEPT Evaluations December 16, 2024 <i>Final Cycle [Spring Cycle]</i> <i>Observations Begin</i> <i>Observation Cycle Ends on March 7th</i> <i>Preliminary (Mid-Year) Conference by March 14th</i></p>	<p>Final (Spring) Evaluation Cycle Begins SCTS 4.0 Teachers – Formative or Summative Special Areas – Formative or Summative</p> <ul style="list-style-type: none"> • Unannounced – No Pre-Conference for SCTS 4.0, School Librarian, and Speech Professionals • NOTE: School Counselors remain ANNOUNCED in Spring Cycle – hold pre-conference* • Observation held during observation-cycle timeline • Post-Conference* <p><i>*Pre and Post Conferences timelines are to occur per ADEPT guidelines.</i> <i>Pre/Post-conferences can occur before start of cycle or after its end.</i></p>	<p><i>Teachers SCTS 4.0:</i> R1 Support – SCTS 4.0 Observations – Teachers R1 Support – SCTS 4.0 Observations – Evaluators SCTS 4.0 Rubric – SCDE link</p> <p><i>Special Areas:</i> R1 Support – Observations – Educator Responsibilities R1 Support – Observations – Evaluator Responsibilities Rubric for School Counselors Rubric for School Librarians Rubric for Speech-Language Professionals</p>
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Richland One Evaluation Calendar 2024-2025

8-1-2024 original; 11-8-2024 updated links

JANUARY 2025						
S	M	T	W	T	F	S
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26	27	28	29	30	31	

- Student/Staff Holiday (Schools/Offices Closed)
- ◇ Teacher Workday (No school for students)
- ☆ Professional Development (Early Dismissal for Students)

January 2025 – [link back to Main Content Page](#)

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Notice: See [December 16, 2024](#) above for the Start of the *Final Spring Evaluation Cycle* for ADEPT Summative and Formative Evaluations.

Reminder: Review “**Not Met Requirements**” posted in site’s U-Drive (HRSCertifiedStaffing, _General folder) accessible by principals.

Who, Date, and Action	Details	Support Links
<p>Principals/Department Heads All Employees January 6-10, 2025 <i>Hold Mid-Term Conferences:</i> <i>Classified Evaluation, SPE, PADEPP</i></p>	<p>Classified Evaluation Plans, SPEs, PADEPPs, Evaluators: Hold Mid-Year Conference* Employees: Participate in Mid-Year Conference and sign accordingly *Without unnecessary delay, this timeframe can adjust for school/department or specific needs.</p>	<p>Forms and Support See: R1 Classified Evaluation Form at webpage See: R1 SPE Form at webpage and R1 SPE Evaluation Support PADEPP Professional Development Plan PADEPP Conference – Evaluator and PADEPP Conference – Principal See PADEPP Support on Front Main Content Page</p>
<p>PADEPP observation and other evaluation expectations match SCDE PADEPP Guidelines.</p>		
<p>Principals/Department Heads approximately January 27-31, 2025 <i>Mid-Cycle Review</i></p>	<p>Mid-Cycle Review (halfway through evaluation cycle)</p> <ul style="list-style-type: none"> • Ensure correct number of observations are occurring for each observer. • Ensure each observation has 1-quality feedback, 2-complete signatures, and 3-special areas are using required pre and post conference questions. • Obtain Less Than 152 Days information as needed • Note: Observation Cycle ends March 7, 2025. • Review before Staffing Conferences for: <ul style="list-style-type: none"> -Possible <i>NOT METs</i> -Highly Consequential Progress -Non-Renewal Consideration Updates 	<p>See: R1 ADEPT Evaluation Matrix on webpage</p> <p>Notice: Contact daniel.oddo@richlandone.org as soon as possible for any extenuating circumstances to complete observations or evaluations. Issues with educator or evaluation, please advise, <u>do NOT wait until March 7th</u>.</p>



Richland One Evaluation Calendar 2024-2025

8-1-2024 original; 11-8-2024 updated links

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- Professional Development Day (No school for students)
- Student/Staff Holiday (Schools/Offices Closed)

February 2025 – [link back to Main Content Page](#)

Broken Link? Go back to [Main Content Page](#).

Who, Date, and Action	Details	Support Links
<p>Principals February 2025 <i>Not Met Check</i> <i>Non-Renewal Review</i></p>	<p>Staffing Conferences Schedule Pending</p> <ul style="list-style-type: none"> Principals and HRS review evaluation/contract progress Report possible NOT METs and High Consequential progress Report progress on your potential Non-Review petitions 	<p><i>Principals, contact D. Oddo with potential Not Met (Formative or Summative), and/or Non-Renewal</i></p> <p><i>Timeline for Non-renewal and Continuing Summative (see March 1st) is subject to change per Superintendent Cabinet and Board demands.</i></p>
<p>Principals/Evaluators February 17, 2025 <i>Schedule for Final Conferences</i></p>	<p>Suggested February 17th: Notify evaluated educators of pending final evaluation conferences for SLOs, SGGs, GBE-goals, or formative/summative Plans; include the need for final evaluation conferences. <i>* Reminder: Conferencing held February 24 – March 14, 2025</i> <i>**Notify for Semester Evaluation or Consensus Conferences (held by March 14th).</i></p>	
<p>Principals Formative and Summative ADEPT Evaluations approximately February 24th – March 6th <i>Professionalism & Professional Evaluator Ratings</i> & <i>Professional Self-Review</i></p>	<p>Professional Self-Review</p> <p>Educators: Formative and Summative Evaluations, educators complete their professional self-review within SCLead.</p> <p>Principals: Remind your formative and summative evaluation educators to complete their professional self-review; this is to be done prior to the principal Professionalism review. AND THEN, complete the corresponding Professionalism Rating – see rubrics!!!</p>	<p>R1 Support – Professional Self-Review (for educators)</p> <p>R1 Support – Professionalism (for evaluators)</p> <p>See SCDE Rubric Links – use rating rubrics: SCTS 4.0 Rubric – SCDE link Rubric for School Counselors Rubric for School Librarians Rubric for Speech-Language Professionals</p>



Richland One Evaluation Calendar 2024-2025

8-1-2024 original; 11-8-2024 updated links

MARCH 2025						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

- ◆ Teacher Workday (No school for students)
- ▲ Early Dismissal for Students-Parent Teacher Conferences

March 2025 – [link back to Main Content Page](#)

Broken Link? Go back to [Main Content Page](#).

Who, Date, and Action	Details	Support Links
Principals/Department Heads March 1, 2025 <i>Non-Renewal & Continuation Summative Recommendations Due</i>	Recommendations for Non-Renewal and Continuing Summative Due to HRS Non-Renewal – submit non-renewal packet as detailed within U-drive. <i>This is a principal recommendation that the district does not renew the educator’s district contract for 2025-2026.</i> Continuing Summative – submit signed continuing summative letter to HRS. <i>Principal recommendation Continuing Summative formal evaluation in 2025-2026.</i>	<i>Principals, see U-Drive for Non-Renewal Packet and Continuing Summative letter template.</i>
Principals/Evaluators Formative and Summative ADEPT Evaluations March 7, 2025 <i>Final Cycle [Spring Cycle] Observations End Final Conference by March 17th</i>	Teachers SCTS 4.0 – Observation Cycle Ends March 7, 2025 SCTS 4.0 Observations are completed for all observers. <i>* Per ADEPT guidelines post-conferences can be held after March 8, 2024 (by March 15th).</i> Special Areas 2020 Models – Observation Cycle Ends March 7, 2025 Special Areas Observations are complete for all observers. <i>* Per ADEPT guidelines post-conferences can be held after March 8, 2024 (by March 15th).</i>	<i>Teachers SCTS 4.0: SCTS 4.0 Rubric – SCDE link</i> R1 Support – SCTS 4.0 Observations – Teachers R1 Support – SCTS 4.0 Observations – Evaluators <i>Special Areas:</i> R1 Support – Observations – Educator Responsibilities R1 Support – Observations – Evaluator Responsibilities Rubrics: School Counselors School Librarians Speech-Professionals
Principals/Evaluators All Employees By March 14, 2025 (range February 24 – March 14, 2024) <i>Hold Final Conferences: SLO, SGG, GBE-goals, Less Than 152 Days Evaluation Summaries, and formative/summative Plans.</i>	Hold SLO, SGG, GBE-goal, or formative/summative Plan Final Conferences. Reminders: 1-Goals-Based evaluations (SLOs, SGGs, and GBE-goals) recommended to complete final conferences February 24 th – March 14 th 2-Formative or summative evaluations recommended to complete SLO, SGG, SC-Plan (& Calendar), SL-Plan along with Consensus or Evaluation Conference. 3-Complete Less Than 152 Days Evaluation Summaries	Teachers R1 Support – Teacher GBE-goal within SCLead R1 Support – SLO within SCLead School Counselors R1 Support – School Counselor Student Growth Goals-SGG R1 Support – School Counselor Plan and Annual Calendar School Librarians R1 Support – SMART Goals - School Librarian or Speech Professionals R1 Support – School Librarian Plan Speech-Language Professionals R1 Support – SMART Goals - School Librarian or Speech Professionals
Principals/Evaluators Formative and Summative ADEPT Evaluations By March 14, 2025 <i>Consensus or Evaluation Conference</i>	Teachers SCTS 4.0 Consensus Conferences held by March 15, 2024. <i>* Per ADEPT guidelines, SLO or observation post-conferences can concurrently be held.</i> Special Areas 2020 Evaluation Models Evaluation Conferences held by March 15, 2024. <i>* Per ADEPT guidelines, SGG, Plan, or observation post-conferences can concurrently be held.</i>	<i>Teachers SCTS 4.0:</i> R1 Support – Consensus Conference SCTS 4.0 SCTS 4.0 Rubric – SCDE link <i>Special Areas:</i> R1 Support – Worksheet and Evaluation Conference Rubrics: School Counselors School Librarians Speech-Professionals



Richland One Evaluation Calendar 2024-2025

8-1-2024 original; 11-8-2024 updated links

<p>Principals/Evaluators By March 14, 2025 <i>PGDP Conferences</i></p>	<p>Final PGDP Conferences Complete PGDPs scheduled to end March 2024* <i>*Send PDF copied to HRS of completed signed plan with final results.</i></p> <p>Initial PGDP Conferences Begin PGDP conferences - identify formative or summative <u>domains</u> that are <u>below-proficient</u>*; these PGDPs can be written to continue in 2024-2025. <i>*Address Reinforcement Indicators within PGDP's goals – Requirement on low performances.</i></p>	<p>See: Professional Growth and Development Plan <i>Located at www.richlandone.org/departments/performance-evaluation-services/</i></p>
<p>Principals By March 14, 2025 <i>SCLead Final Results Complete</i></p>	<p>All SCLead Final Evaluation Results within SCLead have corresponding evaluator and educator signatures.* <i>(See Final Review with HRS below)</i> <i>* See Final Results support link for further details; this includes Less Than 152 Summaries.</i></p>	<p>R1 Support – Final Evaluation Results</p> <p>R1 Less Than 152 Evaluation Form</p> <p>R1 Support – Less Than 152</p>
<p>Principals March 14, 2025 <i>List of Not Met/Incompletes Due Long-Sheet Recommendations Due</i></p>	<p>Not Met or Incomplete List Due to daniel.oddo@richlandone.org Look for email prompting each site principal to send list that applies.</p> <p>Long-Sheet Contract Recommendations Due Send completed/signed Long-Sheet Contract Recommendation to daniel.oddo@richlandone.org</p>	<p>Not-Met/Incomplete list will be requested via email by HRS, send site list to daniel.oddo@richlandone.org. FYI: See Not Met Requirements in U-Drive</p> <p>Principal's see U-Drive for long-sheet and directions.</p>
<p>Principals March 17-21, 2025 <i>Final Evaluation Review with HRS</i></p>	<p style="text-align: right;">TEAMS Session</p> <p>Final Evaluation Review with HRS Final Evaluation Review with HRS Schedule – TEAMS* <i>* All SCLead data is to be completed prior evaluation calendar expectations (see March 15th)</i> <i>Note: Once "Complete" in HRS Evaluation Review, PDF Printing is Required</i></p>	<p>Final Evaluation Review Preparation Document</p> <p>Final Evaluation Review with HRS Schedule <i>*TEAMS invites pending March 2025</i></p>

APRIL 2025						
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27	28	29	30			

Student/Staff Holiday (Schools/Offices Closed)

April 2025 – [link back to Main Content Page](#)

Broken Link? Go back to [Main Content Page](#).

Who, Date, and Action	Details	Support Links
<p>Principals By April 4, 2025 <i>PDF Evaluations - HRS Personnel Files</i></p>	<p>HRS Personnel Files: For each SCLead evaluation (including Incompletes) produce a PDF version of Final Results page. Include Richland One EID# in the title of the PDF file. <i>* Due after site has received "Complete" status on File Evaluation Review.</i></p>	<p>PDF Print Final Results for HRS Personnel Files</p> <p style="font-size: small;"><i>Reminder: Send completed PGDPs or Less Than 152 documents to HRS.</i></p>
<p>Principals By April TBD <i>Contract Verifications</i></p>	<p>Contract Verification* Contract verification process is to be issued in April 2025. The 2025-2026 contract levels are verified by principals as already submitted on long-sheet. <i>* This is for corrections only, not the setting of new levels.</i></p>	<p><i>Principals – refer back to long-sheet; see U-Drive for copy of what was submitted by you.</i></p>



Richland One Evaluation Calendar 2024-2025

8-1-2024 original; 11-8-2024 updated links

<p>Mentors April 8, 2025 or April 9, 2025 <i>End-of-the-Year Mentor Briefing</i> <i>End-of-Year Survey</i></p>	<p>Mentors (actively mentored in 2023-2024)-choose one session of the four: <i>April 8, 2025: 3:00 pm or 4:00 pm TEAM Session</i> <i>April 9, 2025: 3:00 pm or 4:00 pm TEAM Session</i></p> <p>End-of-Year Mentor Survey 2024-2025</p>	<p>Mentor End-of-the-Year Briefing Presentation TEAMS Link: April 8, 2025 – click on link at start TEAMS Link: April 9, 2025 – click on link at start</p> <p><i>Mentor Expectations and Resources:</i> Mentor Expectations End-of-Year Mentor Survey</p>
<p>Mentors and Principals By April 11, 2025 <i>Mentor Accountability Check</i> <i>Additional Pay Process Begins</i></p>	<p>Mentors – 1-Turn in Accountability Sheet to Principal 2-Turn in Additional Pay Form to Principal – this begins pay process</p> <p>Principals – by April 11, 2025 1-Review Mentor Accountability Sheets and Complete Pay Forms 2-Turn in all eligible Additional Pay Forms to HRS by April 11, 2025</p>	<p><i>Mentor Expectations Accountability Sheet:</i> Mentor Expectations</p> <p><i>Directions for Additional Pay (educator and principals):</i> Directions for Additional Pay 2024-2025</p>
<p>Peer Evaluators and Principals By April 11, 2025 <i>Additional Pay Process Begins</i></p>	<p>Peer Evaluators 1-Turn in Additional Pay Form to Principal – this begins pay process</p> <p>Principals – by April 11, 2025 1-Evidence of peer-evaluation should be complete within SCLead 2-Turn in all eligible Additional Pay Forms to HRS by April 11, 2025</p>	<p><i>Directions for Additional Pay (educator and principals):</i> Directions for Additional Pay 2024-2025</p>

MAY 2025							JUNE 2025						
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4	5	6	7	8	9	10	8	9	10	11	12	13	14
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18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

- Student/Staff Holiday (Schools/Offices Closed)
- First/Last Day of School for Students
- ◇ Teacher Workday (No school for students)

May-June 2025 – [link back to Main Content Page](#)

Broken Link? Go back to [Main Content Page](#).

Who, Date, and Action	Details	Support Links
<p>Principals/Department Heads By May 16 and May 23, 2025 <i>Classified Evaluations</i></p>	<p>Classified Evaluation Plans – End by May 16th and send to HRS by May 23rd Evaluators: Final Conference [send signed forms into HRS Darlene Montgomery] Employees: Participate in Final Conference and sign accordingly</p>	<p>Forms and Support See: R1 Classified Evaluation Form at webpage</p>
<p>Principals/Department Heads By June 6, 2025* <i>SPE Evaluations</i></p>	<p>SPEs – Final Conference – signed copy as PDF to daniel.oddo@richlandone.org Evaluators: Hold Final Conference* Employees: Participate in Final Conference and sign accordingly <i>*SPE final conference period can extend to end of employee’s 2024-2025 contract.</i></p>	<p>R1 SPE Form (webpage) and R1 SPE Evaluation Support</p>
<p>HRS by June 20, 2025 <i>HRS SCLead Closure (ADEPT reporting complete)</i></p>	<p>All ADEPT evaluated of certified contract educators completed for SCDE ADEPT results reporting by June 20, 2025.</p>	
<p>Department Head/Principals by June 30, 2025 PADEPP Final Conferences</p>	<p>Principal Evaluations due completed within SCLead by June 30, 2025.</p>	<p>See PADEPP Support on Front Main Content Page</p>

PADEPP observation and other evaluation expectations match SCDE PADEPP Guidelines.