



Annalesa Williams-Barker, Ed.D.
Executive Director
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Laurie Newell, PhD
Superintendent of Schools

Memorandum

To: Deputy Superintendent, Assistant Superintendents, Chiefs, Executive Directors, Directors, Principals, Vice Principals, Supervisors, and PPS Certificated Employees

Cc: Dr. Laurie Newell, Superintendent of Schools

From: Dr. Annalesa Williams-Barker, Executive Director

Re: 2025-2026 School Year: Timelines for Observation/Evaluation

Date: July 1, 2025

Observations consist of at least 30 minutes

October 1st will be used as a cutoff date to determine Year 1-4 guidelines of observation status

October 29th: Corrective Action Plan, Improvement Plan; Professional Development Plan, Student/Program Growth Objectives/Administrator Goals

February 15th will be used as a cutoff date for making final adjustments to Student/Program Growth Objectives/Administrator Goals

Instructional and Support Staff

Non-Tenured Staff (Multiple Observers Required)	Round One (Due by Nov. 3 rd)	Round Two (Due by Jan. 16 th)	Round Three (Due by March 13 th)	Summative Conference (Due by April 17 th)
Observations consist of at least 30 minutes				
All Teachers, Librarians, Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, School Counselors, Itinerant Teacher, PE Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Leave Replacement, Permanent Substitutes, Reading Specialists, SEL, EC Social Worker, Teacher Mentor of Climate & Culture, Teacher Mentor of Data, Teacher Coordinator, In-School Suspension Teacher	Standards 1, 3, 5	Standards 1, 2, 3, 4	Standards 4, 5, 6, 7	Required for "Rated Year"

Tenured Staff (Multiple Observers "Highly Recommended")	Round One (Due by Nov. 14 th)	Round Two (Due by March 13 th)	Summative Conference (Due by April 17 th)
Observations consist of at least 30 minutes			
All Teachers	Standards 1, 2, 3, 4, 5	Standards 1, 2, 3, 4, 5, 6, 7	Required for "Rated Year"
Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, School Counselors, Itinerant Teacher, Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Librarians, Reading Specialists, SEL, EC Social Worker, Teacher Mentor of Climate & Culture, Teacher Mentor of Data, Teacher Coordinator, In-School Suspension Teacher	-NA-	Standards 1, 2, 3, 4, 5, 6, 7	Required for "Rated Year"



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Administrative Staff

Non-Tenured Staff (3 observations)	Round One (Due by Nov. 14 th)	Round Two (Due by Jan. 16 th)	Round Three (Due by March 13 th)	Summative Conference (Due by April 17 th)
Principals and Vice/Assistant Principals	Standards B: 1, 2, 3 C: 1, 2 Standards: A1, D1, D2 (Class and School Schedule), D3 (Climate)	Standards B: 1, 2, 3 C: 1, 2, 3 Standards: A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards B:1, 2, 3 C: 1, 2, 3 Standards: E1, E2, A3, A4, D3 (Climate), E3	Required for “Rated Year”.
Tenured Staff (2 observations)	Round One (Due by Nov. 14 th)	Round Two (Due by March 13 th)		Summative Conference (Due by April 17 th)
Principals and Vice/Assistant Principals	Standards: A1, B:1, 2, 3 C: 1, 2, 3 D1, D2 (Class and School Schedule), D3 (Climate) A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards: E1, E2, A3, A4, B:1, 2, 3 C: 1, 2, 3 D3 (Climate), E3		Required for “Rated Year”.

Non-Tenured Staff (3 observations)	Round One (Due by Nov. 14 th)	Round Two (Due by Jan. 16 th)	Round Three (Due by March 13 th)	Summative Conference (Due by April 17 th)
Supervisors	Standards: 1, 2	Standards: 3, 4	Standard: 5	Required for “Rated Year”.
Tenured Staff (2 observations)	Round One (Due by Nov. 14 th)	Round Three (Due by March 13 th)		Summative Conference (Due by April 17 th)
Supervisors	Standards: 1, 2	Standard: 3, 4, 5		Required for “Rated Year”.

Non-Tenured Staff (3 observations)	Round One (Due by Nov. 14 th)	Round Two (Due by Jan. 16 th)	Round Three (Due by March 13 th)	Summative Conference (Due by April 17 th)
Central Office Administrators	Standards: 1, 2	Standards: 3, 4	Standards: 5	Required for “Rated Year”.
Tenured Staff (1 observation)	Round Three (Due by March 13 th)		Summative Conference (Due by April 17 th)	
Central Office Administrators/Staff	Standards: 1, 2, 3, 4, 5		Required for “Rated Year”.	



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Instructional and Support Staff Corrective Action Plan (CAP)

Non-Tenured Staff (Multiple Observers Required)	Round One (Due by Oct. 3 rd)	Round Two (Due by Dec. 5 th) Mid-Year CAP Review	Round Three (Due by Jan. 16 th)	Round Four (Due by March 13 th)	Summative Conference (Due by April 17 th)
Observations consist of at least 30 minutes					
All Teachers, Librarians, Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, School Counselors, Itinerant Teacher, PE Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Reading Specialists, Teacher Mentor of Climate & Culture, Teacher Mentor of Data, Teacher Coordinator, In-School Suspension Teacher	Standards 1, 3, 5	Standards 1, 2, 3, 4	Standards 4, 5, 6, 7	Standards 4, 5, 6, 7	Required for "Rated Year"

Tenured Staff (Multiple Observers Required)	Round One (Due by Nov. 14 th)	Round Two (Due by Jan. 16 th) Mid-Year CAP Review	Round Three (Due by March 13 th)	Summative Conference (Due by April 17 th)
Observations consist of at least 30 minutes				
All Teachers, Librarians, Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, School Counselors, Itinerant Teacher, PE Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Reading Specialists, Teacher Mentor of Climate & Culture, Teacher Mentor of Data, Teacher Coordinator, In-School Suspension Teacher	Standards 1, 3, 5	Standards 1, 2, 3, 4	Standards 4, 5, 6, 7	Required for "Rated Year"

Administrative Staff Corrective Action Plan (CAP)

Non-Tenured Staff (4 observations)	Round One (Due by Oct. 3 rd)	Round Two (Due by Dec. 5 th) Mid-Year CAP Review	Round Three (Due by Jan. 16 th)	Round Four (Due by March 13 th)	Summative Conference (Due by April 17 th)
Principals	Standards B: 1, 2, 3 C: 1, 2	Standards B: 1, 2, 3 C: 1, 2, 3	Standards B: 1, 2, 3 C: 1, 2, 3	Standards B: 1, 2, 3 C: 1, 2, 3	Required for "Rated Year"
Vice/Assistant Principals	Standards: A1, D1, D2 (Class and school schedule), D3 (Climate)	Standards: A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards: E1, E2, A3, A4, D3 (Climate), E3	Standards: E1, E2, A3, A4, D3 (Climate), E3	



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Administrative Staff Corrective Action Plan (CAP)

Tenured Staff (3 observations)	Round One (Due by Nov. 14 th)	Round Two (Due by Jan. 16 th) Mid-Year CAP Review	Round Three (Due by March 13 th)	Summative Conference (Due by April 17 th)
Principals	Standards: A1, C: 1, 2, 3 D1, D2 (Class and school schedule), D3 (Climate) A2, A3,	Standards: C: 1, 2, 3 E1, E2, B:1, 2, 3	Standards: A1, B: 1, 2, 3, D1, D2 (Class and school schedule), D3 (Climate) A2, A3, D1(Budget), D2 (Time Management), E1, E2	Required for "Rated Year"
Vice/Assistant Principals	D1(Budget), D2 (Time Management), E1, E2	A3, A4, D3 (Climate), E3		

Non-Tenured Staff (4 observations)	Round One (Due by Oct. 3 rd)	Round Two (Due by Dec. 5 th) Mid-Year CAP Review	Round Three (Due by Jan. 16 th)	Round Four (Due by March 13 th)	Summative Conference (Due by April 17 th)
Supervisors	Standards: 1, 2	Standards: 3, 4	Standard: 3, 5	Standard: 3, 4, 5	Required for "Rated Year"

Tenured Staff (3 observations)	Round One (Due by Nov. 14 th)	Round Two (Due by Jan. 16 th) Mid-Year CAP Review	Round Three (Due by March 13 th)	Summative Conference (Due by April 17 th)
Supervisors	Standards: 1, 2	Standard: 3, 4, 5	Standard: 3, 4, 5	Required for "Rated Year"

Non-Tenured Staff (3 observations)	Round One (Due by Oct. 3 rd)	Round Two (Due by Dec. 5 th) Mid-Year CAP Review	Round Three (Due by Jan. 16 th)	Round Four (Due by March 13 th)	Summative Conference (Due by April 17 th)
Central Office Administrators	Standards: 1, 2, 3, 4, 5	Standards: 1, 2, 3, 4, 5	Standards: 1, 2, 3, 4, 5	Standards: 1, 2, 3, 4, 5	Required for "Rated Year"

Tenured Staff (2 observations)	Round One (Due by Dec. 5 th) Mid-Year CAP Review	Round Two (Due by March 13 th)	Summative Conference (Due by April 17 th)
Central Office Administrators/Staff	Standards: 1, 2, 3, 4, 5	Standards: 1, 2, 3, 4, 5	Required for "Rated Year"

Kindest Regards,

Annalesa Williams-Barker