Important Dates Related to Teacher Evaluation & Department Evaluations
Per District Evaluation Document
2022 - 2023
(yellow shading indicates ==per PERA/SB7==)

Timeframe or Specific Date *(As noted in "AH SD25 Professional Staff Evaluation" Handbook)*	Description & Details
August/September/October	Administration provides notification for all staff of their evaluator by Friday, September 2, 2022. ● Teacher completes Self-Reflection Rubric (online) ● Evaluator & Teacher arrange a Goal Setting Conference
==Before November 1, 2022==	**NONTENURED** Staff: ● Evaluator has completed **one (1) round of the Formal Observation Model** (pre-conference, observation, post-conference documented on Dialogue Form)
December, 2022 to March, 2023	Personnel Dept completes the following SB7-related work: ● Categorize all teachers (tenured and nontenured) into one or more positions for which each teacher is qualified to hold, based on legal qualification ● Create groupings within the four categories established by the Reduction-in-Force (RIF) Joint Committee ● Sequence teachers within each category based on evaluation ratings (seniority is also used to create the sequence in groups 2, 3, or 4 when performance rating averages are the same)
Before February 15, 2023	**NONTENURED teachers: Years 1,2,3,4**: ● In addition, a minimum of **two (2) formal observations**, announced observations have been completed by this date; documented on a Dialogue Form.
NONTENURED STAFF **1-Year Cycle**	**1-Year Cycle (minimum of 3 observations)** ● NONTENURED teachers: Years 1,2,3,4 ● Three (3) observations, two (2)of which must be formal.
TENURED STAFF **1-Year Cycle**	**1-Year Cycle (1 observation *minimum*)** (new to a position, new to building, administrator request, rated Unsatisfactory or Needs Improvement the previous year) ● Evaluator & teacher meet at least once (1) during the year to discuss progress on goals & a review of performance. ● One (1) observation required which can be formal or informal ● One (1) year cycle
TENURED STAFF **2-Year Cycle**	**2-Year Cycle (2 observations)** (previously rated Proficient or Excellent and ending a 2-year cycle) ● Evaluator & teacher meet at least once during the year to discuss progress on goals & a review of performance. ● Two (2) observations, one of which must be formal during a two (2) year cycle ● YEAR 1 = minimum of one (1) Informal Observation ● YEAR 2 = minimum of one (1) Formal observation & Summative rating

TENURED STAFF 3-Year Cycle	** NEW PERA requirements for TENURED staff **
	 3-Year Cycle (2 observations)
	 (previously rated Proficient or Excellent during the 2021-2022 school year)
	 • Two (2) observations, one of which must be formal during a three (3) year cycle.
	 • A TENURED teacher whose performance is rated as either "excellent" or "proficient" is evaluated at least once in the course of the 3 school years after receipt of the rating.
	 • A TENURED teacher whose performance is rated as either "excellent" or "proficient" is **informally observed at least once (1)** in the course of the two school years after receipt of the rating.
	     ○ After Receiving "excellent" or "proficient"
	         ■ YEAR 1 AFTER = Goal Setting Only
	         ■ YEAR 2 AFTER = Informal Observation
	         ■ YEAR 3 AFTER = Formal Observation & Summative Rating

Before February 8, 2023	Evaluator makes a recommendation to the Personnel Department regarding the continued employment of the NONTENURED teachers.
SUMMATIVE RATINGS *None given prior to March 14, 2023	***DO NOT HOLD ANY SUMMATIVE EVALUATION MEETINGS WITH FIRST YEAR TEACHING STAFF PRIOR TO MARCH 14, 2023:* Teachers that receive a summative evaluation prior to the March 14, 2023, BOE meeting are automatically placed outside of Group 1.**
March 14, 2023	**AHSD25 Board of Education Meeting** (This is the meeting where non-tenured teachers that will be RIF'd & non-renewed based on performance will be released based.)

Timeframe or Specific Date	Description & Details
Before April 1, 2023	**NONTENURED** Teachers • informed in writing of continuing status by Asst. Supt for Personnel & Planning.
April 28, 2023 (45 calendar days before the end of the school term)	BY THIS DATE, written notice of dismissal must be sent to the teacher(s) to be **dismissed** by regular mail AND by certified mail, return receipt requested or personal delivery with receipt, together with a statement of honorable dismissal and the reasons therefor.
Before May 1, 2023 ** *This is a firm deadline.*	All **NONTENURED** teachers… • must have had their performance review meeting (Summative) • review goals set in fall (August/September/October) • review evaluation-related artifacts and evidence; and • share their performance review summative evaluation report & rating
May 1, 2023 ** *This is a firm deadline.*	**NONTENURED** evaluations due to Assistant Superintendent for Personnel & Planning.
May 1, 2023	SUGGESTION (not required) • All TENURED Teacher Evaluations/observations complete.
Before June 1, 2023 ** *This is a firm deadline.*	**TENURED** teachers (on their summative cycle) • must have had their performance review meeting. • review goals set in fall; • review evaluation-related artifacts and evidence; and • share their summative evaluation report & rating.

Before THURSDAY, June 1, 2023 **1-Year Cycle**	TENURED Staff: **1-Year Cycle (2 observations)** ● Two (2) observations, one of which must be formal ● Summative Rating provided
Before THURSDAY, June 1, 2023 **2-Year Cycle** **** *This is a firm deadline.***	TENURED Staff: **2-Year Cycle** (2 observations) ● Two (2) observations, one of which must be formal during a two (2) year cycle ● YEAR 1 = minimum of one (1) Informal Observation ● YEAR 2 = minimum of one (1) Formal observation & Summative rating

Before THURSDAY, June 1, 2023
3-Year Cycle
** *This is a firm deadline.*
	TENURED Staff: **3-Year Cycle (2 observations)**
	● Two (2) observations, one of which must be formal during a three (3) year cycle.
	● A TENURED teacher whose performance is rated as either "excellent" or "proficient" is evaluated at least once in the course of the 3 school years after receipt of the rating.
	● A TENURED teacher whose performance is rated as either "excellent" or "proficient" is **informally observed at least once (1)** in the course of the two school years after receipt of the rating.
	  ○ After Receiving "excellent" or "proficient
	    ■ YEAR 1 AFTER = Goal Setting Only
	    ■ YEAR 2 AFTER = Informal Observation
	    ■ YEAR 3 AFTER = Formal Observation & Summative Rating

AREAS OF GROWTH & IMPROVEMENT	● Please make sure that you document any areas of growth/improvement on a dialogue form. ● An area of growth/improvement cannot appear on a summative without it having previously appeared in a dialogue form. ● The goal is to not surprise any of the individuals that are being evaluated. ● Principals, please observe **first-year non-tenured staff** or **staff that you are concerned about.**
NEEDS IMPROVEMENT RATING or UNSATISFACTORY RATING	● Any candidates that will be receiving a needs improvement or unsatisfactory rating need to be evaluated multiple times. Please keep personnel informed of these situations.

FACILITIES OPERATIONS MANAGERS	● **Annual FOM Custodial evaluations are due by May 1st** of each school year. ● Only one (1) evaluation is required for each school year unless you are having difficulty with your FOM. ● Please contact Ryan Schulz if you are having trouble with your FOM.
TEACHING ASSISTANTS	● Teaching assistant evaluations are **due by May 1st** of each calendar year.
BUILDING SUPPORT TECHNICIANS (BST)	● Evaluations at the school level are **due by June 1st** of each calendar year.
TECH FACILITATORS (TF)	
REGISTERED NURSES (RN)	
ADMINISTRATIVE ASSISTANTS	
FOOD & NUTRITION SERVICES	
DUNTON DEPARTMENT BASED EVALS	● Department-based evaluations are **due by June 15th** of each school year. ● Please make sure that all of your department-based evaluations are completed by **June 15**