

### Monomoy Regional Schools Educator Evaluation System Timeline

<b>Activity:</b>	<b>Educator on one year cycle</b>	<b>PTS Educator in YEAR ONE of Two-Year Cycle</b>	<b>PTS Educator in YEAR TWO of Two-Year Cycle</b>
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process	End of first full week of school	End of first full week of school	End of first full week of school
Evaluator meets with first-year educators to assist in self-assessment and goal setting process	Before October 1	N/A	N/A
Educator submits self-assessment and proposed goals ( <i>Forms 1 and 2</i> )	Third Monday in October	Third Monday in October	Third Monday in October (optional)
Evaluator meets with Educators in teams or individually to establish Educator Plans (Educator Plan may be established at Summative Evaluation Report meeting in prior school year)	Before November 1	Before November 1	N/A
Educator completes and submits Educator Plans ( <i>Form 2B-1</i> )	Third Monday in November	Third Monday in November	N/A
Evaluator completes Educator Plans	Before December 1	Before December 1	N/A
Evaluator should complete first observation of each Educator	November 15	November 15	November 15
Educator submits evidence on parent outreach and professional growth (indicators 3 and 4B required), progress on goals (and other standards, if desired) * or four weeks before Formative Assessment Report date established by Evaluator	Third Monday in January	N/A	N/A
Evaluator should complete mid-cycle Formative Assessment Reports for Educators on one-year Educator Plans ( <i>Form 4A</i> )	Second Monday in February	N/A	N/A
Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator	By February 14	By June 9	N/A

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Educator submits evidence on parent outreach and professional growth (indicators 3 and 4B required), progress on goals (and other standards, if desired) *or 4 weeks prior to Summative Evaluation Report date established by evaluator	Friday before April vacation	Friday before April vacation	Friday before April vacation
Evaluator completes required observations	By May 31	By May 15	By May 15
Evaluator completes Summative Evaluation Report ( <i>Form 5</i> )	By May 16	N/A	By May 16
Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	By May 30	N/A	By May 30
Evaluator completes Formative Evaluation Report ( <i>Form 4B</i> )	N/A	By June 2	N/A
Evaluator conducts Formative Evaluation Meeting, if any	N/A	By June 9	N/A
Evaluator meets with Educators whose ratings are proficient or exemplary at request of Evaluator or Educator	By June 10	N/A	By June 10
Educator signs Summative Evaluation Report within 5 school days of receipt Written response, if any due in 10 days	By June 16	N/A	By June 16

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### Educators with PTS on Two Year Plans

Activity:	Completed By:
Evaluator completes unannounced observation(s)	Any time during the 2-year evaluation cycle
Evaluator conducts Formative Evaluation Report	June 2 of Year 1
Evaluator conducts Formative Evaluation Meeting, if any	June 9 of Year 1
Evaluator completes Summative Evaluation Report	May 16 of Year 2
Evaluator conducts Summative Evaluation Meeting, if any	June 10 of Year 2
Evaluator and Educator sign Summative Evaluation Report	June 16 of Year 2