



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 Employee

Cc: Dr. Laurie Newell, Superintendent of Schools

From: Dr. Annalesa Williams-Barker, Executive Director

Re: 2023-2024 School Year: Timelines for Observation/Evaluation

Date: July 6, 2023

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/Cabinet Goals

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

Instructional and Support Staff

Table with 5 columns: Non-Tenured Staff (Multiple Observers Required), Round One (Due by Nov. 3rd), Round Two (Due by Jan. 19th), Round Three (Due by March 14th), Summative Conference (Due by April 12th). Includes a row for 'Observations consist of at least 30 minutes' and a row listing staff roles like All Teachers, Librarians, Nurses, etc.

Table with 4 columns: Tenured Staff (Multiple Observers "Highly Recommended"), Round One (Due by Nov. 16th), Round Two (Due by March 14th), Summative Conference (Due by April 12th). Includes a row for 'Observations consist of at least 30 minutes' and a row listing staff roles like All Teachers, Nurses, Psychologists, etc.



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**Administrative Staff**

Non-Tenured Staff (3 observations)	Round One (Due by Nov. 16 <sup>th</sup> )	Round Two (Due by Jan. 19 <sup>th</sup> )	Round Three (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
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. 16 <sup>th</sup> )		Round Two (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
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. 16 <sup>th</sup> )	Round Two (Due by Jan. 19 <sup>th</sup> )	Round Three (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
Supervisors	Standards: 1, 2,	Standards: 3, 4,	Standard: 5	Required for "Rated Year".
Tenured Staff (2 observations)	Round One (Due by Nov. 16 <sup>th</sup> )		Round Three (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
Supervisors	Standards: 1, 2,		Standard: 3, 4, 5	Required for "Rated Year".

Non-Tenured Staff (3 observations)	Round One (Due by Nov. 16 <sup>th</sup> )	Round Two (Due by Jan. 19 <sup>th</sup> )	Round Three (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
Central Office Administrators	Standards: 1, 2,	Standards: 3, 4,	Standards: 5	Required for "Rated Year".
Tenured Staff (1 observation)	Round Three (Due by March 14 <sup>th</sup> )		Summative Conference (Due by April 12 <sup>th</sup> )	
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)**

Observations consist of at least 30 minutes

Non-Tenured Staff (Multiple Observers Required)	Round One (Due by Oct. 6 <sup>th</sup> )	Round Two (Due by Dec. 6 <sup>th</sup> ) Mid-Year CAP Review	Round Three (Due by Jan. 19 <sup>th</sup> )	Round Four (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
All Teachers, Librarians, Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, Guidance Counselors, Itinerant Teacher, PE Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Reading Specialists, Teacher Mentor of Climate & Culture, Teacher Mentor of Data, Instructional Mentor, Teacher Coordinator, In-School Suspension Teacher	Standards 1,3, and 5	Standards 1, 2, 3, and 4	Standards 4, 5, 6, and 7	Standards 4, 5, 6, and 7	Required for "Rated Year"

Observations consist of at least 30 minutes

Tenured Staff (Multiple Observers Required)	Round One (Due by Nov. 16 <sup>th</sup> )	Round Two (Due by Jan. 19 <sup>th</sup> ) Mid-Year CAP Review	Round Three (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
All Teachers, Librarians, Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, Guidance Counselors, Itinerant Teacher, PE Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Reading Specialists, Teacher Mentor of Climate & Culture, Teacher Mentor of Data, Instructional Mentor, Teacher Coordinator, In-School Suspension Teacher	Standards 1,3, and 5	Standards 1, 2, 3, and 4	Standards 4, 5, 6, and 7	Required for "Rated Year"

**Administrative Staff Corrective Action Plan (CAP)**

Non-Tenured Staff (4 observations)	Round One (Due by Oct. 6 <sup>th</sup> )	Round Two (Due by Dec. 6 <sup>th</sup> ) Mid-Year CAP Review	Round Three (Due by Jan. 19 <sup>th</sup> )	Round Four (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
Principals 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	Standards B:1, 2, 3 C: 1, 2, 3 Standards: E1, E2, A3, A4, D3 (Climate), E3	Required for "Rated Year"



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**Administrative Staff Corrective Action Plan (CAP)**

Tenured Staff (3 observations)	Round One (Due by Nov. 16 <sup>th</sup> )	Round Two (Due by Jan. 19 <sup>th</sup> ) Mid-Year CAP Review	Round Three (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
Principals  Vice/Assistant Principals	Standards: A1, C: 1, 2, 3 D1, D2 (Class and school schedule), D3 (Climate) A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards: C: 1, 2, 3 E1, E2, B:1, 2, 3 A3, A4, D3 (Climate), E3	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"

Non-Tenured Staff (4 observations)	Round One (Due by Oct. 6 <sup>th</sup> )	Round Two (Due by Dec. 6 <sup>th</sup> ) Mid-Year CAP Review	Round Three (Due by Jan. 19 <sup>th</sup> )	Round Four (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
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. 16 <sup>th</sup> )	Round Two (Due by Jan. 19 <sup>th</sup> ) Mid-Year CAP Review	Round Three (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
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. 6 <sup>th</sup> )	Round Two (Due by Dec. 6 <sup>th</sup> ) Mid-Year CAP Review	Round Three (Due by Jan. 19 <sup>th</sup> )	Round Four (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
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. 6 <sup>th</sup> ) Mid-Year CAP Review	Round Two (Due by March 14 <sup>th</sup> )	Summative Conference (Due by April 12 <sup>th</sup> )
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