



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: 2024-2025 School Year: Timelines for Observation/Evaluation

Date: July 1, 2024

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

| Non-Tenured Staff (Multiple Observers Required) | Round One (Due by Nov. 4 th) | Round Two (Due by Jan. 17 th) | Round Three (Due by March 14 th) | Summative Conference (Due by April 11 th) |
|---|---|--|---|--|
| Observations consist of at least 30 minutes | | | | |
| 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, Leave Replacement, Permanent Substitutes, Reading Specialists, SEL, EC Social Worker, 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" |

| Tenured Staff (Multiple Observers "Highly Recommended") | Round One (Due by Nov. 15 th) | Round Two (Due by March 14 th) | Summative Conference (Due by April 11 th) |
|--|--|---|--|
| Observations consist of at least 30 minutes | | | |
| All Teachers | Standards 1, 2, 3, 4, and 5 | Standards 1, 2, 3, 4, 5, 6, and 7 | Required for "Rated Year" |
| Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, Guidance 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, Instructional Mentor, Teacher Coordinator, In-School Suspension Teacher | -NA- | Standards 1, 2, 3, 4, 5, 6, and 7 | Required for "Rated Year" |



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Administrative Staff

| Non-Tenured Staff (3 observations) | Round One (Due by Nov. 15 th) | Round Two (Due by Jan. 17 th) | Round Three (Due by March 14 th) | Summative Conference (Due by April 11 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. 15 th) | | Round Two (Due by March 14 th) | Summative Conference (Due by April 11 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. 15 th) | Round Two (Due by Jan. 17 th) | Round Three (Due by March 14 th) | Summative Conference (Due by April 11 th) |
|---------------------------------------|--|---|--|--|
| Supervisors | Standards: 1, 2 | Standards: 3, 4 | Standard: 5 | Required for “Rated Year”. |
| Tenured Staff (2 observations) | Round One (Due by Nov. 15 th) | Round Three (Due by March 14 th) | Summative Conference (Due by April 11 th) | |
| Supervisors | Standards: 1, 2 | Standard: 3, 4, 5 | Required for “Rated Year”. | |

| Non-Tenured Staff (3 observations) | Round One (Due by Nov. 15 th) | Round Two (Due by Jan. 17 th) | Round Three (Due by March 14 th) | Summative Conference (Due by April 11 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 14 th) | | Summative Conference (Due by April 11 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)

Observations consist of at least 30 minutes

| Non-Tenured Staff (Multiple Observers Required) | Round One (Due by Oct. 4 th) | Round Two (Due by Dec. 6 th) Mid-Year CAP Review | Round Three (Due by Jan. 17 th) | Round Four (Due by March 14 th) | Summative Conference (Due by April 11 th) |
|--|---|--|--|--|--|
| 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. 15 th) | Round Two (Due by Jan. 17 th) Mid-Year CAP Review | Round Three (Due by March 14 th) | Summative Conference (Due by April 11 th) |
|--|--|---|---|--|
| 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. 4 th) | Round Two (Due by Dec. 6 th) Mid-Year CAP Review | Round Three (Due by Jan. 17 th) | Round Four (Due by March 14 th) | Summative Conference (Due by April 11 th) |
|---|--|---|--|--|--|
| 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. 15 th) | Round Two (Due by Jan. 17 th) Mid-Year CAP Review | Round Three (Due by March 14 th) | Summative Conference (Due by April 11 th) |
|---|---|--|---|--|
| 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. 4 th) | Round Two (Due by Dec. 6 th) Mid-Year CAP Review | Round Three (Due by Jan. 17 th) | Round Four (Due by March 14 th) | Summative Conference (Due by April 11 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. 15 th) | Round Two (Due by Jan. 17 th) Mid-Year CAP Review | Round Three (Due by March 14 th) | Summative Conference (Due by April 11 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. 4 th) | Round Two (Due by Dec. 6 th) Mid-Year CAP Review | Round Three (Due by Jan. 17 th) | Round Four (Due by March 14 th) | Summative Conference (Due by April 11 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. 6 th) Mid-Year CAP Review | Round Two (Due by March 14 th) | Summative Conference (Due by April 11 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