



Annalesa Williams-Barker, Ed.D.  
Executive Director  
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Eileen Shafer, M.Ed.  
Superintendent of Schools

Memorandum

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

**Cc:** Ms. Eileen Shafer, Superintendent of Schools

**From:** Ms. Annalesa Williams-Barker

**Re:** Timelines for Observations/Evaluations 2022-2023 School Year

**Date:** July 15, 2022

**Observations** consist of at least 30 minutes

**October 1<sup>st</sup>** will be used as a cutoff date to determine if a teacher will be observed using Year 1-4 guidelines

**October 29<sup>th</sup>** Corrective Action Plans/Improvement Plans are completed; Student/Program Growth Objectives/Administrator/Cabinet Goals

**February 15<sup>th</sup>** 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<br>(Multiple Observers Required)   | Round One<br>(Due by Nov. 3 <sup>rd</sup> ) | Round Two<br>(Due by Jan. 20 <sup>th</sup> ) | Round Three<br>(Due by March 16 <sup>th</sup> ) | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |
|--|---|--|---|--|
| <b>Observations consist of at least 30 minutes</b>   |   |  |   |  |
| 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 | Standards 1,3, and 5                        | Standards 1, 2, 3, and 4                     | Standards 4, 5, 6, and 7                        | Required for "Rated Year"                                |
| Teacher Mentor of Climate & Culture  | Standards 1 and 2                           | Standards 3 and 4                            | Standards 5                                     | Required for "Rated Year"                                |
| Teacher Mentor of Data   | Standard 1                                  | Standards 2 and 3                            | Standard 4                                      | Required for "Rated Year"                                |
| Teacher Coordinator, In-School Suspension Teacher  | Standards 1 and 2                           | Standards 3 and 4                            | Standards 5 and 6                               | Required for "Rated Year"                                |
| Instructional Mentor   | Standards 1 and 2                           | Standards 3                                  | Standards 4                                     | Required for "Rated Year"                                |

| Tenured Staff<br>(Multiple Observers "Highly Recommended")  | Round One<br>(Due by Nov. 16 <sup>th</sup> ) | Round Two<br>(Due by March 16 <sup>th</sup> ) | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |
|---|--|---|--|
| <b>Observations consist of at least 30 minutes</b>  |  |   |  |
| 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 | -NA-   | Standards 1, 2, 3, 4, 5, 6, and 7             | Required for "Rated Year"                                |
| Teacher Mentor of Climate & Culture   | -NA-   | Standards 1, 2, 3, 4 and 5                    | Required for "Rated Year"                                |
| Teacher Mentor of Data, Instructional Mentor  | -NA-   | Standards 1, 2, 3, and 4                      | Required for "Rated Year"                                |
| Teacher Coordinator, In-School Suspension Teacher   | -NA-   | Standards 1, 2, 3, 4, 5 and 6                 | Required for "Rated Year"                                |



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**Administrative Staff**

| Non-Tenured Staff<br>(3 observations) | Round One<br>(Due by Nov. 16 <sup>th</sup> )   | Round Two<br>(Due by Jan. 20 <sup>th</sup> )                           | Round Three<br>(Due by March 16 <sup>th</sup> )          | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |
|---------------------------------------|--|--|--|--|
| Principals                            | Standards B: 1, 2, 3<br>C: 1, 2  | Standards B: 1, 2, 3<br>C: 1, 2, 3                                     | Standards B: 1, 2, 3<br>C: 1, 2, 3                       | Required for "Rated Year".                               |
| Vice/Assistant Principals             | Standards: A1, D1, D2<br>(Class and school schedule), D3 (Climate)   | Standards: A2, A3, D1(Budget),<br>D2 (Time Management), E1, E2         | Standards: E1, E2, A3, A4, D3<br>(Climate), E3           |  |
| Tenured Staff<br>(2 observations)     | Round One<br>(Due by Nov. 16 <sup>th</sup> )   | Round Two<br>(Due by March 16 <sup>th</sup> )                          | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |  |
| Principals                            | Standards: A1, B:1, 2, 3 C: 1, 2, 3<br>D1, D2 (Class and school schedule), D3<br>(Climate) A2, A3, D1(Budget), D2 (Time<br>Management), E1, E2 | Standards: E1, E2, A3, A4, B:1, 2, 3<br>C: 1, 2, 3<br>D3 (Climate), E3 | Required for "Rated Year".                               |  |
| Vice/Assistant Principals             |  |  |  |  |

| Non-Tenured Staff<br>(3 observations) | Round One<br>(Due by Nov. 16 <sup>th</sup> ) | Round Two<br>(Due by Jan. 20 <sup>th</sup> )    | Round Three<br>(Due by March 16 <sup>th</sup> )          | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |
|---------------------------------------|--|---|--|--|
| Supervisors                           | Standards: 1, 2,                             | Standards: 3, 4,                                | Standard: 5  | Required for "Rated Year".                               |
| Tenured Staff<br>(2 observations)     | Round One<br>(Due by Nov. 16 <sup>th</sup> ) | Round Three<br>(Due by March 16 <sup>th</sup> ) | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |  |
| Supervisors                           | Standards: 1, 2,                             | Standard: 3, 4, 5                               | Required for "Rated Year".                               |  |

| Non-Tenured Staff<br>(3 observations) | Round One<br>(Due by Nov. 16 <sup>th</sup> )    | Round Two<br>(Due by Jan. 20 <sup>th</sup> )             | Round Three<br>(Due by March 16 <sup>th</sup> ) | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |
|---------------------------------------|---|--|---|--|
| Central Office Administrators         | Standards: 1, 2, 3, 4                           | Standards: 1, 2, 3, 4                                    | Standards: 1, 2, 3, 4                           | Required for "Rated Year".                               |
| Tenured Staff<br>(1 observation)      | Round Three<br>(Due by March 16 <sup>th</sup> ) | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |   |  |
| Central Office Administrators/Staff   | Standards: 1, 2, 3, 4                           | 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<br>(Multiple Observers Required)   | Round One<br>(Due by Oct. 7 <sup>th</sup> ) | Round Two<br>(Due by Dec. 6 <sup>th</sup> )<br>Mid-Year CAP Review | Round Three<br>(Due by Jan. 20 <sup>th</sup> ) | Round Four<br>(Due by March 16 <sup>th</sup> ) | Summative Conference<br>(Due by April 14 <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 | 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"                                |
| Teacher Mentor of Climate & Culture  | Standards 1 and 2                           | Standards 3 and 4  | Standards 4 and 5                              | Standards 2, 3 and 4                           | Required for "Rated Year"                                |
| Teacher Mentor of Data, Instructional Mentor   | Standard 1 and 2                            | Standards 2 and 3  | Standards 1, 2, and 4                          | Standards 1, 2, and 3                          | Required for "Rated Year"                                |
| Teacher Coordinator, In-School Suspension Teacher  | Standards 1 and 2                           | Standards 3 and 4  | Standards 5 and 6                              | Standards 2,3 and 4                            | Required for "Rated Year"                                |

Observations consist of at least 30 minutes

| Tenured Staff<br>(Multiple Observers Required)   | Round One<br>(Due by Nov. 16 <sup>th</sup> ) | Round Two<br>(Due by Jan. 20 <sup>th</sup> )<br>Mid-Year CAP Review | Round Three<br>(Due by March 16 <sup>th</sup> ) | Summative Conference<br>(Due by April 14 <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 | Standards 1,3, and 5                         | Standards 1, 2, 3, and 4  | Standards 4, 5, 6, and 7                        | Required for "Rated Year"                                |
| Teacher Mentor of Climate & Culture  | Standards 1 and 2                            | Standards 3 and 4   | Standards 2, 3, 4 and 5                         | Required for "Rated Year"                                |
| Teacher Mentor of Data, Instructional Mentor   | Standard 1                                   | Standards 2 and 3   | Standards 1, 3, and 4                           | Required for "Rated Year"                                |
| Teacher Coordinator, In-School Suspension Teacher  | Standards 1 and 2                            | Standards 3 and 4   | Standards 1, 2, 4, 5 and 6                      | Required for "Rated Year"                                |

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

| Non-Tenured Staff<br>(4 observations) | Round One<br>(Due by Oct. 7 <sup>th</sup> )                     | Round Two<br>(Due by Dec. 6 <sup>th</sup> )<br>Mid-Year CAP Review | Round Three<br>(Due by Jan. 20 <sup>th</sup> ) | Round Four<br>(Due by March 16 <sup>th</sup> ) | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |
|---------------------------------------|---|--|--|--|--|
| Principals                            | Standards B: 1, 2, 3<br>C: 1, 2                                 | Standards B: 1, 2, 3<br>C: 1, 2, 3                                 | Standards B:1, 2, 3<br>C: 1, 2, 3              | Standards B:1, 2, 3<br>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<br>(3 observations)           | Round One<br>(Due by Nov. 16 <sup>th</sup> )  | Round Two<br>(Due by Jan. 20 <sup>th</sup> )<br>Mid-Year CAP Review                         | Round Three<br>(Due by March 16 <sup>th</sup> )  | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |
|---|---|---|--|--|
| Principals<br><br>Vice/Assistant Principals | Standards: A1, C: 1, 2, 3<br>D1, D2 (Class and school<br>schedule), D3 (Climate) A2, A3,<br>D1(Budget), D2 (Time<br>Management), E1, E2 | Standards: C: 1, 2, 3<br>E1, E2, B:1, 2, 3<br>A3, A4, D3 (Climate), E3<br><b>C: 1, 2, 3</b> | Standards: A1, B: 1, 2, 3 D1, D2<br>(Class and school schedule), D3<br>(Climate) A2, A3, D1(Budget), D2<br>(Time Management), E1, E2 | Required for "Rated<br>Year"                             |

| Non-Tenured Staff<br>(4 observations) | Round One<br>(Due by Oct. 7 <sup>th</sup> ) | Round Two<br>(Due by Dec. 6 <sup>th</sup> )<br>Mid-Year CAP Review | Round Three<br>(Due by Jan. 20 <sup>th</sup> ) | Round Four<br>(Due by March 16 <sup>th</sup> ) | Summative<br>Conference<br>(Due by April 14 <sup>th</sup> ) |
|---------------------------------------|---|--|--|--|---|
| Supervisors                           | Standards: 1, 2,                            | Standards: 3, 4,   | Standard: 3, 5                                 | Standard: 3, 4, 5                              | Required for "Rated<br>Year"                                |

| Tenured Staff<br>(3 observations) | Round One<br>(Due by Nov. 16 <sup>th</sup> ) | Round Two<br>(Due by Jan. 20 <sup>th</sup> )<br>Mid-Year CAP Review | Round Three<br>(Due by March 16 <sup>th</sup> ) | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |
|-----------------------------------|--|---|---|--|
| Supervisors                       | Standards: 1, 2,                             | Standard: 3, 4, 5   | Standard: 3, 4, 5                               | Required for "Rated Year"                                |

| Non-Tenured Staff<br>(3 observations) | Round One<br>(Due by Oct. 7 <sup>th</sup> ) | Round Two<br>(Due by Dec. 6 <sup>th</sup> )<br>Mid-Year CAP Review | Round Three<br>(Due by Jan. 20 <sup>th</sup> ) | Round Four<br>(Due by March 16 <sup>th</sup> ) | Summative<br>Conference<br>(Due by April 14 <sup>th</sup> ) |
|---------------------------------------|---|--|--|--|---|
| Central Office Administrators         | Standards: 1, 2, 3, 4                       | Standards: 1, 2, 3, 4  | Standards: 1, 2, 3, 4                          | Standards: 1, 2, 3, 4                          | Required for "Rated<br>Year"                                |

| Tenured Staff<br>(2 observations)   | Round One<br>(Due by Dec. 6 <sup>th</sup> )<br>Mid-Year CAP Review | Round Two<br>(Due by March 16 <sup>th</sup> ) | Summative Conference<br>(Due by April 14 <sup>th</sup> ) |
|-------------------------------------|--|---|--|
| Central Office Administrators/Staff | Standards: 1, 2, 3, 4  | Standards: 1, 2, 3, 4                         | Required for "Rated Year".                               |

Kindest Regards,

Annalesa Williams-Barker