

## All Evaluation Timelines and SAO Documents are on the HUB under Professional Development Department

### 2024-2025 POLK COUNTY PUBLIC SCHOOLS PERSONNEL EVALUATION TIMELINES

2024 - 2025 Timeline	Employee Evaluation Process to be Completed	Classroom Instructional Personnel	Non-Classroom Instructional Personnel	Library/Media Specialists	School Counselors	Speech/Language Pathologists	School Psychologists	School Social Workers	Non-Instructional (ESP, Para, AFSCME-ALL in Journey)	School-based Administrators	District Level Professional/Technical Employees	District Level Administrators
<b>August 2 - October 17, 2024</b> (pending State VAM availability)	2023-2024 Final Evaluation (Stage 2) Conferences For: Teachers who selected VAM and Administrators (VAM data applied)	X								X		
<b>August 2 - October 31, 2024</b>	2024-2025 Evaluation Planning Conferences									X	X	X
<b>October 17, 2024</b> (or 45th student day after start date)	Self-Evaluation Completed (all); Professional & Performance Goals Due to Supervisor (some)	X	X	X	X	X	X	X	X	X	X	X
<b>January 6 - January 29, 2025</b>	Interim Evaluation Conferences <i>required for Cat. 1, optional for Cat. 2</i>	X	X	X	X	X	X	X				
<b>January 6 - January 29, 2025</b>	Interim Evaluation Conferences (optional)									X	X	X
<b>January 8 - January 29, 2025</b>	Interim Evaluation Conferences (optional)								X			
<b>April 24 - May 20, 2025</b>	Final Evaluation Conferences	X	X	X	X	X	X	X	X			
<b>May 21 - June 24, 2025</b>	Final Evaluation Conferences									X	X	X

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## Non-Instructional Employee Evaluation Timeline 2024-2025

Timeline	Evaluation Process
August 8 - October 17, 2024	<b><u>Required:</u> Self-Evaluation must be completed by employee</b> <i>For employees hired after non-instructional employee start date, must be completed no later than the first 45 student days after employment start date.</i>
August 8 - October 17, 2024	<b><u>Optional:</u> Professional/Job-Related Personal Goal created by employee</b> <i>Employee may list a professional or job-related personal goal to work on during the school year.</i>
August 8 - October 17, 2024	<b><u>Optional:</u> Beginning of the Year Conference between employee &amp; supervisor</b> <i>Conference may take place if requested by the administrator and/or the non-instructional personnel.</i>
January 8 – 29, 2025	<b><u>Optional:</u> Interim Evaluation Conference between employee &amp; supervisor</b> <i>Conference may take place if requested by the administrator and/or the non-instructional personnel.</i>
April 24 – May 20, 2025	<b><u>Required:</u> Summative Evaluation &amp; Conference between employee &amp; supervisor</b> <i>Supervisor finalizes employee's summative evaluation. Conferences are required.</i>
April 24 – June 30, 2025	<b><u>Optional:</u> Summative Reflections/Comments by Employee</b> <i>After the summative evaluation is finalized, the employee may review the final evaluation and enter optional reflections/comments as desired.</i>

**Note:**

**AFSCME, Educational Support Personnel (ESP), and Paraeducator evaluations must be conducted in JOURNEY. Paper-based evaluation forms should no longer be used for these employee groups.**

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*A Category 1 teacher is either on a temporary certificate, new to the district, returning to the district from a break in service, or new to the profession.*

### 2024-2025 Category 1 Classroom Teacher Observation Timeline

	1st Quarter August 12, 2024 – October 17, 2024	2nd Quarter October 21, 2024 - December 20, 2024	3rd Quarter January 8, 2025 - March 14, 2025	4th Quarter March 24, 2025 - April 15, 2025
<b>Walkthrough</b>	2	2	2	
<b>Informal</b>	1		1	
<b>Formal</b>	1		1	
<b>Other Evaluation Information</b>	<p><b>Self-Evaluation Must Be Completed:</b> October 17, 2024 For employees hired after August 12, must be completed no later than the first 45 student days after employment start date.</p> <p><b>Interim Evaluations:</b> January 6 - 29, 2025 (required for all Category 1 teachers)</p> <p><b>Mid-Year SAO Conferences:</b> January 6 – 29, 2025 (required for all Category 1 teachers &amp; any other teacher requesting Targets to be changed)</p> <p><b>Last day to conduct observations:</b> April 15, 2025 <b>Last day to enter data in Journey:</b> April 23, 2025</p> <p><b>SAO Summative Evaluations &amp; Final Evaluation Conferences</b> (formerly known as Stage 1): April 24 – May 20, 2025</p>		<p><b>Formal Observation</b> = Full class period or 60 min., whichever is less</p> <p><b>Informal Observation</b> = no less than 20 minutes</p> <ul style="list-style-type: none"> <li>○ An informal must be conducted prior to a formal.</li> </ul> <p><b>Walkthrough Observation</b> = no less than 10 minutes</p> <ul style="list-style-type: none"> <li>○ The completion of 2 walkthroughs is required prior to conducting an informal.</li> <li>○ Walkthroughs must be conducted for the first 3 quarters only.</li> </ul> <p style="text-align: center;"><b><u>CBA language (15.2-2):</u></b></p> <p style="text-align: center;"><b>The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last finalized observation.</b></p>	
<b>PDP Teacher Requirements</b>				
<ul style="list-style-type: none"> <li>• minimum of 1 formal observation each 90 days while engaged in the PDP process</li> <li>• minimum of 1 informal observation each 90 days (must do 2 walkthroughs prior to informal) while engaged in the PDP process</li> <li>• 3 walkthrough observations each 90 days while engaged in the PDP process</li> </ul>				

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<i>A Category 2 teacher is a teacher on a professional teaching certificate with at least one year of teaching experience.</i>				
<b>2024-2025 <span style="background-color: #d9ead3;">Category 2</span> Classroom Teacher Observation Timeline</b>				
	1st Quarter August 12, 2024 – October 17, 2024	2nd Quarter October 21, 2024 - December 20, 2024	3rd Quarter January 8, 2025 - March 14, 2025	4th Quarter March 24, 2025 - April 15, 2025
<b>Walkthrough</b>	1	1	1	
<b>Informal</b>	1			
<b>Formal</b>	1			
<b>Other Evaluation Information</b>	<p><u>Self-Evaluation Must Be Completed:</u> October 17, 2024 For employees hired after August 12, must be completed no later than the first 45 student days after employment start date.</p> <p><u>Interim Evaluations:</u> January 6 - 29, 2025 (required for all Category 1 teachers; optional for Cat. 2)</p> <p><u>Mid-Year SAO Conferences:</u> January 6 – 29, 2025 (required for all Category 1 teachers &amp; any other teacher requesting Targets to be changed)</p> <p><u>Last day to conduct observations:</u> April 15, 2025 <u>Last day to enter data in Journey:</u> April 23, 2025</p> <p><u>SAO Summative Evaluations &amp; Final Evaluation Conferences (formerly known as Stage 1):</u> April 24 – May 20, 2025</p>		<p><u>Formal Observation</u> = Full class period or 60 min., whichever is less</p> <p><u>Informal Observation</u> = no less than 20 minutes</p> <ul style="list-style-type: none"> <li>○ An informal must be conducted prior to a formal.</li> </ul> <p><u>Walkthrough Observation</u> = no less than 10 minutes</p> <ul style="list-style-type: none"> <li>○ The completion of 1 walkthrough is required prior to conducting an informal.</li> <li>○ Walkthroughs must be conducted for the first 3 quarters only.</li> </ul> <p style="text-align: center;"><b><u>CBA language (15.2-2):</u></b></p> <p style="text-align: center;"><b>The principal or approved designee must not electronically finalize another observation until 5 working days have passed since the last <u>finalized</u> observation.</b></p>	
<b>PDP Teacher Requirements</b>				
<ul style="list-style-type: none"> <li>• minimum of 1 formal observation each 90 days while engaged in the PDP process</li> <li>• minimum of 1 informal observation each 90 days (must do 2 walkthroughs prior to informal) while engaged in the PDP process</li> <li>• 3 walkthrough observations each 90 days while engaged in the PDP process</li> </ul>				



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## Student Achievement Objective (SAO) Classroom & Non-Classroom Instructional Personnel Evaluation Timeline – **YEAR LONG COURSE 2024-2025**

2024 - 2025 Timeline	SAO Process to be Completed
August 2, 2024	SAO Learning Goal & Assessments components open to classroom and non-classroom instructional personnel in Journey (to begin drafting SAO)
August 26 – September 23, 2024	SAO Targets component opens to classroom and non-classroom instructional personnel (to identify baseline data and target levels) <ul style="list-style-type: none"> <li>Instructional personnel have their completed SAO in Journey submitted to their administrator by September 23.</li> <li>Instructional personnel eligible for VAM have their VAM or SAO selection made in Journey and submitted to their administrator by September 23. If the VAM or SAO selection is not made by the teacher in Journey by this date, the student learning evidence portion of the summative evaluation will default to zero points.</li> </ul>
September 19 – 23, 2024	<b>Administrator Follow-Up with Instructional Personnel</b> <ul style="list-style-type: none"> <li>Administrators speak with instructional personnel who have not submitted a completed SAO for review; provide support if needed to get SAO submitted no later than September 23.</li> </ul>
September 23, 2024	<b>Absolute deadline for instructional personnel to submit a complete SAO to administrator</b> <ul style="list-style-type: none"> <li>If SAO is not submitted by this date, the student learning evidence portion of the summative evaluation will default to zero points.</li> </ul>
August 26 – October 17, 2024	<b>Discussion between administrator and instructional personnel on quality of SAO &amp; SAO must be approved by administrator</b> <ul style="list-style-type: none"> <li>Administrators review SAO using the Rubric for Rating the Quality of Student Achievement Objectives and provide feedback to the employee.</li> <li>As applicable, teacher revises SAO based on administrator feedback and resubmits the revised SAO to administrator for further review.</li> <li>If administrator does not respond within the timeline, the submitted SAO shall be considered approved.</li> <li>Any Category A, state VAM assessed employee, may abandon the SAO process without detriment at any time prior to final approval and select state VAM in Journey for their student learning data.</li> <li>After 3 revisions with no resolution between the teacher and administrator, Journey will notify the Regional Superintendent for further guidance.</li> </ul>
October 15 - 17, 2024	<b>Administrator Follow-Up with Instructional Personnel who had required SAO revisions</b> <ul style="list-style-type: none"> <li>If administrator reviews the SAO, sends it back to the instructional personnel for required revisions, and the instructional personnel has NOT acted to make required revisions for approval, provide support if needed to get revised SAO submitted no later than October 17.</li> <li>If SAO is not resubmitted with required revisions by October 17, the student learning evidence portion of the summative evaluation will default to zero points.</li> </ul>
January 6 – January 29, 2025	<b>Administrator Conducts Mid-Year Review of SAOs</b> <ul style="list-style-type: none"> <li>Mid-Year Review and Conference about the SAO; required for all Category 1 teachers and required for any Category 2 teachers who wish to adjust expected Targets.</li> <li>Teacher and administrator conference to examine student data/work evidence or program evidence for each Target group.</li> </ul>
January 14, 2025	<b>Teacher Mid-Year deadline for attendance rules process and Targets changes</b> <ul style="list-style-type: none"> <li>As applicable, instructional personnel log in to Journey and follow the mid-year attendance rules process (for addition and/or removal of students) by this date.</li> </ul>
	<ul style="list-style-type: none"> <li>As applicable, instructional personnel submit to their administrator any changes to their Targets by this date.</li> </ul>
January 13 - 14, 2025	<b>Administrator Follow-Up with Instructional Personnel</b> <ul style="list-style-type: none"> <li>Administrators speak with instructional personnel who have not completed the mid-year attendance rules process; provide support if needed to get mid-year changes submitted no later than January 14.</li> <li>Teacher failure to add/remove students using the attendance rules process mid-year can result in incorrect students being evaluated at the summative SAO evaluation.</li> <li>Target changes and attendance rules process window closes for teachers on January 14.</li> </ul>
April 23, 2025	<b>Deadline for teachers to assess students and gather summative data in preparation for the SAO summative evaluation.</b>
April 24 – May 20, 2025	<b>SAO Summative Evaluations &amp; Conferences</b> <ul style="list-style-type: none"> <li>All instructional personnel log in to Journey and follow the required attendance rules process (for removal of students if applicable), identify outcomes for each student, and submit the SAO to administrator.</li> <li>Teacher and administrator conference to examine student data and student work evidence for each Target group.</li> <li>The SAO Summative Rating Rubric is used to document the instructional personnel rating based on the outcomes that were achieved. The completed SAO rubric calculates as the student learning evidence portion of the corresponding summative evaluation for the instructional personnel.</li> </ul>
May 1, 2025	<b>Teacher deadline for Required End of Year Journey Actions</b> <ul style="list-style-type: none"> <li>Instructional personnel must complete all required actions (apply attendance rules and identify outcome for each student) in Journey by this date.</li> </ul>
April 28 – May 1, 2025	<b>Administrator Follow-Up with Instructional Personnel</b> <ul style="list-style-type: none"> <li>Administrators speak with instructional personnel who have not completed the required actions in Journey; provide support if needed to get completed SAO submitted no later than May 1.</li> <li>If attendance rules and final student outcomes are not submitted in Journey by the instructional personnel by May 1, the student learning evidence portion of the summative evaluation will default to zero points.</li> </ul>

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## Student Achievement Objective (SAO) Instructional Personnel Evaluation Timeline for **FIRST SEMESTER** SAOs - **2024-2025**

2024 - 2025 Timeline	SAO Process to be Completed
August 2, 2024	<b>SAO Learning Goal &amp; Assessments components opens to instructional personnel in Journey</b> <i>(to begin drafting the SAO)</i>
August 26 – September 4, 2024	<b>SAO Targets component open to instructional personnel</b> <i>(to identify baseline data and target levels)</i> <ul style="list-style-type: none"> <li>• <i>Instructional personnel have their completed SAO submitted in Journey to their administrator by September 4.</i></li> </ul>
August 26 – September 13, 2024	<b>Discussion between administrator and instructional personnel on quality of SAO &amp; SAO must be approved by administrator</b> <ul style="list-style-type: none"> <li>• <i>Administrators review SAO using the Rubric for Rating the Quality of Student Achievement Objectives and provide feedback to the employee.</i></li> <li>• <i>As applicable, teacher revises SAO based on administrator feedback and resubmits the revised SAO to administrator for further review.</i></li> <li>• <i>If administrator does not respond within the timeline, the submitted SAO shall be considered approved.</i></li> <li>• <i>After 3 revisions with no resolution between the teacher and administrator, Journey will notify the Regional Superintendent for further guidance.</i></li> </ul>
October 21 – October 31, 2024	<b>Administrator Conducts Mid-Semester Review of FIRST SEMESTER SAOs</b> <ul style="list-style-type: none"> <li>• <i>Mid-Year Review and Conference about the SAO; required for all Category 1 teachers and required for any Category 2 teachers who wish to adjust expected Targets.</i></li> <li>• <i>Teacher and administrator conference to examine student data/work evidence or program evidence for each Target group.</i></li> <li>• <i>There is not an attendance rules process for semester SAOs due to the short length of time since approval of the SAO.</i></li> </ul>
December 20, 2024	<b>Deadline for teachers to assess students and gather summative data in preparation for the SAO summative evaluation.</b>
January 6 – 29, 2025	<b>SAO Summative Evaluations &amp; Conferences</b> <ul style="list-style-type: none"> <li>• <i>All instructional personnel log in to Journey and follow the required attendance rules process (for removal of students if applicable), identify outcomes, and submit the SAO to the administrator.</i></li> <li>• <i>Teacher and administrator conference to examine student data/work evidence or program evidence for each Target group.</i></li> <li>• <i>The SAO Summative Rating Rubric is used to document the instructional personnel rating based on the outcomes that were achieved. The completed SAO rubric will calculate as the student learning evidence portion of the corresponding summative evaluation for the instructional personnel.</i></li> </ul>
January 14, 2025	<b>Teacher Deadline for Required End of Year Journey Actions</b> <ul style="list-style-type: none"> <li>• <i>Instructional personnel complete all required actions (apply attendance rules and identify outcomes) to their Targets in Journey by this date.</i></li> </ul>
January 13 - 14, 2025	<b>Administrator Follow-Up with Instructional Personnel</b> <ul style="list-style-type: none"> <li>• <i>Administrators speak with instructional personnel who have not completed the required actions to their Targets in Journey; provide support if needed to get end of year outcomes submitted no later than January 14.</i></li> <li>• <i>If attendance rules and final outcomes are not submitted in Journey by the instructional personnel by January 14, the student learning evidence portion of the summative evaluation will default to zero points.</i></li> </ul>

\*Note: Semester courses are ineligible for a state calculated VAM score.

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## Student Achievement Objective (SAO) Instructional Personnel Evaluation Timeline for **SECOND SEMESTER** SAOs - **2024-2025**

2024 - 2025	SAO Process to be Completed
January 6, 2025	<b>SAO Learning Goal &amp; Assessments components open to instructional personnel in Journey (to begin drafting the SAO)</b>
January 15-22, 2025	<b>SAO Targets component opens to instructional personnel (to identify baseline data and target levels)</b> <ul style="list-style-type: none"> <li>Instructional personnel have their completed <b>SECOND SEMESTER SAO</b> submitted in Journey to their administrator by January 22.</li> </ul>
January 21-22, 2025	<b>Administrator Follow-up with Instructional Personnel</b> <ul style="list-style-type: none"> <li>Administrators speak with instructional personnel who have not submitted a completed <b>SECOND SEMESTER SAO</b> for review and provide support if needed.</li> </ul>
January 22, 2025	<b>Absolute deadline for teachers to submit a complete SECOND SEMESTER SAO to administrator</b> <ul style="list-style-type: none"> <li>If <b>SECOND SEMESTER SAO</b> is not submitted by this date, the student learning portion of the summative evaluation will default to zero points.</li> </ul>
January 15 – 29, 2025	<b>Discussion between administrator and instructional personnel on quality of SAO &amp; SAO must be approved by administrator</b> <ul style="list-style-type: none"> <li>Administrators review SAO using the Rubric for Rating the Quality of Student Achievement Objectives and provide feedback to the employee.</li> <li>As applicable, teacher revises SAO based on administrator feedback and resubmits the revised SAO to administrator for further review.</li> <li>If administrator does not respond within the timeline, the submitted SAO shall be considered approved.</li> <li>After 3 revisions with no resolution between the teacher and administrator, Journey will notify the Regional Superintendent for further guidance.</li> </ul>
March 24-28, 2025	<b>Administrator Conducts Mid-Semester Review of SECOND SEMESTER SAOs</b> <ul style="list-style-type: none"> <li>Mid-Year Review and Conference about the SAO; required for all Category 1 teachers and any Category 2 teachers who wish to adjust expected Targets.</li> <li>Teacher and administrator conference to examine student data/work evidence or program evidence for each Target group.</li> <li>There is not an attendance rules process for semester SAOs due to the short length of time since approval of the SAO.</li> </ul>
April 23, 2025	<b>Deadline for teachers to assess students and gather summative data in preparation for the SAO summative evaluation</b>
April 24 – May 20, 2025	<b>SAO Summative Evaluations &amp; Conferences</b> <ul style="list-style-type: none"> <li>All instructional personnel log in to Journey and follow the required attendance rules process (for removal of students if applicable), identify outcomes, and submit the SAO to the administrator.</li> <li>Teacher and administrator conference to examine student data/work evidence or program evidence for each Target group.</li> <li>The SAO Summative Rating Rubric is used to document the instructional personnel rating based on the outcomes that were achieved. The completed SAO rubric will calculate as the student learning evidence portion of the corresponding summative evaluation for the instructional personnel.</li> </ul>
May 1, 2025	<b>Teacher deadline for Required End of Year Journey Actions</b> <ul style="list-style-type: none"> <li>Instructional personnel complete all required actions (apply attendance rules and identify outcomes) to their Targets in Journey by this date.</li> </ul>
April 28 - May 1, 2025	<b>Administrator Follow-Up with Instructional Personnel</b> <ul style="list-style-type: none"> <li>Administrators speak with instructional personnel who have not completed the required actions to their Targets in Journey; provide support if needed to get end of year outcomes submitted no later than May 1.</li> <li>If attendance rules and final outcomes are not submitted in Journey by the instructional personnel by May 1, the student learning evidence portion of the summative evaluation will default to zero points.</li> </ul>

**\*Note:** Semester courses are ineligible for a state calculated VAM score.