

**CULVER CITY UNIFIED SCHOOL DISTRICT
EVALATION TIMELINE & PROCEDURES
2017-2018**

A meeting must be held with all certificated staff who will be participating in the CCUSD Performance Evaluation Process.		
Procedures	Due Date	Completion Date
Notification		
<ul style="list-style-type: none"> Administrators/Supervisors will be notified of which employees are scheduled to be evaluated. Employees to be evaluated will be notified by their immediate supervisor during the first school month of the year. 	<p>By August 11, 2017</p> <p>September 25, 2017</p>	
Goal Setting Conferences		
<ul style="list-style-type: none"> Goal setting conferences take place between evaluatees and evaluator during the first six weeks of the school year. 	<p>By October 9, 2017</p>	
Data Gathering & Monitoring		
<ul style="list-style-type: none"> Data gathering and monitoring or progress towards goals/focus area(s) may begin. All formal observations must include a debriefing conference of the lesson, a written report and a signed acknowledgment of the observation and report. 	<p>October 9, 2017</p> <p style="text-align: center;">–</p> <p>December 22, 2017</p>	
Interim Evaluation Conferences		
<ul style="list-style-type: none"> All probs, temp teachers; and permanent teachers who have received an unsatisfactory final evaluation the prior year. Permanent teachers who may need or request such a conference Mark withhold Judgment on the Mid-Year evaluation if you are unable to make a “Recommended for rehire” at this time. Concerns need to be conveyed to the evaluatee. 	<p>Before December 22, 2017</p> <p>Before December 22, 2017</p> <p>Before December 22, 2017</p> <p>Before December 22, 2017</p>	
Continued Data Gathering & Monitoring		
<ul style="list-style-type: none"> Turn in all forms, informal and mid-year evaluations to the Office of Human Resources 	<p>Before January 12, 2018</p>	
Notification of Non - reemployment		
<ul style="list-style-type: none"> Notification to Assistant Superintendent – Human Resources by evaluator of possible non-reemployment recommendations for review. 	<p>Before February 2, 2018</p>	
Notification of Non-reelection		
<ul style="list-style-type: none"> Board action needed to release Temps and Probs. Letters mailed out. Final Notification of non-reelection/ release of Temps and Probs. 	<p>Before March 15, 2018</p> <p>Before April 28, 2018</p>	
Final Wrap Up		
<ul style="list-style-type: none"> A copy of the final written evaluation shall be transmitted to the unit member (evaluatee) no later than (30) calendar days before the last school day scheduled on the school calendar. A meeting between the evaluatee and the evaluator shall be held to discuss the evaluation before the last day of the school year. 	<p>Before May 15, 2018</p> <p>Before June 15, 2018</p>	