

**CULVER CITY UNIFIED SCHOOL DISTRICT
EVALATION TIMELINE & PROCEDURES
2018-2019**

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"> Employees to be evaluated will be notified by their immediate supervisor during the first school month of the year. 	September 24, 2018	
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. 	By October 8, 2018	
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. 	October 8, 2018 – December 21, 2018	
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. 	Before December 21, 2018 Before December 21, 2018 Before December 21, 2018 Before December 21, 2018	
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 	Before January 11, 2019	
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. 	Before February 1, 2019	
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. 	Before March 15, 2019 Before April 27, 2019	
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. 	Before May 14, 2019 Before June 14, 2019	