

To: Principals & Assistant Principals

From: LaMonica R. McIver, Director, Human Resources

Date: September 2, 2014

RE: 2014-2015 Due Dates-----For All Certified & Support Staff Evaluations

The following outlines the contractual timetable for completing evaluations for all certified and support staff members. There are no exceptions to these due dates. Attached is a timeline for you to follow.

All Non-Tenured Certified Staff:

1 st Evaluation not later than	October 31, 2014
2 nd Evaluation not later than	January 16, 2015
3 rd Evaluation not later than	March 30, 2015
Summative Evaluation not later than	April 15, 2015

All Tenured Certified Staff

1 st Evaluation not later than	January 30, 2015
2 nd Evaluation no later than	April 17, 2015 (If Requested)
Summative Evaluation not later than	April 30, 2015

All Support Staff

Annual Evaluation no later than	March 15, 2014
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Please forward all signed evaluations to the Office of Human Resources.