

d. If the Evaluator determines that the Educator's practice remains at the level of Unsatisfactory, the Evaluator shall recommend to the superintendent that the Educator be dismissed.

**20) Teacher Evaluation Timeline**

<b><i>Activity</i></b>	<b><i>Completed by:</i></b>
Annual review of teacher evaluation process	<b>Second Friday in October</b>
Evaluator meets with teachers <u>without</u> professional status to assist in self-assessment and goal setting process	<b>Third Friday in October</b>
Evaluator meets with teachers <u>with</u> professional status individually or in teams to establish educator plans	<b>End of October</b>
Evaluator completes Directed Growth Plan	<b>End of October</b>
Educator signs goal setting forms	<b>First Friday in November</b>
Evaluator completes educator plan forms	<b>Second Friday in November</b>
Evaluator completes first observation of each educator	<b>Third Friday in November</b>
Educators on one-year plans submit evidence of progress toward SMART goal(s)	<b>Second Friday in January</b>
Evaluator completes mid-year Formative Assessment Report for educators on one-year educator plans	<b>First Friday in February</b>
Evaluator holds Formative Assessment meetings with other educators as requested or needed	<b>Third Friday in February</b>
Educators on two –year plans submit evidence of progress towards SMART goal(s)	<b>Second Friday in April</b>
Educator uploads all/any evidence for Summative Evaluation	<b>First Friday in May</b>
Evaluator completes all observations	<b>Second Friday in May</b>

<b>Activity</b>	<b>Completed by:</b>
Educator uploads all/any evidence for Formative Evaluation	<b>Third Friday in May</b>
Evaluator completes Formative and Summative Evaluation Reports	<b>Last Friday in May</b>
Evaluator meets with educators whose overall ratings are Needs Improvement or Unsatisfactory	<b>First Friday in June</b>
Evaluator or educator, upon request, meets with educators whose overall ratings are Proficient or Exemplary	<b>Five (5) days upon receipt</b>
Evaluator meets with educator whose overall rating is Unsatisfactory to develop an Improvement Plan	<b>Third Friday in June</b>
Educators sign Summative Evaluation Reports and add responses, if any. Additional written responses may be submitted to the Superintendent by the end of June.	<b>Five (5) days upon receipt</b>

**21) Career Advancement**

A) In order to attain Professional Teacher Status, the Educator should achieve ratings of Proficient or Exemplary on each Performance Standard and overall. A principal considering making an employment decision that would lead to PTS for any Educator who has not been rated Proficient or Exemplary on each performance standard and overall on the most recent evaluation shall confer with the superintendent by May 1. The principal's decision is subject to review and approved by the superintendent.

B) In order to qualify to apply for teacher leader positions, including grade/teacher liaison, mentor, data team member or curriculum co-coordinator, the Educator must have had a performance rating of Proficient or Exemplary for at least the previous two years. Absent disqualifying criteria teachers with professional teaching status are assumed to have met this criteria.

C) Educators with PTS whose summative performance rating is Exemplary shall be recognized and rewarded with leadership roles, promotions, additional compensation, public commendation or other acknowledgement as determined by the district through collective bargaining where applicable.

**22) Using Student Feedback in Educator Evaluation**

In accordance with 604CMR 35.07 (1)(c)(2), the parties agree that student feedback shall be used as evidence relevant to self-assessment, goal setting and/or to demonstrate change in practice over time. Given that teachers participate in a formative or summative evaluation annually, feedback used in relation to self-assessment, goal setting, and/or change in practice over time shall be collected as follows: