

APPENDIX D - Sample Evaluation Calendar

<u>Approximate Time Line Activity</u>	<u>Persons</u>	
<u>First School Faculty Meeting</u>	Pre-Disseminate guidelines, processes, time lines, etc., to all certificated staff.	Bldg. Admin.
	Disseminate list of first conference for evaluators and evaluatees. (optional)	Bldg. Admin.
<u>By Week 5</u>	Evaluatees to notify building administrators of desired additional evaluators (if any).	Evaluatees
<u>By Week 6</u>	Evaluators to provide evaluatees with the Personnel Planning and Evaluation Statement forms.	Evaluators
<u>By Week 7</u>	Evaluators to hold first conference with evaluatees to finalize the Personnel Planning and Evaluation Statements.	Evaluators & Evaluatees
<u>By Week 14</u>	First observations are to be completed and conferences held with written comments.	Evaluators & Evaluatees
<u>By Week 15</u>	If needed, conferences are to have taken place to assess & implement "Plan of Assistance".	Evaluators & Evaluatees
<u>By Week 16</u>	Evaluations due in Human Resources Office on first semester temporary teachers (if any).	Evaluators
<u>By Week 26</u>	Evaluation data due from evaluatees (Probationary, Temporary, & Temporary, Other Non-Permanent) to evaluators.	Probationary, & other Non-permanent Employees

<u>By Week 27</u>	Second (final) conferences to be completed for all Probationary, Temporary, and other Non-Permanent Employees.	Probationary, Temporary, & other Non-Permanent Employees
<u>By Week 28</u>	Final evaluations for all Probationary, Temporary and other Non-Permanent employees due in Human Resources Office. or unit administrators to accompany evaluations recommending reemployment or dismissal of Probationary, Temporary, and/or other Non-Permanent employees.	Evaluators
<u>By Week 30</u>	Second (final) conferences to be completed for all permanent employees scheduled for evaluation.	Evaluators and Evaluatees
<u>By Week 36</u>	Final Confidential Evaluation Reports for permanent employees delivered to Personnel Office. Copies given to employees no later than the end of week 36.	Evaluators
<u>By Week 40</u>	Final evaluation data due to evaluators from evaluatees for their files.	Evaluatees

APPENDIX E - School Calendar

2018 - 2019 DISTRICT CALENDAR

SUNSD

<p style="text-align: center;">July 2018</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p style="text-align: center;">JULY</p> <p>4 Fourth of July Holiday</p> <p>23-27 New Teacher Activities</p> <p>30 Site Staff PD (certif mandatory)</p> <p>30 1st Work Day 183 day employees #1 and Food Service Employees</p> <p>31 Certificated Work Day</p> <p>31 1st work Day 182 day employees #2</p>	<p style="text-align: center;">JANUARY</p> <p>1 New Year's Day Holiday</p> <p>7 Return from Winter Break</p> <p>-Start of 2nd Semester</p> <p>21 Martin Luther King Holiday</p>	<p style="text-align: center;">January 2019</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
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STUDENT PROGRESS REPORT DUE DATES:

1st Quarter Progress Reports Due:	08/31/2018
2nd Quarter Progress Reports Due:	11/09/2018
3rd Quarter Progress Reports Due:	02/08/2019
4th Quarter Progress Reports Due:	04/12/2019

Classified Footnotes

#1 - 1st day of work for 183 day employees

#2 - 1st day of work for 182 day employees

#3 - non-work day for 182 and 183 day employees

#4 - full work day for all employees

#5 - Holiday in place of Lincoln birthday

#6 - Holiday in place of Admissions day

182 day employee classifications: Instructional Aides, Campus Supervisors, Suspension Center Aides, Bus Drivers & Cadets, Child Care Givers, Infant Care Aides, Food Service Assistants

183 day employee classifications: all other classifications

*Food Service Assistants:
1st day of work: 5/30/18
Last day of work: 5/24/18

10 & 12 month employees shall have 1 floating holiday per CSEA Article 16.3
10/18/18 will be an 8 hour compensated PD day for all classified employees

- Holiday
- Certificated Workday
- Break
- First/Last Student Day
- New Teacher Activities

Certificated Days	
Instructional Days	180
Professional Development Days	3
Work Days	3
Certificated Contract Days	184
Classified Contract Holidays	
	14

Middle School Wednesday Collaboration Weekly (Bold)
High School Wednesday Collaboration shown (Bold UNDERLINE)

SVFT: *[Signature]*
CSEA: *[Signature]*
Board Approval: 8-13-18
Revised: 2-16-18

[Handwritten Signature]