

## New Beginnings Schools Foundation TAP Timeline 2017-2018

August 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>Student Learning Targets (SLTs/ IGP)</b>	Employees	<b>School Selected Common Assessments:</b> Administer pre-assessments:(STAR, DIBELS, IXL, LEAP/ILEAP EAGLE Pre and Post Tests, Achieve 3000, Teacher Created Assessments)	Week of 8/21
		Review SLT guidance for your grade/subject	By Fri, 8/25
		Submit Teacher Created Assessments (if necessary)	By Wed, 8/30
	Evaluators	Conduct Compass overview for employees Log into CIS and assign evaluators to employees	By Fri, 8/26 By Fri, 8/31
<b>Observations</b>	Evaluators	Begin Observation Cycle 1 (Formal): Schedule Pre-Conference with teachers within 3 days prior to observation; conduct observation with Post-Conference within 5 days and submit in CODE	By Mon, 8/28
September 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>SLTs</b>	Employees	- New employees: Register in CIS - Return employees: Update Login Code & Password	By Tues, 9/12
		Administer assessment and gather baseline data	By Fri, 9/15
	Evaluators	- Review Teacher Created Assessments - Submit approved assessments and Quality Assessment Checklists to Director of Teaching and Learning	By Tues, 9/13
<b>LRP (Long Range Plan)</b>	Evaluators	Complete your school's plan and share it with teachers	By Mon, 9/11
<b>PIP</b>	Evaluators	- Conduct Leader Conference for all required PIP - Submit PIP Documents to the Director of Teaching and Learning,	By Mon, 9/18
<b>Observation Cycle #1</b>	Evaluators	- Observation Cycle (Formal) continues: Schedule Pre-Conference with teachers within 3 days prior to observation; conduct observation with Post-Conference within 5 days and submit in CODE	Monday August 28-Friday, September 29
October 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES

October 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	- Enter Student Learning Targets aligned with IGPs in CIS - Submit SLT calculator/baseline data to evaluator	By Fri, 10/06
	Evaluators	Review all submitted SLTs in CIS and provide feedback to teachers (as necessary)	By Fri, 10/13
		- Accept ALL teachers' SLTs in CIS (except Pre-K) - Submit SLT Acceptance Checklist to Compass contact	By Fri, 10/22
		- Enter Leader Student Learning Targets into SLT calculator - Submit calculator to Director of Teaching and Learning	By Fri, 10/27
IGPs for TAP	Employees	Enter Individual Professional Growth Plan in CIS	By Fri, 10/27
<b>FALL BREAK IS THURSDAY OCTOBER 19-20 OCTOBER 23=NETWORK PD DAY</b>			
November 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	<b>Pre-K Teachers ONLY:</b> Enter SLTs into CIS	By Wed, 11/08
Observation Cycle #2	Evaluators	Observation Cycle #2 (Formal) continues: Schedule Pre-Conference with teachers within 3 days prior to observation; conduct observation with Post-Conference within 5 days and submit in CODE	November 1-November 30
December 2017	KEY PEOPLE	KEY ACTIONS	KEY DATES
Student Learning Targets (SLTs)	Employees	Teachers with Semester SLTs ONLY: Compile data on 1st semester SLTs	By Wed, 12/20
<b>Winter Break is Thursday, December 22<sup>nd</sup> – Monday, January 2<sup>nd</sup></b>			
January 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
SLTs	Employees	Report the Results on 1 <sup>st</sup> Semester SLTs in CIS	By Fri, 1/05
		Submit Teacher Created Assessments (if necessary)	By Fri, 1/05
		- Administer assessments and gather baseline data - Enter 2 <sup>nd</sup> Semester SLTs in CIS	By Fri, 1/19
	Evaluators	Rate 1 <sup>st</sup> Semester SLTs in CIS	By Fri, 1/12
		- Review Teacher Created Assessments - Submit approved assessments and Quality Assessment Checklists to Director of Teaching and Learning	By Tues, 1/19
		Review and Accept Teachers' SLTs in CIS	By Fri, 1/26

February – April 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>Mardi Gras break is Friday, February 9<sup>th</sup>– Friday March 16<sup>th</sup></b>			
<b>Observation Cycle #3</b>	Evaluators	Observation Cycle #3 (Formal) continues: Schedule Pre-Conference with teachers within 3 days prior to observation; conduct observation with Post-Conference within 5 days and submit in CODE	January 29-February 28
<b>Spring Break is Friday, March 30<sup>th</sup> – Monday, April 6<sup>th</sup></b>			
<b>Observation Cycle #4</b>	Evaluators	- Observation Cycle #4 (Formal) continues: Schedule Pre-Conference with teachers within 3 days prior to observation; conduct observation with Post-Conference within 5 days and submit in CODE	April 9- May 18
May 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>SLTs</b>	Employees	- Administer End of the Year (EOY) assessments and gather data - Report the Results on SLTs in CIS	See EOY Testing Windows
<b>Evaluations</b>	Evaluators	- Complete Final Evaluation of all employees in CIS - Conduct End of the Year conversation with employees	By Fri, 5/25
June 2018	KEY PEOPLE	KEY ACTIONS	KEY DATES
<b>Evaluations</b>	Evaluators	- Complete all leader Site Visits in CIS - Enter results into Leader SLT calculator and send to Director of Teaching and Learning and Chief of Academics Officer - Conduct End of the Year conversations with Leaders Send a copy final evaluation paperwork to Chief of Academic Officer and Director of Human Resources	By Wed, 6/06