

SEQUENCE OF CONTRACTS

&

EVALUATION PROCEDURES

Found on page 21 & 88 of your  
negotiated agreement.

# Sequence of Contracts

- ❑ First Contract - 1 year
- ❑ Second Contract - 1 year
- ❑ Third Contract - 1 year
- ❑ Fourth Contract - 2 years
- ❑ Fifth Contract & thereafter - 3 years
- ❑ More information on page 22 of your N.A.

# Evaluation Procedures for those up for contract renewal at the end of the school year.

- ❑ By November 15 your evaluator will:
  - ❑ Conduct a preconference and set-up an announced formal evaluation.
  - ❑ Conduct the announced formal evaluation.
  - ❑ Complete a Formal Observation Interim Checklist. (2 pages)
  - ❑ Conduct a post-conference.
  - ❑ Develop an improvement plan if needed.

Evaluation Procedures for those  
up for contract renewal at the end  
of the school year. (continued)

- ❑ By March 15 your evaluator will:
  - ❑ Conduct an unannounced formal observation.
  - ❑ Complete Final Evaluation Summary Form.
  - ❑ Conduct a post conference.

# Evaluation Procedures for those on a limited contract. (2 or 3 year contract)

- ❑ ANNUALLY your evaluator will:
  - ❑ Conduct an informal observation. Done only in years that contract is not up for renewal.
  - ❑ Complete Informal Observation Summary Form. (1 Page)
  - ❑ Conduct a post-conference.

# Evaluation Procedures for those on continuing contract.

- ❑ ANNUALLY your evaluator will:
  - ❑ Conduct an informal observation each year.
  - ❑ Complete Informal Observation Summary Form. (1 Page)
  - ❑ Conduct a post-conference.
  - ❑ Every third year a full-cycle evaluation will be conducted. (Same as the contract renewal process.)

# Additional Information

- ❑ Information on continuing contract is on page 22 of your N.A. and is Article 18 Section 3.
- ❑ You have the right to add comments pertaining to your evaluation on your evaluation before signing it.
- ❑ You do not have to sign the evaluation at the post observation meeting, you have the right to take the time you need with your written response.
- ❑ You should receive a copy of your evaluation from your evaluator.