



To: Certified Teachers and Administrators

From: John Bayers

Subject: **PDEP End-of-Year Reminders - May 2019**

Date: May 9, 2019

As a reminder, **certified staff members need to complete the items listed below by June 1, 2019.** Staff members able to complete their summative reviews prior to June 1st can work with their PDEP supervisors to schedule earlier end of the year meetings.

- 1) Review all observations and reviews of practice found on your dashboard and be sure you have signed off on each of them. Informal observations appear by default in Protraxx and can be skipped if they were not utilized by the PDEP supervisor.
- 2) Complete your summative self evaluation. It is important to rate yourself in each of the domains. Be sure to address accomplishments and areas for growth in the space found at the end of this summative self evaluation. Certified staff can add supporting details for Domain 4 in their summative self evaluations. These details, combined with the reviews of practice and any details recorded during observations, can be used in developing a final rating for this domain. **Please note that all tenured staff currently involved in the informal cycle will receive a rating of “Accomplished” in domains 1-3.**
- 3) As you assess your progress towards meeting your goals, be sure to write a reflection for your SLO. You do not need to write reflections for the student and parent feedback goals.
- 4) Meet with your PDEP supervisor for an end-of-year summative review meeting. Supervisors will complete their summative ratings upon completion of this meeting.
- 5) At the summative review meeting, tenured teachers with **last names from G-M** and their supervisors will mutually agree as to which observation cycle (**Formal or Mini**) will be used for the 19-20 school year. This option can be changed at the start of next year, by mutual agreement, but having a sense now will allow the Human Resources office to update Protraxx before the start of the year and thus provide more opportunities for observations to take place earlier in the year.
- 6) Sign off on the final summative evaluation submitted by your supervisor. This is a critical step that will allow the process to finalize for the 2018-2019 school year, and must be completed no later than **June 18, 2019.**