**LAS VIRGENES UNIFIED SCHOOL DISTRICT**

CRITICAL TIMELINES for EVALUATION PROCESS 2019-20

**CERTIFICATED**

SEPTEMBER 16 Notice employees on cycle to be evaluated by principal.

OCTOBER 2 Meet with certificated employees being evaluated.

NOVEMBER 8 Notify Personnel of employees placed on 5-year cycle.

DECEMBER 2-20 Notify Personnel of concerns regarding any probationary/temporary

employees. Meet with Assistant Superintendent - Personnel to discuss status of those identified as in jeopardy.

JANUARY 14 At least three observations completed for second-year probationary teachers and two observations completed for first-year probationary and temporary certificated employees.

FEBRUARY 17 Evaluations for second-year probationary employees completed.

**FEBRUARY 24 *Deadline to notice non-reelected Prob 2 employees.***

**April 30 *Notice non-reelected certificated Prob 1/Temporary employees.***

**MAY 1** All evaluations for probationary, temporary, and permanent certificated employees completed, signed, and forwarded to Personnel.

**CLASSIFIED**

APRIL 1 One (1) month left to complete permanent classified evaluations.

MAY 1 All permanent classified evaluations due, except

1. those employees gaining permanent status during March, April or May, 2019;

2. those permanent employees who received an evaluation that met or exceeded all factors last year. Those evaluations may be done next year, unless requested by the employee.

**Note: Classified probationary and short-term employees:**

- first evaluation is due at the end of the third month of service;

- **second evaluation is due no later than two weeks preceding the sixth month of service.**

8/27/2019