

APPENDIX 8I-1 - PGAP TIMELINES

2022-23
PGAP Evaluation Timeline
for Educational Staff Associates (ESA)

DEADLINE	ACTIVITY
By October 4, 2022	Notify employee that he/she will be on PGAP (not long form) evaluation <i>*For those hired after first day of school, notify within 20 days of employment</i>
By October 18, 2022	Meet with employee to conduct Beginning of the Year Conversation <i>*For those hired after the first day of school, meet within 30 days of employment</i>
No later than March 1, 2023	Deadline to move an employee on PGAP to the long form evaluation process. <i>*Must contact HR Certificated Director prior to March 1 for assistance.</i>
Observation/Conversations/Reports	
Evaluator will conduct 2 observations of at least 30 minutes each, one of which must be scheduled	Date, time, and place of scheduled evaluation is mutually agreed upon by evaluator and employee
Hold pre-observation conference with employee for the scheduled observation	
Within three (3) days after all observations	Hold post-observation conversation
Within five (5) days following all post-observation conversations	Provide written feedback to employee
Recommended by May 25, 2023	Complete observations
Summative Reporting	
No later than June 20, 2023 (or within five (5) days prior to end of school)	Conduct end of the year conversation. Complete and sign PGAP verification form.
By July 11, 2023 (or within ten (10) days after the close of school)	Deadline for employee filing a written response to evaluation
By July 31, 2023	Send completed evaluation tool with PGAP verification form to HR