

**Principal Evaluation-Supervision and Support Cycle – 2021-22**

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|  | **Continuous Improvement Cycle Items**  | **Principal and Supervisor Monthly Conference Items**  |
| **August** | * A&S Retreat
* Link School Improvement Plan ([SIP](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-606)) to Strategic Plan and [SWOT](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17796)
* SIP revisions with school teams
 | **Summer baseline discussion** * Professional goal setting and career development discussion
* Review Building Leadership Team (BLT), Learning Improvement Days (LID)
* Review earlier – [Instructional Reviews (IRs) action plan](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-16152) and SIP planning
* SWOT analysis
* Review building calendars, organization, and operations
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| **September** | * LID days
* Refine SIP plans
* i-Ready Fall Diagnostic – mid-September through early October
 | * Review [AWSP Criteria](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17796) and related leadership action with a specific emphasis on Criterion 1, 5, and 8
* Discuss student growth goals
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| **October** | * SIP draft – submit by October 1
* IRs – October through November (Veteran's Day)
* Smarter Balanced Assessment (SBA) and Washington Comprehension Assessment of Science (WCAS)
* i-Ready Data days
* Data meetings by grade level
* Establish instructional grouping
* Disparate impact analysis
* Prepare student data for fall conferences
 | * IR support
* [Keep, Start, Stop analysis](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17796)
* Implement formal [bi-weekly school visits](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17796) – utilize [*5W protocol*](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17796)
* Classroom walkthrougths
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| **November** | * SIPs posted online – by November 15
* Communicate student progress at conferences
 | * **1st Quarter Review – Principal Memo**
* Principal meets with AP and provides clear feedback via [written memo](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17796) copied to the regional
	+ Goal setting, feedback on strengths, opportunities, next steps
	+ Career goals
	+ Strengths/Growth Opportunities
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| **December** |  | * Principal Evaluation (TPEP) student growth goals – due December 3
* Submit copy of AP student growth goals to regional superintendent
* [2x2 reflection](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17796)
* Update SWOT analysis for school/building leaders
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| **January** | * i-Ready Winter Diagnostic – first two weeks of January
* [Begin T-8 planning](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-16377)
 | * Finalize updated SWOTs
* Audit completed observation forms by end of first semester
* Classroom learning walks
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| **February** | * i-Ready Data days (to develop T-8 Plans) – end of January and beginning of February
* T-8 Plan – finalized by February 15
* Master Schedule Analysis/Staffing
 | * [Mid-Year Evaluation Conference –Evaluation Form](https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17796)
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| **March** | * Implement T-8 Plan
* Transitions (5-6 and 8-9)
* Communicate student progress at conferences
 | * Progress monitoring T-8
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| **April** | * Continue T-8 implementation
 | * **3rd Quarter Review**
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| **May** | * SBA and WCAS
 | * Final artifacts and evidence – due May 15
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| **June** | * Analyze SBA data and begin drafting SIP
* School teams draft SIP based on annual data and evidence of impact
* Master schedule developed with teacher assignments
* Graduation
 | * **Final Evaluation**
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