

**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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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) |
| **March** | * Implement T-8 Plan * Transitions (5-6 and 8-9) * Communicate student progress at conferences | * Progress monitoring T-8 |
| **April** | * Continue T-8 implementation | * **3rd Quarter Review** |
| **May** | * SBA and WCAS | * Final artifacts and evidence – due May 15 |
| **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** |

