



# Richland One Evaluation Calendar 2022-2023

Best used with PDF Support Links  
 Most up-to-date version found [here](#)

8-2-2022; update 3-9-2023 link fixes

On 3/3/23 a Microsoft change has effected linked documents. An update has been applied to the main page, but calendar pages and links within documents may not work.

## Support Links Table: [July-August](#), [September](#), [October](#), [November-December](#), [January](#), [February](#), [March](#), [April](#), [May-June](#)

<p><b>SCLead Access</b>          SCLead Website: <a href="https://sclead.org/">https://sclead.org/</a>          SCLead email support: <a href="mailto:support@sclead.org">support@sclead.org</a>  <small>[SCLead Support – use the above email, not SCLead’s ticket system]</small>  <a href="#">R1 Support – How to Register in SCLead</a>  <a href="#">R1 Support – SC District Transfers—updating SCLead</a>  <a href="#">R1 Support – SCLead Password Reset</a>  <a href="#">R1 Support – SCLead Educator Experience</a>  <small>[SCLead Experience omits information – see your SC Educator Portal]</small></p>	<p><b>SCLead Evaluation Set-Up</b>  <i>Evaluation Orientation and Mandatory Briefing Schedule 2022-2023</i>  <a href="#">R1 ADEPT Evaluation Matrix</a>  <i>R1 Support – Add Staff and Evaluation</i>  <i>R1 Support – How to Add Evaluators to Evaluation Teams</i>  <i>R1 Support – Retiree Evaluation Set-up</i>  <a href="#">R1 Support – Continuing Formative Evaluations</a>  <a href="#">SCLead Assurance Process Form</a> – Form/Email Due Oct 3, 2022</p>	<p><b>Evaluation-Orientation – SCLead/ADEPT</b>  <i>Orientation Schedule 2022-2023</i>  <i>R1 Support – Orientation Dates</i>  <small>– for Administrators</small>  <a href="#">SCDE Support – Orientation Signatures</a>  <small>– for Educators</small>  <b>PADEPP</b>          Support is located within SCLead.</p>
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Teachers	School Counselors	School Librarians	Speech-Language Professionals	Classified, SPEs, and Less than 152 Days
<p><a href="#">SCTS 4.0 Rubric – SCDE link</a>  <a href="#">R1 Support – SLO within SCLead</a>  <a href="#">R1 Support – Teacher GBE-goal within SCLead</a>  <a href="#">NIET – Instructional Strategies for Virtual Learning</a>  <a href="#">R1 Support – SCTS 4.0 Observations – Evaluators</a>  <a href="#">R1 Support – SCTS 4.0 Observations – Teachers</a>  <a href="#">R1 Support – Consensus Conference SCTS 4.0</a>  <a href="#">R1 Support – SCTS 4.0 Professional Self-Review</a>  <small>(for teachers)</small>  <a href="#">R1 Support – SCTS 4.0 Professionalism</a> (for evaluators)  <a href="#">R1 Support – Final Evaluation Results</a></p>	<p><a href="#">Rubric for School Counselors</a>  <a href="#">R1 Support – School Counselor Student Growth Goals-SGG</a>  <a href="#">R1 Support – School Counselor Plan and Annual Calendar</a>  <a href="#">R1 Support – School Counselor Observations – Evaluators</a>  <a href="#">R1 Support – Observations – Counselor Responsibilities</a>  <a href="#">R1 Support – Scoring Worksheet</a>  <a href="#">R1 Support – Preliminary or Final Evaluation Conference</a>  <a href="#">R1 Support – Professional Self-Review</a> (for counselors)  <a href="#">R1 Support – Professionalism</a> (for evaluators)  <a href="#">R1 Support – Final Evaluation Results</a></p>	<p><a href="#">Rubric for School Librarians</a>  <a href="#">R1 Support – SMART Goals for School Librarians</a>  <a href="#">R1 Support – School Librarian Plan</a>  <a href="#">R1 Support – School Librarian Observations – Evaluators</a>  <a href="#">R1 Support – Observations – Librarian Responsibilities</a>  <a href="#">R1 Support – Scoring Worksheet</a>  <a href="#">R1 Support – Preliminary or Final Evaluation Conference</a>  <a href="#">R1 Support – Professional Self-Review</a> (for librarians)  <a href="#">R1 Support – Professionalism</a> (for evaluators)  <a href="#">R1 Support – Final Evaluation Results</a></p>	<p><a href="#">Rubric for Speech-Language Professionals</a>  <a href="#">R1 Support – SMART Goals for Speech-Language Professionals</a>  <a href="#">R1 Support – Speech-Language Professionals Observations – Evaluators</a>  <a href="#">R1 Support – Observations – Speech-Language Professional Responsibilities</a>  <a href="#">R1 Support – Scoring Worksheet</a>  <a href="#">R1 Support – Preliminary or Final Evaluation Conference</a>  <a href="#">R1 Support – Professional Self-Review</a> (for speech professional)  <a href="#">R1 Support – Professionalism</a> (for evaluators)  <a href="#">R1 Support – Final Evaluation Results</a></p>	<p><a href="#">R1 Classified Evaluation Form</a>  <a href="#">R1 SPE Form</a>  <a href="#">R1 SPE Evaluation Support</a>  <a href="#">R1 Less Than 152 Evaluation Form</a>  <a href="#">R1 Support – Less Than 152</a>  <b>PADEPP</b>  <a href="#">PADEPP Reminder</a> and <a href="#">SCDE Guidelines</a>  <i>PADEPP Overview</i>  <i>Create PADEPP Evaluation</i>  <i>Create PADEPP Team</i>  <i>PADEPP Professional Development Plan</i>  <i>PADEPP Conference – Evaluator</i>  <i>PADEPP Conference – Principal</i>  <i>PADEPP Required Standards</i>  <i>PADEPP Observations</i>  <i>PADEPP Self-Assessment – Principal</i>  <i>PADEPP Evaluator Assessment</i>  <i>PADEPP Summative Worksheet</i>  <i>PADEPP Summative Evaluation</i>  <i>PADEPP Evaluation Results</i>  <b>Mentor Resources</b>  <a href="#">Mentor Expectations</a>  <a href="#">Mentoring Resources</a></p>



# Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

## JULY 2022

S	M	T	W	T	F	S
					1	2
3	④	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- First/Last Day of School for Students
- Professional Development Day (No school for students)
- Student/Staff Holiday (Schools/Offices Closed)
- Teacher Workday (No school for students)

2022-2023 Employee Work Schedule		
	First Workday	Last Workday
180-day employees	August 16, 2022	May 26, 2023
182-day employees	August 15, 2022	May 27, 2023
184-day employees	August 11, 2022	May 27, 2023
186-day employees	August 9, 2022	May 27, 2023
190-day employees	August 9, 2022	May 27, 2023
200-day employees	August 2, 2022	June 5, 2023
220-day employees	July 19, 2022	June 19, 2023
240-day employees	July 1, 2022	June 30, 2023

### August 2022 – [link to Front Main Content Page](#)

On 3/3/23 a Microsoft change has effected linked documents. Links might not work. Updates are being applied. See Main Content Page.

Who, Date, and Action	Details	Support Links
<b>Principals – by August 8, 2022</b> <i>Review SCLead Evaluations</i>	<b>Principals review SCLead evaluations.</b> 1- Ensure Evaluated Staff listed in SCLead is accurate and complete. 2- Ensure all current ADEPT evaluations are listed (contact D. Oddo if not). 3- Review Evaluation Level (and Contract Level) as compared to new hire Frontline data and Long-Sheet contract records (contact D. Oddo if not).	<a href="#">R1 ADEPT Evaluation Matrix</a> <a href="#">R1 Support – Add Staff and Evaluation</a> <a href="#">R1 Support – Continuing Formative Evaluations</a> <b>Actions are part of SCLead Assurance – <a href="#">see Oct 3<sup>rd</sup></a></b>
<b>Principals – by August 9, 2022</b> <b>Mentors</b> <i>Mentor Assignments</i>	<b>Principals assign mentors.</b> 1-Assign in SCLead Mentors to each Induction 1, 2, and 3 and Diagnostic Assistance educators 2-Assign mentors and notify them of R1 Mentor Expectations. <b>Mentors make contact with mentees.</b> 1-Make initial contact with mentee 2- REQUIRED log item: Record initial contact and actions 3- <u>11 only</u> : Assist Induction 1 mentee in “First Assignment”	<i>Principals</i> <a href="#">Mentor Expectations</a> <b>Actions are part of SCLead Assurance – <a href="#">see Oct 3<sup>rd</sup></a></b>  <i>Mentors:</i> <a href="#">Mentor Expectations</a> <a href="#">Mentoring Resources</a> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">See <a href="#">August 23-24, 2022</a> for Mandatory Mentor Briefing.</div>
<b>Principals – by August 9, 2022</b> <b>Educators –</b> <i>Review Orientation Schedule</i>	<b>Principals review and post orientation schedule (include site dates).</b> 1-Determine site dates for site-based ADEPT orientation – video (approx. 20 minutes) is provided 2-Digitally post and ensure all educators have received Orientation schedule 3-Set Orientation Dates in SCLead (enter all dates – see schedule); principals are responsible for Orientation dates in SCLead <b>Educators review Orientation Schedule</b> 1-Summative Evaluations – TEAMS district lead orientation (also site-based) 2-Induction 1 – F2F district lead orientation (also site-based) 3-Induction 2 and 3, Annual Diagnostic, Annual-GBEs, Continuing and Retiree GBEs, Continuing Formative – site-based orientation	<i>Principals:</i> <a href="#">Evaluation Orientation Schedule 2022-2023</a> <a href="#">R1 Support – Orientation Dates</a> – for Administrators Note – assigning of Orientation dates is to occur prior to held evaluation-orientation. On August 9, 2022, all educators may not yet be in SCLead.  Review schedule and plan for site-based orientation (see <a href="#">September 12-16, 2022</a> for site-based orientation) <b>Actions are part of SCLead Assurance – <a href="#">see Oct 3<sup>rd</sup></a></b>  <i>Educators:</i> <a href="#">Evaluation Orientation Schedule 2022-2023</a> <a href="#">SCDE Support – Orientation Signatures</a> – for Educators
<b>Educators – by August 16, 2022</b> <i>Register/Login <a href="#">SCLead.org</a></i>	<b>All Educators review</b> 1-New Certified Staff register (create account) in SCLead 2-In-state transfers to Richland One, update SCLead account 3-Returning educators log into SCLead (district transfers check school)	<b>SCLead website: <a href="https://scllead.org/">https://scllead.org/</a></b> <b><a href="#">R1 Support – How to Register in SCLead</a></b> <b><a href="#">R1 Support – SC District Transfers – updating SCLead</a></b> <b>SCLead email support: <a href="mailto:support@scllead.org">support@scllead.org</a></b>



# Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

<p><b>Principals – by August 16, 2022</b> <i>SCLead Evaluation Team Assignments</i></p>	<p>1-Assign School Administrator to GBE evaluations. 2-Assign qualified School Administrator to Induction 1 evaluations 3-Assign qualified School Administrator, Peer-Evaluator, and Mentor to Induction 2/3 and Annual Diagnostic evaluations. 4-Assign qualified School Administrator(s) and Peer-Evaluator to Summative evaluations. 5-Assign qualified School Administrator to Continuing Formative evaluations.</p>	<p><a href="#">R1 ADEPT Evaluation Matrix</a> <a href="#">R1 Support – How to Add Evaluators to Evaluation Teams</a> Actions are part of SCLead Assurance – <a href="#">see Oct 3<sup>rd</sup></a></p>
<p><b>Teachers and Counselors</b> <b>By August 16, 2022</b> <i>SLO and SGG data gather begins</i></p>	<p><b>Teachers</b> 1-SLO data gathering begins 2-Begin SLO draft in SCLead</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Semester SLOs are used only when full-year SLOs are not available.</div> <p><b>Counselors</b> 1-SGG data gathering begins 2-Begin SGG draft in SCLead</p>	<p><i>Teachers:</i> <a href="#">R1 Support – SLO within SCLead</a></p> <p><i>Counselors:</i> <a href="#">R1 Support – Student Growth Goals-SGG</a></p>
<p><b>Mentors</b> <b>August 23 or 24, 2022</b> <i>Mandatory Mentor Briefing</i></p>	<p>Principals: Ensure each mentor (actively mentoring this year) attends one of these sessions [choice of four times]</p> <p>Mentors (actively mentoring in 2022-2023)-choose one session of the four: <i>August 23, 2022: <a href="#">3:00 pm Session</a> or, <a href="#">4:00 pm Session</a> or, <a href="#">August 24, 2022: <a href="#">3:00 pm Session</a> or, <a href="#">4:00 pm Session</a></a></i></p>	<p><a href="#">Mentor Briefing Session Presentation</a> <a href="#">TEAMS Link – for either time on August 23<sup>rd</sup></a> <a href="#">TEAMS Link – for either time on August 24<sup>th</sup></a></p> <p><i>Mentor Expectations and Resources:</i> <a href="#">Mentor Expectations</a> and <a href="#">Mentoring Resources</a></p>
<p><b>Induction 1 Educators</b> <b>August 30, 2022,</b> <b>August 31, 2022</b> <i>Evaluation Orientation</i></p>	<p>1-Complete Required Rubric Activity (suggested to complete prior to Aug 30<sup>th</sup>) 2-Attend either I1 Evaluation Orientation session: August 30, 2022 @ 4:30 p.m. (Olympia Learning Center Auditorium – park in back) August 31, 2022 @ 4:30 p.m. (Olympia Learning Center Auditorium – park in back) <i>This is in addition to your site-based evaluation-orientation (see Sept 12-16)</i></p>	<p><a href="#">Required Rubric Activity</a> Required 1<sup>st</sup> Activity <a href="#">Induction 1 Evaluation Orientation Presentation</a> <a href="#">Make Up</a> Required 2<sup>nd</sup> Activity <a href="#">Orientation Signatures in SCLead</a> – for Educators</p>

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	★	24
25	26	27	28	29	30	

- Student/Staff Holiday (Schools/Offices Closed)
- ★ Professional Development (Early release for students)

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## September 2022 – [link to Front Main Content Page](#)

Who, Date, and Action	Details	Support Links
<p><b>Evaluators</b> (all as assigned within SCLead) <b>September 6 or 7, 2022</b> <i>Mandatory Evaluation Briefing</i></p>	<p><b>Mandatory Evaluator Briefing</b> Principals: Ensure all your site-based evaluators attend a session [This includes all peer-evaluations, administrators, and principal – also to be in SCLead] Evaluators: Choose either session; TEAMS session starts at 4:00 p.m.</p>	<p><a href="#">Evaluator Briefing Session Presentation</a> <a href="#">TEAMS Link: September 6<sup>th</sup> @ 4:00 p.m. – 5:15 p.m.</a> <a href="#">TEAMS Link: September 7<sup>th</sup> @ 4:00 p.m. – 5:15 p.m.</a></p>



# Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

<p><b>Principals</b>  <b>Induction 2-3 Educators</b>  <b>Annual Diagnostic Educators</b>  <b>September 6-9, 2022</b>  <i>PGDP Initial Conferences</i></p>	<p><b>Mandatory PGDP</b>  Principals: Start PGDP for all Annual Diagnostic, Induction 2 or 3 educators.  Hold Initial Conference for year-long PGDP.  <i>HIGHLY RECOMMEND to hold with I2, I3, A2DA evaluation-orientation (see below)</i></p> <p><b>Other PGDP</b>  Principals: Suggested start PGDP, or revisit PGDP carried forward from June 2022, for any educator need for year-long or semester PGDP.</p>	<p><b>Professional Growth and Development Plan</b>  Located at <a href="https://www.richlandone.org/Page/721">https://www.richlandone.org/Page/721</a></p>
<p><b>Principals</b>  <b>Induction 2-3 Educators</b>  <b>Annual Diagnostic Educators</b>  <b>September 6-9, 2022</b>  <i>Specific Evaluation Orientation</i></p>	<p><b>Principals</b>  1-Schedule/hold individual separate evaluation-orientation for Induction 2, Induction 3, or Annual Diagnostic educators – use PPT and PDF  <i>HIGHLY RECOMMEND to hold concurrently with required PGDP Initial Conference (see above)</i></p> <p><b>Induction 2, Induction 3, and Annual Diagnostic Educators</b>  1-Attend specific evaluation-orientation as led by school administration  <i>This is in addition to attending your site-based evaluation-orientation (Sept 12-16)</i></p>	<p><i>Principals:</i>  <a href="#">Evaluation Orientation Schedule 2022-2023</a>  <b>Orientation PPT and PDF – linked within schedule</b></p> <p><i>Educators:</i>  <a href="#">Orientation Signatures in SCLead</a> – for Educators  <b>Reminder: Participate in site-based evaluation-orientation; see School-Based Led Evaluation-Orientation.</b></p>
<p><b>Principals</b>  <b>All ADEPT Educators</b>  <b>September 12-16, 2022*</b>  <i>School-Based Led Evaluation Orientation</i></p>	<p><b>Principals</b>  1-Schedule School-Based Evaluation-Orientation – all educators  2-Hold School-Based Evaluation-Orientation* see video and PDF  *Without unnecessary delay, this timeframe can adjust for school or specific needs.</p> <p><b>Educators</b>  1-Review schedule for <u>requirements beyond</u> this school-based orientation.  2-Attend School-Based Evaluation-Orientation – all educators</p>	<p><i>Principals:</i>  <a href="#">Evaluation Orientation Schedule 2022-2023</a>  <b>Site-Based Evaluation-Orientation <a href="#">Video</a> and <a href="#">PDF</a></b></p> <p><i>Educators:</i>  <a href="#">Orientation Signatures in SCLead</a> – for Educators  <a href="#">Evaluation Orientation Schedule 2022-2023</a></p>
<p><b>SCTS 4.0 Teachers</b>  <b>Formal Evaluation</b>  <b>September 13 or 14, 2022</b>  <i>Evaluation Orientation for FORMAL Evaluations in SCTS 4.0 Teachers</i></p>	<p>SCTS 4.0 Teacher Formal Evaluation – <b>SCLead Teachers as Summative</b> (i.e. Annual 1 Summative or Annual 3 Summative)</p> <p>1-FIRST: Complete Required Rubric Activity (suggested to complete prior to Sept 15<sup>th</sup>)</p> <p>2-SECOND: Attend one orientation session via TEAMS:  <i>SCTS 4.0 Teachers join link at 3:45 p.m.- 5:00 p.m. September 13, 2022, or</i>  <i>SCTS 4.0 Teachers join link at 3:45 p.m.- 5:00 p.m. September 14, 2022</i>  Notice: These sessions are only for formal evaluation (i.e. Summative evaluations).</p> <p>3-REMINDER: All educators are to participate in school-based orientation.</p>	<p><b>Required Rubric Activity</b> Required 1<sup>st</sup> Activity  <a href="#">TEAMS Link – September 13<sup>th</sup> Session</a> Required 2<sup>nd</sup> Activity  <a href="#">TEAMS Link – September 14<sup>th</sup> Session</a> Activity  <a href="#">SCTS 4.0 Teacher Formal Evaluation Orientation Presentation</a>  <b>Reminder: Participate in site-based evaluation-orientation; <a href="#">Make Up</a></b>  see School-Based Led Evaluation-Orientation.  <a href="#">Orientation Signatures in SCLead</a> – for Educators</p>
<p><b>Special Areas Formal Evaluations</b>  <b>September 15, 2022</b>  <i>Evaluation Orientation for FORMAL Evaluations in Special Areas</i></p>	<p>Special Area Formal Evaluation (i.e. Annual 1 Summative or Annual 3 Summative)</p> <p>1-Complete Required Rubric Activity (suggested to complete prior to Sept 8<sup>th</sup>)</p> <p>2-Attend area specific session via TEAMS:  <i>School Counselors @ 2pm, School Librarians @ 3pm, Speech Professionals @ 4pm</i>  Notice: Sessions only for Summative Special Areas – click on link at corresponding start time for evaluation-orientation (same link).</p> <p>3-REMINDER: All educators are to participate in school-based orientation.</p>	<p><b>Required Rubric Activity</b> Required 1<sup>st</sup> Activity  <a href="#">TEAMS Link – Formal Evaluation Special Areas</a>  <a href="#">School Counselor Orientation Presentation</a>  <a href="#">School Librarian Orientation Presentation</a> Required 2<sup>nd</sup> Activity  <a href="#">Speech-Language Professional Orientation Presentation</a>  <b>Reminder: Participate in site-based evaluation-orientation; see School-Based Led Evaluation-Orientation.</b>  <a href="#">Orientation Signatures in SCLead</a> – for Educators</p>
<p><b>Principals/Department Heads</b>  <b>All Employees</b>  <b>September 12-30, 2022*</b>  <i>Initial Conferences</i>  *Without unnecessary delay, this timeframe can adjust for school/department or specific needs.</p>	<p><b>Classified Evaluation Plans, SPEs, PADEPPs, GBE-goals, SLOs, and SGGs*</b>  <b>SCLead Actions are part of SCLead Assurance – <a href="#">see Oct 3<sup>rd</sup></a></b></p> <p>Evaluators: Hold Initial Conference  *<i>HIGHLY RECOMMEND for formative or summative School Counselor, concurrently hold SGGs Conference along with Approval Conference for Counselor Plan and Annual Calendar (see below).</i>  ** <i>Semester SLOs are used only when full-year SLOs are not available.</i></p> <p>Employees: Participate in Initial Conference and sign accordingly</p>	<p><b>Forms and Support</b>  <a href="#">R1 Classified Evaluation Form</a>  <a href="#">R1 SPE Form</a> and <a href="#">R1 SPE Evaluation Support</a>  <a href="#">PADEPP Professional Development Plan</a>  <a href="#">PADEPP Conference – Evaluator</a> and <a href="#">PADEPP Conference – Principal</a>  <a href="#">R1 Support – Teacher GBE-goal within SCLead</a>  <a href="#">R1 Support – SMART Goals - School Librarian or Speech Professionals</a>  <a href="#">R1 Support – SLO within SCLead</a>  <a href="#">R1 Support – School Counselor Student Growth Goals-SGG</a></p>



## Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

<p><b>Principals</b>  <b>Formative and Summative School Counselor or Librarians</b>  <b>September 12-30, 2022*</b>  <i>Approval Conferences</i></p>	<p><b>Formative and Summative School Counselor*</b>            1-Hold Approval Conference for School Counselor Plan            2-AND begin Annual Calendar  <i>*Highly Recommended to hold Approval Conference along with SGG, and without unnecessary delay, this timeframe can adjust for school or specific need.</i></p> <p><b>Formative and Summative School Librarians*</b>            1- Hold Approval Conference for School Librarian Plan  <i>*Without unnecessary delay, this timeframe can adjust for school or specific need.</i></p>	<p><i>School Counselors:</i>  <a href="#">R1 Support – School Counselor Plan and Annual Calendar</a></p> <p><i>School Librarians:</i>  <a href="#">R1 Support – School Librarian Plan</a></p>
<p><b>Principals/Evaluators</b>  <b>Formative and Summative ADEPT Evaluations</b>  <b>September 21, 2022</b>  <i>Preliminary Cycle [Fall Cycle]            Observations Begin            Observation Cycle Ends on Dec 2<sup>nd</sup>            Preliminary (Mid-Year) Conference by Dec 9<sup>th</sup></i></p>	<p><b>Preliminary (Fall) Evaluation Cycle Begins</b>  <b>SCTS 4.0 Teachers – Formative or Summative Special Areas – Formative or Summative</b></p> <ul style="list-style-type: none"> <li>• Announced Pre-Conference*</li> <li>• Observation held during observation-cycle timeline</li> <li>• Post-Conference*</li> </ul> <p><i>*Pre and Post Conferences timelines are to occur per ADEPT guidelines.            Pre-conferences can occur before Sept 21<sup>st</sup> or Post-conferences after Dec 2<sup>nd</sup>.</i></p> <p style="background-color: #ffffcc;"><b>PADEPP observation and other evaluation expectations match <a href="#">SCDE PADEPP Guidelines</a>.</b></p>	<p><i>Teachers SCTS 4.0:</i>  <a href="#">R1 Support – SCTS 4.0 Observations – Teachers</a>  <a href="#">R1 Support – SCTS 4.0 Observations – Evaluators</a>  <a href="#">SCTS 4.0 Rubric – SCDE link</a></p> <p><i>Special Areas:</i>  <a href="#">R1 Support – Observations – Educator Responsibilities</a>  <a href="#">R1 Support – Observations – Evaluator Responsibilities</a>  <a href="#">Rubric for School Counselors</a>  <a href="#">Rubric for School Librarians</a>  <a href="#">Rubric for Speech-Language Professionals</a></p>
<p><b>Mentors</b>  <b>September 29, 2022</b>  <i>Late Session Mandatory Mentor Briefing</i></p>	<p>Principals: Ensure each mentor (actively mentoring this year) attends Mentor Briefing Late Session is for late mentor assignments.  <b><i>*NOT intended as a “5<sup>th</sup> choice” option from Aug 23-24 sessions</i></b></p> <p>Mentors Needing Session: Attend Make-up Session via TEAMS – see link  <i>September 29, 2022: 4:00 pm Session</i></p>	<p><a href="#">Mentor Briefing Session Presentation</a>  <a href="#">TEAMS Link – September 29<sup>th</sup> @ 4:00 p.m.</a></p> <p><i>Mentor Expectations and Resources:</i>  <a href="#">Mentor Expectations</a> and <a href="#">Mentoring Resources</a></p>
<p><b>Mentors/Principals</b>  <b>By September 30, 2022</b>  <i>Mentor Accountability Check</i></p>	<p><b>Mentors</b>            1-Ensure “First Actions of the Year” are Complete            2-Turn in Accountability Sheet to Principal</p> <p><b>Principals</b>            1-Review Mentor Accountability Sheets – return sheets to Mentors</p>	<p><i>Mentor Expectations Accountability Sheet:</i>  <a href="#">Mentor Expectations</a></p>



# Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- ◆ Teacher Workday (No school for students)
- End of Nine Weeks
- ▲ Early Release for Students/Parent Teacher Conference

On 3/3/23 a Microsoft change has effected linked documents. Links might not work. Updates are being applied. See Main Content Page.

## October 2022 – [link to Front Main Content Page](#)

Who, Date, and Action	Details	Support Links
<b>Principals*</b> <b>October 3, 2022</b> <i>SCLead Assurance Due</i> <i>*Includes Special Schools and Departments with ADEPT Evaluations.</i>	<b>SCLead Assurance Process – Due October 3, 2022</b> Email <a href="mailto:daniel.oddo@richlandone.org">daniel.oddo@richlandone.org</a> your SCLead Assurance is “Ready for Review” – this includes <u>Mentor Accountability</u> , <u>PGDP Plans Filed with HRS</u> , and <u>Evaluator Assurances</u> <ul style="list-style-type: none"> <li>• SCLead Staff is up-to-date – due Aug 8<sup>th</sup></li> <li>• SCLead Evaluations are correctly assigned – due Aug 8<sup>th</sup></li> <li>• SCLead Evaluations have correct evaluator(s) set-up – due Aug 16<sup>th</sup></li> <li>• Confirm Each Evaluator has Completed Evaluator Briefing – see Sept 6-7</li> <li>• All Orientations are complete for Staff – see schedule; due Sept 20<sup>th</sup></li> <li>• Initial Conferences Held and Signed in SCLead (including Special Areas formative and summative Plans) – due Sept 30<sup>th</sup></li> <li>• Confirm Mentoring Service is Activity Occurring – CHECK Mentor Sheets</li> </ul>	<a href="#">SCLead Assurance Process Form</a> Steps within the SCLead Assurance Process: <a href="#">R1 ADEPT Evaluation Matrix</a> <a href="#">R1 Support – Add Staff and Evaluation</a> <a href="#">R1 Support – How to Add Evaluators to Evaluation Teams</a> <a href="#">R1 Support – Orientation Dates</a> – for Administrators <a href="#">SCDE Support – Orientation Signatures</a> – for Educators <a href="#">R1 Support – Teacher GBE-goal within SCLead</a> <a href="#">R1 Support – SLO within SCLead</a> <a href="#">R1 Support – School Counselor Student Growth Goals-SGG</a> <a href="#">R1 Support – School Counselor Plan and Annual Calendar</a> <a href="#">R1 Support – SMART Goals - School Librarian or Speech Professionals</a> <a href="#">R1 Support – School Librarian Plan</a> <a href="#">Mentor Expectations</a> <a href="#">Professional Growth and Development Plan</a>
<b>Principals/Department Heads</b> <b>“Less Than 152 Days”</b> <b>Certified Employees</b> <b>October 4, 2022</b> <i>Less Than 152 Day</i>	Certified Employees hired as of this date are “Less Than 152 Days” <ul style="list-style-type: none"> <li>• SCTS 4.0 Teachers – provide SCTS 4.0 Walkthrough within SCLead per semester which employed, and complete Less Than 152 Summary Report.</li> <li>• SC, SL, SLP Special Areas – provide informal walkthrough and include scripted questions for pre and post conferences, and complete Less Than 152 Summary Report.</li> <li>• Administrative, Certified Instructional Support, Non-ADEPT Consultants or 12-month Teachers – Complete Less Than 152 Summary Report.</li> <li>• Retirees –informal process and complete Less Than 152 Summary Report.</li> </ul>	<a href="#">R1 Less Than 152 Summary Report Form</a> <a href="#">R1 Support – Less Than 152</a>  <i>SCLead Registration Support:</i> <b>SCLead website:</b> <a href="https://sclead.org/">https://sclead.org/</a> <a href="#">R1 Support – How to Register in SCLead</a> <a href="#">R1 Support – SC District Transfers – updating SCLead</a> <b>SCLead email support:</b> <a href="mailto:support@sclead.org">support@sclead.org</a>
<b>Principals</b> <b>October 24-28, 2022</b> <i>Mid-Cycle Review</i>	<b>Mid-Cycle Review (halfway through evaluation cycle)</b> <ul style="list-style-type: none"> <li>• Ensure correct number of observations are occurring for each observer.</li> <li>• Ensure each observation has 1-quality feedback, 2-complete signatures, and 3-special areas are using required pre and post conference questions.</li> <li>• Note: Observation Cycle ends December 2, 2022.</li> </ul>	<a href="#">R1 ADEPT Evaluation Matrix</a>  <b>Notice:</b> Contact <a href="mailto:daniel.oddo@richlandone.org">daniel.oddo@richlandone.org</a> as soon as possible for any extenuating circumstances to complete observations or evaluations. Issues with educator or evaluation, please advise. <u>Do NOT wait until December 2<sup>nd</sup></u>
<b>Principals/Evaluators</b> <b>October 24-28, 2022</b> <i>Semester ONLY SLOs</i> <i>Semester ONLY PGDPs</i>	<b>Semester only SLOs – Hold SLO Mid-Term Conference</b> <i>* Without unnecessary delay, this timeframe can adjust for school/department or specific needs.</i> <i>** Reminder: Semester SLOs are used only when full-year SLOs are not available.</i>  <b>Suggested for Semester only PGDPs SLOs – Hold PGDP Mid-Term Conference</b>	<a href="#">R1 Support – SLO within SCLead</a>  <b>Professional Growth and Development Plan</b> <i>Located at <a href="https://www.richlandone.org/Page/721">https://www.richlandone.org/Page/721</a></i>



# Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

NOVEMBER 2022							DECEMBER 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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27	28	29	30				25	㉖	㉗	㉘	㉙	㉚	31

- Student/Staff Holiday (Schools/Offices Closed)
- ☆ Professional Development (Early release for students)
- End of Nine Weeks

On 3/3/23 a Microsoft change has effected linked documents. Links might not work. Updates are being applied. See Main Content Page.

## November-December 2022 – [link to Front Main Content Page](#)

Who, Date, and Action	Details	Support Links
<b>Principals/Evaluators</b> <b>November 7-11, 2022</b> Post the schedule for Mid-Term Conferences: SLO, SGG, GBE-goals, or formative/summative Plans.	<b>Suggested November 7-11:</b> Notify evaluated educators of pending mid-year conferences for SLOs, SGGs, GBE-goals, or formative/summative Plans. * <i>Reminder: Conferencing held November 28, 2022 – December 9, 2022.</i> ** <i>Notify about Semester Evaluation or Consensus Conferences (Dec 5<sup>th</sup>-9<sup>th</sup>).</i>	
<b>Principals/Evaluators</b> <b>All Employees</b> <b>November 28, 2022 – December 9, 2022</b> Hold Mid-Term Conferences: SLO, SGG, GBE-goals, and formative/summative Plans.	<b>Hold SLO, SGG, GBE-goal, or formative/summative Plan Mid-year Conferences.</b> Reminders: 1-Goals-Based evaluations (SLOs, SGGs, and GBE-goals) recommended to complete mid-year conferences November 28 <sup>th</sup> -December 2 <sup>nd</sup> 2-Formative or summative evaluations recommended to complete SLO, SGG, SC-Plan (& Calendar), SL-Plan along with Consensus or Evaluation Conference. 3- <i>Notice: <u>Semester ONLY SLOs</u> can final-conference December 5<sup>th</sup>-20<sup>th</sup>.</i>	<b>Teachers</b> <a href="#">R1 Support – Teacher GBE-goal within SCLead</a> <a href="#">R1 Support – SLO within SCLead</a> <b>School Counselors</b> <a href="#">R1 Support – School Counselor Student Growth Goals-SGG</a> <a href="#">R1 Support – School Counselor Plan and Annual Calendar</a> <b>School Librarians</b> <a href="#">R1 Support – SMART Goals - School Librarian or Speech Professionals</a> <a href="#">R1 Support – School Librarian Plan</a> <b>Speech-Language Professionals</b> <a href="#">R1 Support – SMART Goals - School Librarian or Speech Professionals</a>
<b>Mentors/ Induction 1 Educators</b> <b>November 30, 2022, or December 1, 2022</b> Induction 1 Joint Session with Mentors	Mentors (mentoring I1s 2022-2023)-plan to join with Mentee on TEAMS <i>November 30, 2022: 4:30 pm Session or,</i> <i>December 1, 2022: 4:30 pm Session</i>	<a href="#">R1 Professional Learning Management System</a> (formally truenorthlogic) <i>November 30<sup>th</sup> Course Registration Code: 41745 –<a href="#">TEAMS link 11/30</a></i> <i>December 1<sup>st</sup> Course Registration Code: 41754 –<a href="#">TEAMS link 12/1</a></i>
<b>Principals/Evaluators</b> <b>Formative and Summative ADEPT Evaluations</b> <b>December 2, 2022</b> Preliminary Cycle [Fall Cycle] Observations End Preliminary (Mid-Year) Conference by Dec 9 <sup>th</sup>	<b>Teachers SCTS 4.0 – Observation Cycle Ends December 2, 2022</b> SCTS 4.0 Observations are completed for all observers. * <i>Per ADEPT guidelines post-conferences can be held after December 2, 2022 (by Dec 9<sup>th</sup>).</i> <b>Special Areas 2020 Models – Observation Cycle Ends December 2, 2022</b> Special Areas Observations are complete for all observers. * <i>Per ADEPT guidelines post-conferences can be held after December 2, 2022 (by Dec 9<sup>th</sup>).</i> <b>PADEPP observation and other evaluation expectations match <a href="#">SCDE PADEPP Guidelines</a>.</b>	<b>Teachers SCTS 4.0:</b> <a href="#">R1 Support – SCTS 4.0 Observations – Teachers</a> <a href="#">R1 Support – SCTS 4.0 Observations – Evaluators</a> <b>Special Areas:</b> <a href="#">R1 Support – Observations – Educator Responsibilities</a> <a href="#">R1 Support – Observations – Evaluator Responsibilities</a>



## Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

<p><b>Principals/Evaluators</b>  <b>Formative and Summative</b>  <b>ADEPT Evaluations</b>  <b>By December 9, 2022</b>  <i>Consensus or Evaluation Conference</i></p>	<p><b>Teachers SCTS 4.0</b>            Consensus Conferences held by December 9, 2022.  <i>* Per ADEPT guidelines, SLO or observation post-conferences can concurrently be held.</i></p> <p><b>Special Areas 2020 Evaluation Models</b>            Evaluation Conferences held by December 9, 2022.  <i>* Per ADEPT guidelines, SGG, Plan, or observation post-conferences can concurrently be held.</i></p>	<p><i>Teachers SCTS 4.0:</i>  <a href="#">R1 Support – Consensus Conference SCTS 4.0</a></p> <p><i>Special Areas:</i>  <a href="#">R1 Support – Worksheet and Evaluation Conference</a></p>
<p><b>Principals/Evaluators</b>  <b>November 28, 2022 –</b>  <b>December 9, 2022</b>  <i>PGDP Conferences</i></p>	<p><b>Final PGDP Conferences</b>            Complete PGDPs scheduled to end December 2022*  <i>*Send PDF copied to HRS of completed signed plan with final results.</i></p> <p><b>Mid-Year PGDP Conferences</b>            Hold Mid-Year PGDP conferences for those that apply*  <i>*Review Formative, Summative, or Walkthrough data as defined within plan.</i></p> <p><b>Initial PGDP Conferences</b>            Begin PGDP conferences - identify formative or summative <u>domains</u> that are <u>below-proficient</u>*.  <i>*Address Reinforcement Indicators within PGDP's goals – Requirement on low performances.</i></p>	<p><a href="#">Professional Growth and Development Plan</a>            Located at <a href="https://www.richlandone.org/Page/721">https://www.richlandone.org/Page/721</a></p>
<p><b>Mentors/Principals</b>  <b>By December 9, 2022</b>  <i>Mentor Accountability Check</i></p>	<p><b>Mentors</b>            1-Ensure Fall Semester activities are Complete            2-Turn in Accountability Sheet to Principal</p> <p><b>Principals</b>            1-Review Mentor Accountability Sheets – return sheets to Mentors</p>	<p><i>Mentor Expectations Accountability Sheet:</i>  <a href="#">Mentor Expectations</a></p>
<p><b>Principals</b>  <b>December 12-16, 2022</b>  <i>Mid-Year Evaluation Review with HRS</i></p>	<p><b>Mid-Term Review of SCLead Evaluations</b>            Review Mid-Year Evaluation Review with HRS Schedule – TEAMS  <i>*All SCLead data is to be completed prior evaluation calendar expectations.</i>  <i>* Complete all site-based Mentor Checks – see <a href="#">Mentor Accountability Sheet</a></i></p>	<p><a href="#">Mid-Year Check – preliminary cycle</a>  <a href="#">Mid-Year Evaluation Review with HRS Schedule</a>  <i>*TEAMS invites pending December 2022</i></p>





# Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

JANUARY 2023						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Student/Staff Holiday (Schools/Offices Closed)
- ◇ Teacher Workday (No school for students)
- ★ Professional Development (Early release for students)

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## January 2023 – [link to Front Main Content Page](#)

Who, Date, and Action	Details	Support Links
<b>Principals/Department Heads</b> <b>All Employees</b> <b>January 3-20, 2023</b> <i>Hold Mid-Term Conferences:</i> <i>Classified Evaluation, SPE, PADEPP</i>	<b>Classified Evaluation Plans, SPEs, PADEPPs,</b> Evaluators: Hold Mid-Year Conference* Employees: Participate in Mid-Year Conference and sign accordingly *Without unnecessary delay, this timeframe can adjust for school/department or specific needs. <b>PADEPP observation and other evaluation expectations match <a href="#">SCDE PADEPP Guidelines</a>.</b>	<b>Forms and Support</b> <a href="#">R1 Classified Evaluation Form</a> <a href="#">R1 SPE Form</a> and <a href="#">R1 SPE Evaluation Support</a> <a href="#">PADEPP Professional Development Plan</a> <a href="#">PADEPP Conference – Evaluator</a> and <a href="#">PADEPP Conference – Principal</a> See <a href="#">PADEPP Support</a> on Front Main Content Page
<b>Principals/Evaluators</b> <b>Formative and Summative</b> <b>ADEPT Evaluations</b> <b>January 4, 2023</b> <i>Final Cycle [Spring Cycle]</i> <i>Observations Begin</i> <i>Observation Cycle Ends on March 10<sup>th</sup></i> <i>Preliminary (Mid-Year) Conference by March 17<sup>th</sup></i>	<b>Final (Spring) Evaluation Cycle Begins</b> <b>SCTS 4.0 Teachers – Formative or Summative</b> <b>Special Areas – Formative or Summative</b> <ul style="list-style-type: none"> <li>Unannounced – No Pre-Conference for SCTS 4.0, School Librarian, and Speech Professionals</li> <li><i>NOTE: School Counselors remain ANNOUNCED in Spring Cycle – hold pre-conference*</i></li> <li>Observation held during observation-cycle timeline</li> <li>Post-Conference*</li> </ul> *Pre and Post Conferences timelines are to occur per ADEPT guidelines. Pre-conferences can occur before Jan 4 <sup>th</sup> or Post-conferences after Mar 10 <sup>th</sup> . <b>PADEPP observation and other evaluation expectations match <a href="#">SCDE PADEPP Guidelines</a>.</b>	<i>Teachers SCTS 4.0:</i> <a href="#">R1 Support – SCTS 4.0 Observations – Teachers</a> <a href="#">R1 Support – SCTS 4.0 Observations – Evaluators</a> <a href="#">SCTS 4.0 Rubric – SCDE link</a> <i>Special Areas:</i> <a href="#">R1 Support – Observations – Educator Responsibilities</a> <a href="#">R1 Support – Observations – Evaluator Responsibilities</a> <a href="#">Rubric for School Counselors</a> <a href="#">Rubric for School Librarians</a> <a href="#">Rubric for Speech-Language Professionals</a>



# Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

FEBRUARY 2023						
S	M	T	W	T	F	S
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26	27	28				

- Professional Development Day (No school for students)
- ☆ Professional Development (Early release for students)

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## February 2023 – [link to Front Main Content Page](#)

Who, Date, and Action	Details	Support Links
<b>Principals/Department Heads</b> <b>February 6-10, 2023</b> <i>Mid-Cycle Review</i>	Mid-Cycle Review (halfway through evaluation cycle) <ul style="list-style-type: none"> <li>Ensure correct number of observations are occurring for each observer.</li> <li>Ensure each observation has 1-quality feedback, 2-complete signatures, and 3-special areas are using required pre and post conference questions.</li> <li>Obtain Less Than 152 Days information as needed</li> <li>Note: Observation Cycle ends March 10, 2023.</li> <li>Review before Staffing Conferences for:               <ul style="list-style-type: none"> <li>-Possible NOT METs</li> <li>-Highly Consequential Progress</li> <li>-Non-Renewal Consideration Updates</li> </ul> </li> </ul>	<a href="#">R1 ADEPT Evaluation Matrix</a>  <b>Notice:</b> Contact <a href="mailto:daniel.oddo@richlandone.org">daniel.oddo@richlandone.org</a> as soon as possible for any extenuating circumstances to complete observations or evaluations. Issues with educator or evaluation, please advise. <u>Do NOT wait until March 10<sup>th</sup>.</u>
<b>Principals</b> <b>pending TBA-February 2023</b> <i>Staffing Conferences</i>	<b>See Staffing Conferences Schedule – tentatively posted in January 2023</b> <ul style="list-style-type: none"> <li>Principals and HRS review evaluation/contract progress</li> <li>Report possible NOT METs and High Consequential progress</li> <li>Report progress on your potential Non-Review petitions</li> </ul>	<a href="#">Staffing Conference Schedule</a> <i>Principals, refer to your U-Drive for Staffing Info.</i>  <i>Timeline for Non-renewal and Continuing Summative (see March 1<sup>st</sup>) is subject to change per Superintendent Cabinet and Board demands.</i>
<b>Principals/Evaluators</b> <b>February 13-17, 2023</b> <i>Post the schedule for Final Conferences: SLO, SGG, GBE-goals, or formative/summative Plans.</i>	<b>Suggested February 13-17<sup>th</sup>:</b> Notify evaluated educators of pending final evaluation conferences for SLOs, SGGs, GBE-goals, or formative/summative Plans; include the need for final evaluation conferences. * <i>Reminder: Conferencing held March 6 – 17, 2023</i> ** <i>Notify about Semester Evaluation or Consensus Conferences (March 13-17<sup>th</sup>).</i>	
<b>Principals</b> <b>Formative and Summative ADEPT Evaluations</b> <b>February 28<sup>th</sup> – March 3<sup>rd</sup></b> <i>Professional Self-Review</i>	<b>Professional Self-Review</b> Educators: Formative and Summative Evaluations, educators complete their professional self-review within SCLead.  Principals: Remind your formative and summative evaluation educators to complete their professional self-review; this is to be done prior to the principal Professionalism review.	<a href="#">R1 Support – Professional Self-Review</a> (for educators)  <a href="#">R1 Support – Professionalism</a> (for evaluators)



# Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

MARCH 2023						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

- ◆ Teacher Workday (No school for students)
- End of Nine Weeks
- ▲ Early Release for Students/Parent Teacher Conference

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## March 2023 – [link to Front Main Content Page](#)

Who, Date, and Action	Details	Support Links
<b>Principals/Department Heads</b> <b>March 1, 2023</b> <i>Non-Renewal &amp; Continuation Summative Recommendations Due</i>	<b>Recommendations for Non-Renewal and Continuing Summative Due to HRS</b> Non-Renewal – submit non-renewal packet as detailed within U-drive. <i>This is a principal recommendation that the district does not renew the educator’s district contract for 2023-2024.</i> Continuing Summative – submit signed continuing summative letter to HRS. <i>This is a principal recommendation that the district place the educator on Continuing Summative formal evaluation in 2023-2024.</i>	<i>Principals, see U-Drive for Non-Renewal Packet and Continuing Summative letter template.</i>
<b>Principals/Evaluators</b> <b>All Employees</b> <b>March 6-17, 2023</b> <i>Hold Final Conferences: SLO, SGG, GBE-goals, Less Than 152 Days Evaluation Summaries, and formative/summative Plans.</i>	<b>Hold SLO, SGG, GBE-goal, or formative/summative Plan Final Conferences.</b> Reminders: 1-Goals-Based evaluations (SLOs, SGGs, and GBE-goals) recommended to complete final conferences March 6 <sup>th</sup> – March 17 <sup>th</sup> 2-Formative or summative evaluations recommended to complete SLO, SGG, SC-Plan (& Calendar), SL-Plan along with Consensus or Evaluation Conference. 3-Complete <a href="#">Less Than 152 Days Evaluation Summaries</a>	<b>Teachers</b> <a href="#">R1 Support – Teacher GBE-goal within SCLead</a> <a href="#">R1 Support – SLO within SCLead</a> <b>School Counselors</b> <a href="#">R1 Support – School Counselor Student Growth Goals-SGG</a> <a href="#">R1 Support – School Counselor Plan and Annual Calendar</a> <b>School Librarians</b> <a href="#">R1 Support – SMART Goals - School Librarian or Speech Professionals</a> <a href="#">R1 Support – School Librarian Plan</a> <b>Speech-Language Professionals</b> <a href="#">R1 Support – SMART Goals - School Librarian or Speech Professionals</a>
<b>Principals/Evaluators</b> <b>Formative and Summative ADEPT Evaluations</b> <b>March 10, 2023</b> <i>Final Cycle [Spring Cycle] Observations End Final Conference by March 17<sup>th</sup></i>	<b>Teachers SCTS 4.0 – Observation Cycle Ends March 10, 2023</b> SCTS 4.0 Observations are completed for all observers. <i>* Per ADEPT guidelines post-conferences can be held after March 10, 2023 (by March 17<sup>th</sup>).</i> <b>Special Areas 2020 Models – Observation Cycle Ends March 10, 2023</b> Special Areas Observations are complete for all observers. <i>* Per ADEPT guidelines post-conferences can be held after March 10, 2023 (by March 17<sup>th</sup>).</i> <b>PADEPP observation and other evaluation expectations match <a href="#">SCDE PADEPP Guidelines</a>.</b>	<i>Teachers SCTS 4.0:</i> <a href="#">R1 Support – SCTS 4.0 Observations – Teachers</a> <a href="#">R1 Support – SCTS 4.0 Observations – Evaluators</a> <i>Special Areas:</i> <a href="#">R1 Support – Observations – Educator Responsibilities</a> <a href="#">R1 Support – Observations – Evaluator Responsibilities</a>
<b>Principals/Evaluators</b> <b>Formative and Summative ADEPT Evaluations</b> <b>By March 17, 2023</b> <i>Consensus or Evaluation Conference</i>	<b>Teachers SCTS 4.0</b> Consensus Conferences held by March 17, 2023. <i>* Per ADEPT guidelines, SLO or observation post-conferences can concurrently be held.</i> <b>Special Areas 2020 Evaluation Models</b> Evaluation Conferences held by March 17, 2023. <i>* Per ADEPT guidelines, SGG, Plan, or observation post-conferences can concurrently be held.</i>	<i>Teachers SCTS 4.0:</i> <a href="#">R1 Support – Consensus Conference SCTS 4.0</a> <i>Special Areas:</i> <a href="#">R1 Support – Worksheet and Evaluation Conference</a>



## Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

<p><b>Principals/Evaluators</b>  <b>March 6-17, 2023</b>  <i>PGDP Conferences</i></p>	<p><b>Final PGDP Conferences</b>            Complete PGDPs scheduled to end March 2023*  <i>*Send PDF copied to HRS of completed signed plan with final results.</i></p> <p><b>Initial PGDP Conferences</b>            Begin PGDP conferences - identify formative or summative <u>domains</u> that are <u>below-proficient</u>*; these PGDPs can be written to continue in 2023-2024.  <i>*Address Reinforcement Indicators within PGDP's goals – Requirement on low performances.</i></p>	<p><a href="#">Professional Growth and Development Plan</a>            Located at <a href="https://www.richlandone.org/Page/721">https://www.richlandone.org/Page/721</a></p>
<p><b>Principals</b>  <b>March 17, 2023</b>  <i>SCLead Final Results Complete</i></p>	<p><b>All SCLead Final Evaluation Results within SCLead have corresponding evaluator and educator signatures.*</b> <i>(See Final Review with HRS below)</i>  <i>* See Final Results support link for further details; this includes Less Than 152 Summaries.</i></p>	<p><a href="#">R1 Support – Final Evaluation Results</a></p> <p><a href="#">R1 Less Than 152 Evaluation Form</a>  <a href="#">R1 Support – Less Than 152</a></p>
<p><b>Principals</b>  <b>March 17, 2023</b>  <i>List of Not Met/Incompletes Due Long-Sheet Recommendations Due</i></p>	<p><b>Not Met or Incomplete List Due to</b> <a href="mailto:daniel.oddo@richlandone.org">daniel.oddo@richlandone.org</a>            Look for email prompting each site principal to send list that applies.</p> <p><b>Long-Sheet Contract Recommendations Due</b>            Send completed/signed Long-Sheet Contract Recommendation to <a href="mailto:daniel.oddo@richlandone.org">daniel.oddo@richlandone.org</a></p>	<p>Not-Met/Incomplete list will be requested via email by HRS, send site list to <a href="mailto:daniel.oddo@richlandone.org">daniel.oddo@richlandone.org</a>.</p> <p>Principal's see U-Drive for long-sheet and directions.</p>
<p><b>Principals</b>  <b>March 20-24, 2023</b>  <i>Final Evaluation Review with HRS</i></p>	<p><b>Final Evaluation Review with HRS</b>            Final Evaluation Review with HRS Schedule – TEAMS*  <i>* All SCLead data is to be completed prior evaluation calendar expectations (see March 17<sup>th</sup>)</i>  <i>Note: Once "Complete" in HRS Evaluation Review, PDF Printing is Required</i></p>	<p><a href="#">Final Evaluation Review Preparation Document</a>  <a href="#">Final Evaluation Review with HRS Schedule</a>  <i>*TEAMS invites pending March 2023</i></p>

APRIL 2023						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Student/Staff Holiday (Schools/Offices Closed)
- ★ Professional Development (Early release for students)

On 3/3/23 a Microsoft change has effected linked documents. Links might not work. Updates are being applied. See Main Content Page.

### April 2023 – [link to Front Main Content Page](#)

Who, Date, and Action	Details	Support Links
<p><b>Principals</b>  <b>By April 7, 2023</b>  <i>PDF Evaluations - HRS Personnel Files</i></p>	<p><b>HRS Personnel Files:</b>            For each SCLead evaluation (including Incompletes) produce a PDF version of Final Results page. Include Richland One EID# in the title of the PDF file.  <i>* Due after site has received "Complete" status on File Evaluation Review.</i></p>	<p><a href="#">PDF Print Final Results for HRS Personnel Files</a></p> <p><i>Reminder: Send completed PGDPs or Less Than 152 documents to HRS.</i></p>
<p><b>Principals</b>  <b>By April TBD</b>  <i>Contract Verifications</i></p>	<p><b>Contract Verification*</b>            Contract verification process is to be issued in April 2023. The 2023-2024 contract levels are verified by principals as already submitted on long-sheet.  <i>* This is for corrections only, not the setting of new levels.</i></p>	<p><i>Principals – refer back to long-sheet; see U-Drive for copy of what was submitted by you.</i></p>



# Richland One Evaluation Calendar 2022-2023

8-2-2022; update 3-9-2023 link fixes

<p><b>Mentors</b>  <b>April 18, 2023 or April 20, 2023</b>  <i>End-of-the-Year Mentor Briefing</i></p>	<p>Mentors (actively mentored in 2022-2023)-choose one session of the four:  <i>April 18, 2023: 3:00 pm Session or, 4:00 pm Session or,</i>  <i>April 20, 2023: 3:00 pm Session or, 4:00 pm Session</i></p>	<p><a href="#">Mentor End-of-the-Year Briefing Presentation</a>          TEAMS Link: <a href="#">April 18, 2023 – click on link at start</a>          TEAMS Link: <a href="#">April 20, 2023 – click on link at start</a>  <i>Mentor Expectations and Resources:</i>  <a href="#">Mentor Expectations</a></p>
<p><b>Mentors</b> By April 24, 2023  <b>Principals</b> By April 28, 2023  <i>Mentor Accountability Check</i>  <i>Additional Pay Process Begins</i></p>	<p><b>Mentors – by April 24, 2023</b>          1-Turn in Accountability Sheet to Principal          2-Turn in Additional Pay Form to Principal – this begins pay process  <b>Principals – by April 28, 2023</b>          1-Review Mentor Accountability Sheets and Complete Pay Forms          2-Turn in all eligible Additional Pay Forms to HRS by April 28, 2023</p>	<p><i>Mentor Expectations Accountability Sheet:</i>  <a href="#">Mentor Expectations</a>  <i>Directions for Additional Pay (educator and principals):</i>  <a href="#">Directions for Additional Pay 2022-2023</a></p>
<p><b>Peer Evaluators</b> By April 24, 2023  <b>Principals</b> By April 28, 2023  <i>Additional Pay Process Begins</i></p>	<p><b>Peer Evaluators</b>          1-Turn in Additional Pay Form to Principal – this begins pay process  <b>Principals</b>          1-Evidence of peer-evaluation should be complete within SCLead          2-Turn in all eligible Additional Pay Forms to HRS by April 28, 2023</p>	<p><i>Directions for Additional Pay (educator and principals):</i>  <a href="#">Directions for Additional Pay 2022-2023</a></p>

MAY 2023							JUNE 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

- First/Last Day of School for Students
- Student/Staff Holiday (Schools/Offices Closed)
- ◇ Teacher Workday (No school for students)
- End of Nine Weeks

2022-2023 Employee Work Schedule		
	First Workday	Last Workday
180-day employees	August 16, 2022	May 26, 2023
182-day employees	August 15, 2022	May 27, 2023
184-day employees	August 11, 2022	May 27, 2023
186-day employees	August 9, 2022	May 27, 2023
190-day employees	August 9, 2022	May 27, 2023
200-day employees	August 2, 2022	June 5, 2023
220-day employees	July 19, 2022	June 19, 2023
240-day employees	July 1, 2022	June 30, 2023

## May 2023 – [link to Front Main Content Page](#)

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Who, Date, and Action	Details	Support Links
<p><b>Principals/Department Heads</b>  <b>By May 19 and May 26, 2023</b>  <i>Classified Evaluations</i></p>	<p><b>Classified Evaluation Plans – End by May 19<sup>th</sup> and send to HRS by May 26<sup>th</sup></b>            Evaluators: Final Conference [send signed forms into HRS Darlene Montgomery]            Employees: Participate in Final Conference and sign accordingly</p>	<p><b>Forms and Support</b>  <a href="#">R1 Classified Evaluation Form</a></p>
<p><b>Principals/Department Heads</b>  <b>By June 2, 2023</b>  <i>SPE Evaluations</i></p>	<p><b>SPEs – Final Conference – signed copy as PDF to <a href="mailto:daniel.oddo@richlandone.org">daniel.oddo@richlandone.org</a></b>            Evaluators: Hold Final Conference*            Employees: Participate in Final Conference and sign accordingly  <i>*SPE final conference period can extend to end of employee’s 2022-2023 contract.</i></p>	<p><a href="#">R1 SPE Form</a> and <a href="#">R1 SPE Evaluation Support</a></p>
<p><b>HRS by June 20, 2023</b>  <i>HRS SCLead Closure (ADEPT reporting complete)</i></p>	<p>All ADEPT evaluated of certified contract educators completed for SCDE            ADEPT results reporting by June 20, 2023.</p>	
<p><b>Department Head/Principals</b>  <b>by June 30, 2023</b>            PADEPP Final Conferences</p>	<p>Principal Evaluations due completed within SCLead by June 30, 2022.    <div style="border: 1px solid black; padding: 2px;"> <b>PADEPP observation and other evaluation expectations match <a href="#">SCDE PADEPP Guidelines</a>.</b> </div> </p>	<p>See <a href="#">PADEPP Support</a> on Front Main Content Page</p>