

Evaluation Timeline FY13

Due Date	Sub-Task	Person Responsible
8/1/2012	Create FY13 folder in each manager's notes folder	Denise and Tech Team
8/10/2012	Manager's receive update on evaluation process at workshop	Allison
8/15/2012	Managers meet with team to select and develop team strategy and enter into SharePoint	SFS Managers
9/11/2012	Managers bring Team Strategy booklet to Area Meeting for Field Coordinator approval	SFS Managers and Field Coordinators
9/28/2012	Order Folders for Manager Evaluations	Denise
12/3/2012	Email Managers to bring Team Evaluation Booklet to Area Meeting for discussion	Field Coordinators
12/10/2012	Between Dec. 5th and Dec. 10th SFS managers meet with their team to update the Mid Year Progress on the Team Strategy(will update on SharePoint)	SFS Managers
12/11/2012	Area Meeting - Mid Year Review for Managers - Meet with manager to provide feedback by reviewing the performance summary and financial summary	Field Coordinators
12/21/2012	Mid Year Evaluations for Non Administrative Team Members in the Central Office	Administrators
2/1/2013	Set meetings to complete food service assistants' evaluations (from March 13th - March 28th)	Field Coordinators and Administrators
2/1/2013	Set meeting to review the process prior to beginning employee evaluations. (meeting to be scheduled the morning of March 13th)	Allison
2/1/2013	Send invitations to meetings for evaluation teams to complete manager evaluations (April 22-26)	Allison
2/1/2013	Set meeting to ensure all Performance Summary information has been entered and reports are ready for printing	Allison
2/18/2013	Email Managers to bring Team Strategy Booklet to Area Meeting to turn in	Field Coordinators
2/25/2013	Area Meeting to discuss evaluation process to include time line and documents needing completion.	Field Coordinators
3/1/2013	E-mail managers with a reminder to complete year in review for assistants documents by March 8th	Field Coordinators

3/5/2013	Create schedule for employee evaluations and send to managers for 4/1/13 - 4/12/13	Field Coordinators
3/8/2013	Complete Year in Review for School Food Service Assistants and Year in Review for School Food Service Managers and save to FY13 folder in Notes. Complete Year End Team Strategy results on SharePoint.	SFS Managers
3/12/2013	Verify that all year in review documents are saved by site in the "Notes" folder in Managers' personal folders	Field Coordinators
3/13/2013	Provide field coordinators with "Certificate of Compliance" list of employees at meeting	Maggie
3/13/2013	Provide field coordinators with managers notes for evaluation assistance at meeting	Debbie Hardman
3/13/2013	Provide any write-ups for employees and managers to field coordinators at meeting	Lori
3/13/2013	Meet to verify consistency for completing evaluations	Field Coordinators and Administrators
3/28/2013	March 13 - March 28: Employee evaluations completed on computer	Field Coordinators and Administrators
4/1/2013	Set location for managers' evaluations at central school in area (will need access to copier and a computer with a printer- FC's test prior to evaluation day)	Field Coordinators
4/1/2013	Create schedule for managers' evaluations and send invitations to managers	Field Coordinators
4/12/2013	April 1 - April 12: Employee evaluations at school site (copy evaluation and provide to employee)	Field Coordinators and SFS Managers
4/12/2013	Provide original evaluation to field coordinators for those employees no longer employed in the district	Lori
4/15/2013	Meet to ensure all Performance Summary information has been entered and reports are ready for printing	Allison, Maggie, Denise, Lori and Jamie
4/26/2013	April 22 - April 26: Manager evaluations complete	Field Coordinators and Administrators
4/26/2013	Compile packets for managers' evaluations to include: Performance Summary Review, Evaluation - PBSO 0088, Principal's Survey, Performance Summary Structure, Last Year's Evaluation, Financial Summary, Wellness Reward Flyers and Acknowledgement Forms	Field Coordinators
5/3/2013	April 29 - May 3: Managers evaluations at a designated school site location 30 minutes each)	Field Coordinators and Administrators

5/9/2013	April 15 - May 9th: SFS office level 16 and below evaluations - If employee or administrator will be off these weeks the evaluation will need to be complete prior to this time	Administrators
5/10/2013	SFS Office Employee (level 16 and below)Evaluations due to Denise	Administrators
5/10/2013	Signed originals (managers and employees) to Denise with documentation (binder clipped by area). Copies of signed originals with documentation paper clipped by person to Denise (will reside in file cabinets in Allison's office)	Field Coordinators
5/14/2013	Send Survey Monkey surveys to managers for: Tech Support, Finance Team, Office Support, Equip. Team, FC's, and Evaluation Process	Denise, Pete, Dave, Lori, and Allison
5/17/2013	Level 16 and below evaluations complete due to district	Denise
6/20/2013	June 19 - June 20: Administrator evaluations. If either administrator will be off this week the evaluation will need to be complete prior to this time	Steve, Allison and Administrators
6/26/2013	Administrator evaluations due to Denise	Steve and Allison
6/27/2013	Administrator evaluations due to district	Denise