

Evaluation Process Timeline for FY14

Due Date	Month	Sub-Task	Person Responsible
8/1/2013	August	Create FY14 folder in each manager's notes folder	Denise and Tech Team
8/1/2013	August	Set meeting for May 14th for Team Leaders to check all manager and employee evaluation for accuracy	Allison
8/9/2013	August	Manager's receive update on evaluation process at workshop	Allison
8/16/2013	August	Managers meet with team to select and develop team strategy. Enter into SharePoint (SFS Managers/Team Strategy)	SFS Managers
9/10/2013	September	Managers bring Team Strategy booklet to Area Meeting for Field Specialist approval. Booklet is returned to manager to post.	SFS Managers and Field Coordinators
9/28/2013	September	Order Folders for Manager Evaluations	Denise
12/2/2013	December	Email Managers to enter mid year information into SharePoint by December 6th	Field Specialists
12/6/2013	December	Between Dec. 2nd and Dec. 6th SFS managers meet with their team to update the Mid Year Progress section of the Team Strategy in SharePoint	SFS Managers
12/10/2013	December	Field Specialist Review Team Strategy submissions to ensure completion	Field Specialist
12/20/2013	December	Mid Year Evaluations for Non Administrative Team Members in the Central Office	Administrators
1/6/2014	January	Set meeting to ensure all performance summary information is entered in my January 10th	Allison
1/13/2014		Maggie provide mid year financial summary and mid year performance summary	Maggie
1/27/2014	December	Mid Year Review for Mangers at Area Meeting - Meet with manager to provide feedback by reviewing the performance summary and financial summary	Field Specialists
2/1/2014	February	Set meeting to ensure all Perfomance Summary information for year end has been entered and reports are ready for printing	Allison

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8/1/2013	August	Create FY14 folder in each manager's notes folder	Denise and Tech Team
2/3/2014	February	Set meeting to review the process prior to beginning employee evaluations. (meeting to be scheduled the morning of March 13th)	Allison
2/18/2014	February	In-Service to discuss evaluation process to include time line and documents needing completion.	Allison
3/1/2014	March	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 Specialists
3/3/2014	March	E-mail managers with a reminder to complete year in review for assistants documents by March 11th and the Year End Field in the SharePoint Team Strategy	Field Coordinators
3/5/2014	March	Create schedule for employee evaluations and send to managers for 4/7/14 - 4/21/14	Field Coordinators
3/11/2014	March	Complete Year in Review for School Food Service Assistants and Year in Review for School Food Service Managers and save to FY14 folder in Notes. Complete Year End Team Strategy results on SharePoint.	SFS Managers
3/13/2014	March	Verify that all year in review documents are saved by site in the "Notes" folder in Managers' personal folders	Field Coordinators
3/14/2014	March	Meet to verify consistency for completing evaluations	Field Specialists
3/14/2014	March	Provide any write-ups for employees to Field Specialist at meeting	Lori
4/4/2014	April	March 17 - April 4: Employee evaluations completed on computer	Field Specialists
4/11/2014	April	Provide original evaluation to field coordinators for those employees no longer employed in the district	Lori
4/12/2014	April	March 31- April 12: Employee evaluations at school site (copy evaluation and provide to employee)	Field Specialists
4/14/2014	April	Meet to ensure all Performance Summary information has been entered and reports are ready for printing	Allison, Maggie, Denise, Lori and Jamie
4/17/2014	April	Provide field coordinators with managers notes for evaluation assistance at meeting	Debbie Hardman

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8/1/2013	August	Create FY14 folder in each manager's notes folder	Denise and Tech Team
4/26/2014	April	April 22 - April 26: Manager evaluations complete	Field Coordinators
4/26/2014	April	Compile packets for managers' evaluations to include: Performance Summary Review, Evaluation - PBS0 0088, Principal's Survey, Performance Summary Structure, Last Year's Evaluation, Financial Summary	Field Coordinators
5/1/2014	May	Create schedule for managers' evaluations and send invitations to managers	Field Specialists
5/1/2014	May	Create Survey Monkey surveys to managers for: Tech Support, Finance Team, Office Support, Equip. Team, FC's, and Evaluation Process and provide link to Robyn for inclusion in Year End Site	Denise, Pete, Dave, Lori, Paula, Jamie, Maggie, and Allison
5/13/2014	May	May 5 - May 13: Managers evaluations at a designated school site location 30 minutes each)	Field Specialists
5/13/2014	May	May 1st - May 13th: 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
5/13/2014	May	SFS Office Employee (level 16 and below)Evaluations due to Denise	Administrators
5/14/2014	May	Team Leaders meet to check all evaluations for accuracy and provide to Denise	
5/16/2014	May	Level 16 and below evaluations complete due to district	Denise
6/19/2014	June	June 18 - June 19: Administrator evaluations. If either administrator will be off this week the evaluation will need to be complete prior to this time	Allison and Administrators
6/26/2014	June	Administrator evaluations due to Denise	Allison
6/30/2014	June	Administrator evaluations due to district	Denise