

**ADEPT: Assisting, Developing, and Evaluating Professional Teaching  
Guidance, Media, Speech (Special Areas) Composite Calendar for 2019-2020**

Date	Guidance	Media	Speech
By 8/12/19	*Teams assigned (team administrator)	*Teams assigned (team administrator)	*Teams assigned (team administrator)
By 9/27/19	*Team members contact school counselor *Conduct School Orientation (administrator) *Conduct District ADEPT Orientation (teacher support specialist) *Complete Team Planning Sheet to determine observation and conference dates (team administrator)	*Team members contact media specialist *Conduct School Orientation (administrator) *Conduct District ADEPT Orientation (teacher support specialist) *Complete Team Planning Sheet to determine observation and conference dates (team administrator)	*Team members contact speech therapist *Conduct School Orientation (administrator) *Conduct District ADEPT Orientation (teacher support specialist) *Complete Team Planning Sheet to determine observation and conference dates (team administrator)
10/1/19 Preliminary Period	<b>Preliminary Period begins</b> *Submit Long Range Plan (APS1) to team members (teacher) *Observations (APS4) may begin *Submit <i>Reflection on Guidance Session</i> to team member within <b>5 school days</b> of each observation (teacher) *Begin administering the <i>Consultation Survey</i> and analyzing results (teacher)	<b>Preliminary Period begins</b> *Submit Long Range Plan (APS1) to team members (teacher) *Observations (APS3) may begin *Submit <i>Reflection on Observations</i> to team member within <b>5 school days</b> of each observation (teacher)	<b>Preliminary Period begins</b> *Submit Long Range Plan (APS1) to team members (teacher) *Observations of IEP and/or therapy sessions (APS5, APS6, APS7, APS8, APS9) may begin *Submit <i>Reflection on Speech-Language Therapy Session</i> to team member within <b>5 school days</b> of each observation (teacher)
11/6/19	*Interviews (APS2, APS3, APS6) may begin (team administrator and mentor/peer evaluator) *Finalize the <i>Consultation Survey</i> (APS5) results and complete the <i>Consultation Report</i> (teacher)	*Interviews (APS2, APS4, APS5, APS6) may begin (team administrator and mentor/peer evaluator)	*Interviews (APS2, APS3, APS4) may begin (team administrator and mentor/peer evaluator)
12/13/19	<b>Preliminary Period ends</b> *Observation window closes *Preliminary Interviews end *Submit <i>School Guidance Counselor Professional Self-Report</i> (APS7) to team administrator (teacher) * <i>School Guidance Counselor Professional Performance Description</i> (APS7) prepared by team administrator	<b>Preliminary Period ends</b> *Observation window closes *Preliminary Interviews end *Submit <i>Library Media Specialist Professional Self-Report</i> (APS7) to team administrator (teacher) * <i>Library Media Specialist Professional Performance Description</i> (APS7) prepared by team administrator	<b>Preliminary Period ends</b> *Observation window closes *Preliminary Interviews end *Submit <i>Speech-Language Therapist Professional Self-Report</i> (APS10) to team administrator (teacher) * <i>Speech-Language Therapist Professional Performance Description</i> (APS10) prepared by team administrator *Review a random sampling of speech language records (team administrator and mentor/peer evaluator)
12/16/19 - 12/19/19	*Consensus Meeting: Team administrator and mentor/peer evaluator meet to discuss progress of the teacher and to reach an overall consensus judgement for each APS *Team administrator completes the Induction Progress Summary (Preliminary Period) <b>OR</b> the Formal Evaluation Summary (Preliminary Evaluation) *Conduct Preliminary Conference with all team members present. Teacher is given their team's consensus judgment and written evidence for each APS. *CB-PGDP is issued (if required)	*Consensus Meeting: Team administrator and mentor/peer evaluator meet to discuss progress of the teacher and to reach an overall consensus judgement for each APS *Team administrator completes the Induction Progress Summary (Preliminary Period) <b>OR</b> the Formal Evaluation Summary (Preliminary Evaluation) *Conduct Preliminary Conference with all team members present. Teacher is given their team's consensus judgment and written evidence for each APS. *CB-PGDP is issued (if required)	*Consensus Meeting: Team administrator and mentor/peer evaluator meet to discuss progress of the teacher and to reach an overall consensus judgement for each APS *Team administrator completes the Induction Progress Summary (Preliminary Period) <b>OR</b> the Formal Evaluation Summary (Preliminary Evaluation) *Conduct Preliminary Conference with all team members present. Teacher is given their team's consensus judgment and written evidence for each APS. *CB-PGDP is issued (if required)
12/20/19	*Team administrator submits following documents to Personnel: Induction Progress Summary <b>OR</b> Formal Evaluation Summary, Consensus Interview Form, CB-PGDP (if required), and Deficiency Letter (if required)	*Team administrator submits following documents to Personnel: Induction Progress Summary <b>OR</b> Formal Evaluation Summary, Consensus Interview Form, CB-PGDP (if required), and Deficiency Letter (if required)	*Team administrator submits following documents to Personnel: Induction Progress Summary <b>OR</b> Formal Evaluation Summary, Consensus Interview Form, CB-PGDP (if required), and Deficiency Letter (if required)

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Date	Guidance	Media	Speech
1/8/20 Final Period	<p><b><u>Final Period begins</u></b> *Observations (APS4) may begin (team members)</p>	<p><b><u>Final Period begins</u></b> *Observations (APS3) may begin (team members)</p>	<p><b><u>Final Period begins</u></b> *Observations of IEP and/or therapy sessions (APS5, APS6, APS7, APS8, APS9) may begin (team members)</p>
1/27/20	<p>*Submit revised Long Range Plan (APS1) to team members, <b>if required</b> (teacher) *Final Period Interviews (APS2, APS3, APS6) begin, <b>if required</b> (team administrator and mentor/peer evaluator) *Submit <i>Reflection on Guidance Session</i> to team member within <b>5 school days</b> of each observation (teacher)</p>	<p>*Submit Long Range Plan (APS1) to team members, <b>if required</b> (teacher) *Final Period Interviews (APS2, APS4, APS5, APS6) begin, <b>if required</b> (team administrator and mentor/peer evaluator) *Submit <i>Reflection on Observations</i> to team member within <b>5 school days</b> of each observation (teacher)</p>	<p>*Submit revised Long Range Plan (APS1) to team members, <b>if required</b> (teacher) *Final Period Interviews (APS2, APS3, APS4) begin, <b>if required</b> (team administrator and mentor/peer evaluator) *Submit <i>Reflection on Speech-Language Therapy Session</i> to team member within <b>5 school days</b> of each observation (teacher)</p>
3/12/20	<p><b><u>Final Period ends</u></b> *Observation window closes *Final Interviews end, <b>if required</b> *Submit <i>School Guidance Counselor Professional Self-Report</i> (APS7) to team administrator, <b>if required</b> (teacher) *<i>School Guidance Counselor Professional Performance Description</i> (APS7) prepared by team administrator</p>	<p><b><u>Final Period ends</u></b> *Observation window closes *Final Interviews end, <b>if required</b> *Submit <i>Library Media Specialist Professional Self-Report</i> (APS7) to team administrator, <b>if required</b> (teacher) *<i>Library Media Specialist Professional Performance Description</i> (APS7) prepared by team administrator</p>	<p><b><u>Final Period ends</u></b> *Observation window closes *Final Interviews end, <b>if required</b> *Submit <i>Speech-Language Therapist Professional Self-Report</i> (APS10) to team administrator, <b>if required</b> (teacher) *<i>Speech-Language Therapist Professional Performance Description</i> (APS10) prepared by team administrator</p>
3/16/20 - 3/19/20	<p>*Consensus Meeting: Team administrator and mentor/peer evaluator meet to discuss progress of the teacher and to reach an overall consensus judgement for each APS *Team administrator completes the Induction Progress Summary (Final Period) <b>OR</b> the Formal Evaluation Summary (Final Evaluation) *Conduct Final Conference with all team members present. Teacher is given their team's consensus judgment and written evidence for each APS. *Finalize the CB-PGDP (if required)</p>	<p>*Consensus Meeting: Team administrator and mentor/peer evaluator meet to discuss progress of the teacher and to reach an overall consensus judgement for each APS *Team administrator completes the Induction Progress Summary (Final Period) <b>OR</b> the Formal Evaluation Summary (Final Evaluation) *Conduct Final Conference with all team members present. Teacher is given their team's consensus judgment and written evidence for each APS. *Finalize the CB-PGDP (if required)</p>	<p>*Consensus Meeting: Team administrator and mentor/peer evaluator meet to discuss progress of the teacher and to reach an overall consensus judgement for each APS *Team administrator completes the Induction Progress Summary (Final Period) <b>OR</b> the Formal Evaluation Summary (Final Evaluation) *Conduct Final Conference with all team members present. Teacher is given their team's consensus judgment and written evidence for each APS. *Finalize the CB-PGDP (if required)</p>
3/20/20	<p>*Team administrator submits following documents to Personnel: Induction Progress Summary <b>OR</b> Formal Evaluation Summary, Consensus Interview Form (if required), and the updated CB-PGDP (if required) *Complete contract recommendations for school counselor (administrator)</p>	<p>*Team administrator submits following documents to Personnel: Induction Progress Summary <b>OR</b> Formal Evaluation Summary, Consensus Interview Form (if required), and the updated CB-PGDP (if required) *Complete contract recommendations for school counselor (administrator)</p>	<p>*Team administrator submits following documents to Personnel: Induction Progress Summary <b>OR</b> Formal Evaluation Summary, Consensus Interview Form (if required), and the updated CB-PGDP (if required) *Complete contract recommendations for school counselor (administrator)</p>