

2025-2026 PERSONNEL EVALUATION CALENDAR

GOAL: To provide feedback to staff on their performance and to provide information related to identification of staff development needs.

OBJECTIVES:

1. To maintain effective staff performance through a systematic effort.
2. To increase effective staff performance through a systematic effort.
3. To decrease ineffective staff performance through a systematic effort.
4. To identify staff development needs through a systematic effort.

Target Population	Due Date
NON-TENURED CERTIFICATED TEACHER & STAFF	
Evaluation #1	10/17/2025
Evaluation #2	12/10/2025
Evaluation #3	1/28/2026
TENURED CERTIFICATED TEACHER	
Evaluation #1	11/5/2025
Evaluation #2	2/12/2026
TENURED CERTIFICATED STAFF	
Evaluation #1	2/24/2026
NON-CERTIFICATED STAFF	
Evaluation #1	3/26/2026
PART-TIME HOURLY STAFF	
Evaluation #1	3/26/2026
NEW STAFF MEMBERS	
PDP	Within 10 Calendar Days of Starting Date
Evaluation	Within 30 Calendar Days of Starting Date
PDPs	
All staff working under an instructional certificate.	Review 2025-2026 PDPs 05/1/2025
	Develop 2026-2027 PDPs 06/12/2026

- ✓ Forward all original evaluations and observations to Gary Hall, Director of Human Resources
- ✓ Hold staff PDPs at Program site
- ✓ PDPs for Administrators are due to Mitchell Badiner or Sandra Melicharek by September 5, 2025