

<b>System</b>	<b>Compass Activity</b>	<b>Suggested Timespan</b>	<b>Administrator and Supervisor Actions</b> (System level Compass contact, school supervisor)	<b>Principal and Evaluator Actions</b> (principal, evaluator, and assistant principal)	<b>Employee Actions</b> (teacher, counselor, librarian)
<b>CIS (Compass Information System)</b>	<b>CIS Opens for the School Year</b>	<b>late Fall-August 2024</b>	<b>Update Compass Rosters</b> -Add new employees -Assign rubric and evaluators for the current year	n/a	
	<b>Create PGPs</b>	<b>Fall 2023</b>	<b>Monitor PGP completion</b>	<b>Monitor PGP completion</b>	<b>Create PGP</b>
	<b>Set SLTs*</b>	<b>Fall-Winter 2023</b>	<b>Monitor SLT completion</b>	<b>Review, meet, and accept SLTs</b>	<b>Set SLTs and meet with evaluator</b>
	<b>Conduct Observations</b>	<b>Fall 2023-Spring 2024</b>	<b>Monitor observation progress</b>	<b>Conduct observations and provide feedback</b>	<b>Review observations</b>
	<b>Rate SLTs</b>	<b>Winter 2023-Spring 2024</b>	<b>Monitor SLT completion</b>	<b>Rate SLTs and provide feedback</b>	<b>Report results of SLTs</b>
	<b>Complete Evaluation Ratings</b>	<b>January 2024- Fall 2024</b>	<b>Ensure all scores are entered in CIS for both non-VAM and VAM</b>	<b>Complete observations and assess student outcomes ratings</b>	<b>Review observation data and feedback</b>
	<b>Final Evaluation Scores Calculated</b>	<b>For non-VAM teachers, available in Compass when the evaluation has been completed. For VAM teachers, available after VAM results are loaded.</b>			
<b>VAM Roster Verification (Formerly CVR)</b>	<b>Roster Verification Period</b>	<b>TBA (Spring)</b>	<b>CVR has been retired and a new verification system is being created. The Roster Verification Process will be communicated as soon as that system is completed.</b>		

\*[Act 333](#) and BESE policy require student learning targets for each student to be discussed in a meeting between evaluator and evaluatee. Student learning targets not discussed in a meeting between evaluatee and evaluator shall not be used in the person’s evaluation.