

Evaluation Agreement

SY 22 - 25

Per the Agreement between the School Committee, City of Lynn and the Lynn Teachers Union, Local 1037, AFT, AFL-CIO – **Teacher Unit: Appendix C: Lynn Educator Evaluation System: Section L Timeline**
Therapist Unit: Appendix D: Lynn Educator Evaluation System: Section L Timeline

Timeline: See Highlighted text for changes of due dates for Contract SY 22-25

Activity:	Completed By:
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process	September 15
Evaluators meet with first-year educators to assist in self-assessment and goal setting process Educator submits self-assessment and proposed goals	November 1
Evaluators meet with educators in teams or individually to establish educator plans (Educator Plan may be established at Summative Evaluation Report meeting in prior school year)	November 1
Evaluators complete educator plans	November 15
Evaluators should complete first observation of each educator on a one (1) year plan. (Standards Based Observation Only)	November 15
Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) *or four (4) weeks before Formative Assessment Report date established by evaluator	January 15*
Evaluators should complete mid-cycle Formative Assessment Reports for educators on one (1) year educator plans	February 15
Evaluators hold formative assessment meetings if requested by either evaluator or educator	March 1
Educator submits evidence on parent outreach, professional growth, progress on goals (and other standards, if desired) *or four (4) weeks prior to Summative Evaluation Report date established by evaluator	April 20*

Evaluator completes Summative Evaluation Report	May 15
Evaluator meets with educators whose overall summative evaluation ratings are needs improvement or unsatisfactory	Within ten (10) school days of May 15
Evaluator meets with educators whose ratings are proficient or exemplary at request of evaluator or educator	June 10 or educator's last work day
Educator signs Summative Evaluation Report and adds response, if any, within five (5) school days of receipt	June 10 or at least five (5) school days before the last educator work day

A) Educators with PTS on Two (2) Year Plans

Activity:	Completed By:
Evaluator completes unannounced observations(s)	Any time during the two (2)-year evaluation cycle
Evaluator completes Formative Evaluation Report	June 1 of Year 1
Evaluator conducts Formative Evaluation Meeting, if any	June 1 of Year 1
Evaluator completes Summative Evaluation Report	May 15 of Year 2
Evaluator conducts Summative Evaluation Meeting, if any	June 10 of Year 2 or at least five (5) school days before the last educator work day
Evaluator and educator sign Summative Evaluation Report	June 15 of Year 2 or at least five (5) school days before the last educator work day

The Lynn Teachers Union, Local 1037 and Lynn Public Schools agree that highlighted dates will be the due dates for SY 22-25.



Deb Ruggiero

Interim Superintendent



Sheila O'Neil

President

Date: August 24, 2022

Date: August 18, 2022