



PLANNING CYCLE – School Improvement – Principal, Vice Principal Performance Appraisal Planning – P/VP Mentoring

Annual Cycle	August	September	October	November	December	January	February	March	April	May	June
P/VP Appraisal Growth Planning Yrs (1-4)		Annual Growth Plan developed ★ in consultation with SO (or Principal if a VP)	Ongoing dialogue, support and implementation							★ Review Annual Growth Plan with SO (or Principal if a VP)	
P/VP Appraisal Year (5 th)		Check – Sept. 30 th Notification ★ of Appraisal Year Performance Plan & Annual Growth Plan developed in consultation with SO (or Principal if a VP)	←	Meet regarding progress ★ Ongoing dialogue, support				and	implementation →	★ Meet with SO/P to prepare for summative report Check – May 31 st summative report due to HR Dept.	Check - Summative Report to appraisee within 10 days of feedback meeting
P/VP in 1st Year of Appointment		Annual Growth Plan developed ★ in consultation with SO (or Principal if a VP)	←	Ongoing dialogue, support and implementation					→	Initial draft Performance Plan Meet with SO/P re: Performance Plan Goals For next year, update growth plan	The Appraisal Year begins the following September ★
Mentoring for P/VP in 1st 2 Years Appointment		★ Work with mentor to develop confidential learning plan ★	Ongoing dialogue, support and implementation							→	Review Learning Plans with mentor
School Improvement Planning	Review BIP,SIP with staff	Develop SIP Share draft SIP With Superintendent, Staff, Catholic School Council Check – October 31 st final SIP to SO	←	Ongoing Implementing	Dialogue, support and ★ Share with Superintendent, staff	and	implementation monitoring	→	★ Celebrate SIP Review & next steps Share with staff		