<table>
<thead>
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<th>Month</th>
<th>Activities</th>
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| **August** | • Talk with your NEE representative  
• Provide an overview and implementation plan for faculty  
• Select indicators for focus  
• Meet with faculty members and provide timelines  
• Review unit of instruction (UOI) template with faculty  
• Collaborate with professional development committee on the selected indicators |
| **September** | • Begin observations and feedback to faculty  
• Guide new faculty to develop professional development plans |
| **October** | • Continue observations of faculty  
• Target professional development needs using NEE observation data |
| **November** | • Continue observations of faculty  
• Conduct mid-year appraisal of school-wide performance and improvement  
• Ensure that each teacher has been reviewed a minimum number of times  
• Begin collection of units of instruction from faculty |
| **December** | • Continue observations of faculty  
• Begin mid-year formative evaluations of faculty  
• Plan school-wide professional development for spring based on NEE data  
• Complete collection of units of instruction from faculty |
| **January** | • Continue observations of faculty  
• Continue mid-year formative evaluations of faculty |
| **February** | • Continue observations of faculty  
• Remind faculty to use observation feedback to inform individual professional development goals  
• Begin collection of student survey information |
| **March** | • Complete observations  
• Complete collection of professional development plans  
• Perform summative evaluations  
• Make staffing recommendations based on collected data |
| **April** | • Complete collection of student survey information  
• Begin building professional development plans for the next academic year based on summative data  
• Review building-level data on indicators  
• Development improvement plans for next year |