

PEER REVIEW PROTOCOL CHECKLIST

- **1st week of October**
Schedule meeting times with peer review team
(Pre-observations, observations & post observations)

- **Friday, October 8, 2010**
Self Reflection Due

- **Tuesday, October 26, 2010**
First observation and discussion complete

- **Thursday, November 18, 2010**
Written summary of 1st observation submitted by team to
person being evaluated and main office binder/folder

- **Friday, December 3, 2010**
Second observation and discussion complete

- **Friday, December 17, 2010**
Written summary of 2nd observation submitted by team to
person being evaluated and main office binder/folder

- **Friday, March 11, 2011**
Viewing of teaching video and discussion complete

- **Friday, April 1, 2011**
Staff surveys collected

- **Friday, April 15, 2011**
Viewing of student work and discussion complete

- **Friday, May 7, 2011**
Peer Review Team completes and submits
BPS Teacher Performance Evaluation Form to Ayla

