


**MEMORANDUM**

Aug 24, 2009  
MT 019.09  
MT.305 636-6147

**TO:** All Instructional Personnel  
Educational Alternative Outreach Program

**FROM:** Miguel Torres, Principal   
Educational Alternative Outreach Program

**SUBJECT: Instructional Performance Evaluation and Growth System (IPEGS)**

Effective beginning the 2009-2010 school year, the new Instructional Performance Evaluation and Growth System (IPEGS) will replace the Performance Assessment Comprehensive Evaluation System (PACES), and the Professional Development Plan (PDP) as the district's evaluation and appraisal system for instructional, instructional support, and student services personnel.

IPEGS training sessions will be provided to all faculty and concerned personnel. Dates and locations for the training will be announced later. Feel free to review the IPEGS handbook ahead of the training. The IPEGS handbook can be found within the EAOP employee handbook or at the IPEGS website: <http://ipegs.dadeschools.net>.

Please review the attached IPEGS implementation timeline.

If additional information or clarification is required, you may contact Dr. Barbara VanLeer at 305-636-6151

MT/mg

Attachment

## IPEGS Timeline

Timeline	Activity	Task or Document	Responsibility of:	
			A - Assessor	P - Professional
Sept. 24	Establish and submit learner/program progress goal	Goal Setting for Learner/Program Progress Form		✓
Oct. 29	Review goals for SMART criteria	Goal Setting for Learner/Program Progress Form	✓	
TBA	Establish and submit learner/program progress goal	Goal Setting for Learner/Program Progress Form		✓
Oct. 29	Observation of new teachers to M-DCPS and to the school with post-observation meeting	Observation of Standards Form-Teacher	✓	
Jan. 21	First observation of annual contract teachers with post-observation meeting	Observation of Standards Form-Teacher	✓	
TBA	Mid-year review of goal	Goal Setting for Learner/Program Progress Form	✓	✓
March 26	Second observation of annual contract teachers and professional service contract teachers with post-observation meeting	Observation of Standards Form-Teacher	✓	
Dec. 9 and Jan. 21	Mid-year review of goal	Goal Setting for Learner/Program Progress Form	✓	✓
May 5	Observation with post-observation meeting of Continuing Contract teachers	Observation of Standards Form-Teacher	✓	
May 18	- Submission of the Documentation Cover Sheet-Teacher - Submission of end-of-year review of goal	Documentation Cover Sheet-Teacher and related documents (i.e., Communication Log, Professional Growth Experiences Log, Goal Setting for Learner/Program Progress Form)		✓
May 28	Complete all summative evaluation meetings	Summative Evaluation Form and Documentation Cover Sheet-Administrator (Site administrator submits the signed form to Personnel Records as indicated by the District calendar/procedures)	✓	