

October 3, 2017

Dear School Pastors:

Enclosed you will find your packet for the upcoming principal evaluation process. My assistant, Diana Aparicio and I will be ready to assist you in any way we can. Diana Aparicio can be reached at (509) 367-5296, on her cell at (509) 379-0132 or via e-mail at diana.aparicio@yakimadiocese.net. Note that we have openly copied your principal so all the principals also know the timeline and process.

For your reference attached is the agenda along with the topics we will review at the October Priest Convocation lunch.

Also note that by policy the evaluation must be given to your principal by **February 1, 2018. If the evaluation is not completed by February 1st then by the policy, the principal has the right to remain employed for the following academic year.**

Here is the timeline for working towards the February 1, 2018 evaluation deadline.

EVALUATION TIMELINE

****October 2, 2017: Submit FINAL Budgets to Sue Schoolcraft**

November 27, 2017: School Principals/ School Pastors distribute the **PRINCIPAL SURVEY** to faculty as well as key parish and school leaders. Ask them to return them to Diana Aparicio by the first day of school on Monday, January 3, 2018. The contact information for Diana Aparicio is included in the survey form.

December 12th 2017: Principal Self-Evaluation

School Pastors are to distribute the evaluation tool to your school principal and ask them to have it back to you by the first day of school, January 3, 2018.

****January: Commence review of School Budget**

January 3rd 2018: Principal Self Evaluation due.

Principals are to provide a copy of their evaluation

January 3rd – 7th 2018: Pastors are to review the comments between January 3rd and January 7th, 2018 made by the school principal in his/her self-evaluation tool. At the same time, review the comments of your faculty, parish and school leadership, Diana Aparicio will make sure Pastors receive copies of these. Pastors are then to proceed to fill out their section of the evaluation form. Return the evaluation to Diana Aparicio by January 8, 2018.

January 8th 2018: Pastor's due date to return the completed evaluation to Diana Aparicio.

January 8th to January 14, 2018: Bishop Tyson will review the evaluations and may make suggested comments for the pastor to review.

January 15th 2018: Bishop Tyson signs off on the diocesan section of the evaluation tool.

January 15th to January 19th 2018: Diana Aparicio will prepare a final review of the documents and provide pastors with a consolidated tool.

January 22nd 2018: School pastors sit down with their school principals and review the evaluation face-to-face and the intent offers are then made as appropriate (a sample letter is included). If you wish and have the previous steps completed, you may schedule an earlier time.

****February: School Principals to complete the School Budget and review it with their School Pastor (Draft 1).**

February 1st 2018: DEADLINE, COMPLETE A PRINCIPAL EVALUATION

****March: March 1st is the DEADLINE for School Budgets for the following academic year (July and August salaries need to be included in the current academic year).**

March 15, 2018: Reference Policy 3.28 (C) Unless other arrangements have been made with the pastor, a principal may submit a letter of intent NOT to return for the next year at any time up to March 15th.

March 15th is the DEADLINE for all teacher evaluations.

Reference Policy 3, 3.22 (D) If a teacher's contract is not to be renewed, the principal should conduct an evaluation of the teacher by March 15th and should notify the teacher of the decision not to renew by May 15th of the current contract year.

April 1, 2018:

Reference Policy 3.28 (D) Notification NOT TO RENEW a principal's contract must be received by the principal by April 1st of the contract year and be preceded by an evaluation that was conducted by February 1st. (Reference Policy 3.34(D))

May 15, 2018: Deadline - Notification of NON-RENEWALS for teachers (needed to have had an evaluation prior to March 15th of the current contract year).

While both Monsignor Siler and I are available, know that Diana Aparicio will be working with our employment attorney as well as to ensure equitable treatment of our principals. Both Diana Aparicio and Monsignor Siler will be calling to check in on how the process is going for you and to make sure we are meeting our internal deadlines.

In advance, I thank you for your cooperation in this important process. If you have further questions, please contact me at (509) 965-7117.

With my every best wish and blessing,

Sincerely in Christ,

A handwritten signature in black ink, appearing to read "Joseph J. Tyson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Most Rev. Joseph J. Tyson
Bishop of Yakima

[signature electronically applied]

Cc: School Principals