



Annual Gifted Education Monitoring (GEM) Timeline

March-May prior to year of visit

- GEM team initial contact with cohort AUs for following school year, provide all related materials
- Share deadlines & opportunities for connection with GEM team through dedicated office hours
- Compile all AU cohort scheduling requests for school year
- Issue survey to gifted directors to choose ideal months for monitoring visit as well as possible months to be avoided

June/July prior to year of visit

- GEM team makes formal introductory contact with AU including superintendent: Reviews GEM team, vision, and process

August

- GEM Team implements ongoing “Office Hours” for GERCs and AU Directors/Coordinators to touch base on GEM process
- GEM Team reviews steps to prepare for monitoring visit, how to access materials, and complete QPAR Self-Assessment

September

- AU Submits QPAR Self Assessment to CDE GEM Lead by September.
- Any revisions to CPP to CDE by September 1st.

8 Weeks Prior to Visit

- GEM team finalizes with AU which schools to visit based on Director/Coordinator and GERC input

4-5 Weeks Prior to Visit

- GEM team conducts conference call to discuss
 - Self-Evaluation Rubric and CPP - Gives feedback, answers questions
 - AU director/coordinator begins to work with school leaders to schedule listening sessions with focus groups (which schools will host listening sessions and which will have open drop-in time)
 - GEM team highlights 2-4 criteria in self-evaluation rubric to focus on during visit based on guidance from director, establish AU goals and needs for GEM visit

2 Weeks Prior to Visit

- GEM team finalizes monitoring visit details with AU and GERC including schedule for listening sessions with focus groups
- GEM team confirms/finalizes all site visit scheduling

Site Visit

- GEM team completes AU site visits with GERC, completes observations, focus groups, etc.



Following your site visit:

1-2 Weeks After Visit

- GEM team collaborates with AU and GERC to finalize the Monitoring and Compliance Report with next steps

2-3 Weeks After Visit

- GEM team sends the finalized Monitoring and Compliance Report to AU for signatures

Ongoing Support

- GEM team monitors, coaches, and oversees implementation of UIP
- GEM team provides outreach, ongoing thought partnership, and feedback
- GEM team facilitates Office Hours to stay in touch with AUs
- Consultation with AU personnel for monitoring and ongoing support
- Assess Needs for AU Professional Learning
- Design course content, modules, or training decks for AU professional learning
- AU provides continued revisions to CPP as needed