



Annual Gifted Education Monitoring (GEM) Timeline

March/April prior to year of visit (this year, **July/August Cohort 1 2020-2021*)

- 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
- Notify AU about number of school visits - solicit AU feedback on school visits
- Compile all AU cohort scheduling requests for school year
- Develop GEM visit schedule for school year
- Issue scheduling request for Gifted directors to choose ideal months for monitoring visit as well as possible months to be avoided

May prior to year of visit

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

August

- Introduce GEM team and process during kick off meeting
- GEM Team implements ongoing "Office Hours" for GERCs and AU Directors/Coordinators to touch base on GEM process

September

- AU Submits CPP and Self Evaluation 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

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 finalizes the Monitoring and Compliance Report

2-3 Weeks After Visit

- GEM team sends the finalized Monitoring and Compliance Report

4-6 Weeks After Visit

- AU submits final CPP

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