



Annual Gifted Education Monitoring (GEM) Timeline

April – May prior to year of visit

- GEM Team makes initial contact with cohort AUs for following school year, conducts a cohort meeting, introduces AU Gem Team Lead, reviews GEM Vision, process, and access to all related materials
- Share deadlines & opportunities for connection with GEM team throughout the summer

May – June

- GEM Team sends a survey requesting our GT directors and coordinators to choose 3 ideal times/available weeks including dates in the fall, dates in the winter, and dates in the spring

July

- GEM Team reviews requests and emails the final dates for AU visit. A request for number of school site visits is made

August

- GEM Team conducts a cohort meeting to review the timeline for tasks, answer questions
- GEM Team implements ongoing “Office Hours” for GERCs and AU Directors/Coordinators to touch base on GEM process

October

- AU Submits "Revised" CPP and Self Evaluation to CDE by October 1st

12- 14 Weeks prior to your GEM visit

- Format for GEM Visit is finalized. A Virtual GEM visit may be considered due to circumstance and need
- GEM Team and AU Director will determine number of Listening Sessions and/or Site Visits based on logistics at specified sites
- GEM Team will request a *Tentative Schedule* to solidify Listening Sessions and School Site Visits that ensures the team is able to observe/discuss programming at elementary, middle, and high school levels
- GEM team does not need to see all levels in each district (BOCES specific)

8 Weeks Prior to Visit

- GEM Team conducts digital document review of the QPAR (Self-Evaluation), CPP, GT Website, GT Handbook, UIP, Budget, Demographics, Early Access Plan if applicable, and any other documents provided by the AU
- GEM Team may request additional documents as needed
- GEM Team and AU Director will determine the final number of Listening Sessions and/or site visits at specified sites

4 Weeks Prior to Visit

- GEM Team conducts conference call to discuss
 - Quality Program Assessment Rubric and CPP - Gives feedback, answers questions
 - GEM team highlights 2-4 criteria in self evaluation rubric to focus on during visit based on guidance from director
 - GEM Team confirms AU visit schedule



2 Weeks Prior to GEM 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 and traveling logistics
- GEM Team completes AU site visits with GERC, completes observations, focus groups, etc.

5-6 Weeks After Visit

- GEM Team sends the finalized Monitoring and Compliance Reports
- AU re-submits CPP with Revisions to GEM Lead

Ongoing Support

- 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