



Q Comp Program Annual Fiscal Year Timeline (July—June)

There will be multiple opportunities for professional development for Q Comp and Teacher Development and Evaluation (TDE) throughout the year. Information on the various opportunities can be found on the [Professional Development](#) page.

The forms referenced on this document can be found on the [Q Comp page on the MDE website](#). Finally, Q Comp coordinators are strongly encouraged to [sign-up for the Q Comp listserv](#), which we use to communicate updates throughout the year.

July

Action Item	Description
Other	Funding year begins on July 1.
Other	Districts should be planning or conducting training for observers/evaluators and other teacher leaders to prepare for program responsibilities once the school year begins.

August

Action Item	Description
Form Due	Q Comp Program Update, if there are changes to the plan, Due August 31
Webinar	A webinar will be offered near the end of the month/the beginning of the next month on the site goal update form, process and expectations.
Other	Districts should ensure program requirements are outlined to teachers and training for teacher leaders has been conducted prior to the start of the school year.

September

Action Item	Description
Webinar	A webinar will be offered near the beginning of the month/the end of the previous month on the site goal update form, process and expectations.
Other	Districts should begin implementing their programs and develop schoolwide goals based on standardized assessments.

October

Action Item	Description
Form Due	Q Comp Site Goal Update Due October 1
Other	Q Comp program must be fully implemented

November

Action Item	Description
Webinar	A webinar will be offered near the end of the month/the beginning of the next month for new coordinators/districts reviewing program funding, timelines and expectations.

December

Action Item	Description
Webinar	A webinar will be offered near the beginning of the month/the end of the previous month for new coordinators/districts reviewing program funding, timelines and expectations.

January

Action Item	Description
Other	Districts should begin planning for their annual program review process.

February

Action Item	Description
Webinar	A webinar will be offered near the end of the month/the beginning of the next month on the program review recommendations.

March

Action Item	Description
Webinar	A webinar will be offered near the beginning of the month/the end of the previous month on the program review recommendations.

April

Action Item	Description
Webinar	A webinar will be offered near the end of the month/the beginning of the next month on the program update form, process and expectations.
Other	Districts should conduct their annual program review process and begin preparing their annual report.

May

Action Item	Description
Webinar	A webinar will be offered near the beginning of the month/the end of the previous month on the program update form, process and expectations.
Other	Districts should make plans to present the annual report to the school board at the June meeting.

June

Action Item	Description
Report Required	Q Comp Annual Report must be presented to the local school board by June 15 .

*All webinars are designed for Q Comp Coordinators and will be announced via the [Q Comp listserv](#) at least one month prior to the event with included registration links. Those who register for the webinar will receive a follow-up email with access instructions within 24 hours of the event.