

ARTICLE XIV - EVALUATION PROCEDURE

A. Fall Planning Conference

1. To prepare for the Fall Planning Conference, the District and Teacher Goals/Standard Learning Plan Packet will be distributed to employees by September 15th. The evaluator shall meet with each employee, individually.
2. The Fall Conference shall be completed cooperatively between the employee and her/his evaluator prior to October 31st of each year. These conferences shall be held individually. In the event that an eligible employee chooses to participate in the Professional Growth Plan or Professional Development Plan (see Article XIV, E), completion of a Fall Planning Conference will not be required. Employee will be notified by October 7 of the acceptance of his/her proposal.
3. In the event that the evaluatee and the evaluator cannot reach an agreement concerning standards of performance, a mediator agreeable to both parties shall be utilized in any attempt to reach an agreement. A final decision, if necessary, shall be rendered by the Superintendent of Schools or his/her duly authorized representative.
4. Circumstances, such as class composition, class size, atypical pupils, instructional materials, and physical setting that affect the certificated employee's working situation shall be discussed with the evaluator at the Fall Planning Conference.
5. By the conclusion of the Fall Planning Conference, the evaluator and the evaluatee shall develop, sign and date a summary of the Fall Planning Conference on the "District and Teacher Goals/Standard Learning Plan".
6. Changes in the objectives of the employee should be reviewed with the evaluator throughout the school year. It is the responsibility of the employee to initiate such a review. These changes shall become a part of the Fall Planning Conference Summary.
7. The Fall Planning Conference form shall be designed to reflect the District evaluation form.

B. Observation/Conferences

1. Each temporary and probationary employee shall be observed by his/her site administrator, or immediate supervisor a minimum of two (2) times per year in his/her working environment at varying times of the day and in varying types of activities, prior to completion of each summative evaluation report. One (1) of these-observations must be made by appointment.
2. The evaluator shall be responsible for summarizing all observation conferences in writing. This summary shall include the date and time of the observation; the activity observed; and an objective description of what was observed, as well as possible suggestions and recommendations. A copy shall be given to the employee within ten (10) workdays of the observation conference.
3. Evaluators or the person being observed may invite other employees to observe. Both parties must be informed in advance of such an observation of the employee or the employee's work environment. At the request of the employee, those parties other than the evaluator shall put their observations in writing; however, observations by unit members shall not be considered as part of the evaluation but shall be an addendum to the evaluation report.
4. The evaluation of personnel shall involve more than one evaluator at the request of either the evaluator or the evaluatee. Such an additional evaluator shall be chosen from those assigned administrative responsibilities in the District.
5. The evaluator shall be responsible for summarizing all observation conferences in writing. This summary shall include the date and time of the observation; the activity observed; and an objective description of what was observed, as well as possible suggestions and recommendations. A copy shall be given to the employee within two (2) weeks of the observation conference.

C. Summative Evaluation

1. Summative Evaluation Reports for probationary and temporary employees shall occur no later than January 10th. The evaluator may hold

other summative evaluation conferences as he/she deems necessary, or upon the request of the employee. If the employee achieves a positive evaluation (meets standards, effective, exceeds standards) a second summative evaluation will be optional, and will occur only if requested by the employee or their evaluator. If the employee receives an unsatisfactory evaluation (improvement needed or remediation required), a second cycle of evaluation will occur, including a minimum of two (2) observations and a summative evaluation, prior to March 1st.

2. Each tenured employee who has received a satisfactory rating during the previous evaluation cycle shall be observed at least once during the evaluation cycle in his/her working environment prior to completion of the summative evaluation report. This one (1) observation shall be planned.
3. The Summative Evaluation Conference for tenured employees shall occur not later than thirty (30) work days before the last school day scheduled on the school calendar adopted by the governing board for the school year in which the evaluation takes place. Tenured employees must be formally evaluated a minimum of once every two (2) years. The evaluator may complete up to two (2) summative evaluation reports a year as he/she deems necessary, or upon the request of the employee. When a tenured employee has received an unsatisfactory evaluation (improvement needed or remediation required), the District shall annually evaluate the employee until the employee achieves a positive evaluation (effective, exceeds), or is separated from the District. When a tenured employee has satisfactorily completed his/her Improvement Needed or Remediation Plan, the employee may be formally evaluated during the following year.
4. A copy of the evaluation document, signed and dated, will be given to the employee, evaluator, and Human Resources Office not later than ten (10) work days following the Summative Evaluation Conference.
5. In the event of difference of opinion between the evaluator and the employee, the employee may attach a statement to the Summative Evaluation Report outlining his/her differences.
6. If an employee's evaluation shows the ratings of Improvement Needed or Remediation Required, the procedures under Section D below shall be followed. Peers offering assistance shall not be considered as evaluators

except for individuals acting as Professional Specialists or Consulting Teachers under Section D below.

D. Evaluation Results

1. Exceeds Performance Rating:

If an area on the evaluation is marked "Exceeds", the manner in which service is exceeded must be described in the narrative statement.

2. Improvement Needed Rating:

- a. If an area is marked "Improvement Needed," the appropriate evaluation addendum must be completed, including a timeline during which improvement must be achieved, and attached to the Summative Evaluation Report. If the evaluatee feels the timeline is too short, the employee may appeal to the Superintendent or his/her designee, whose decision shall be final.
- b. When an evaluator makes a recommendation for improvement needed, the evaluator assumes an obligation to provide assistance.
- c. The evaluator shall make a written record of all observations, discussions, advice, recommendations, and assistance. The employee shall be given a copy of all written records and will have the opportunity to respond to each.
- d. The employee may request the assistance of a Professional Specialist or another District certificated employee at this level. The degree of participation by the Professional Specialist or another District certificated employee shall be agreed upon by the District and the employee.

3. Remediation Required Rating:

a. Process Preceding Remediation

1. Employees shall not be rated as "Remediation Required" in a performance area prior to receiving a "Needs Improvement" rating and the completion of the process described in the

Improvement Needed report.

2. The evaluator will identify areas of deficiency in the employee's performance.
3. When an evaluator makes a recommendation for "Remediation Required", the evaluator assumes an obligation to provide assistance.

b. Identification of Problem

1. An evaluation report will be prepared which identifies the uncorrected deficiencies. A copy of the report must be given to the evaluatee. The evaluator will be the administrator to whom the employee is directly responsible.
2. The Assistant Superintendent of Human Resources will be advised that the employee's performance is seriously deficient.
3. If an evaluatee is marked "Remediation Required" in two (2) or more performance standards 1-5, the employee will automatically be placed into a required assistance program and work with a Professional Specialist or another District certificated employee who shall be agreed upon by the District and the employee.
4. Commencing with the establishment of the PAR program with the agreement of both the Federation and SCCS, a Sideletter of Agreement and the operational guidelines of the program will be contained in Appendix A.

E. Professional Development Support Program for Tenured Teachers

1. Program Objectives:
 - a. To offer incentives for teachers to accept responsibility for their own professional growth.
 - b. To offer opportunities for teachers to learn how to integrate additional productive teaching techniques into their repertoire.

- c. To offer opportunities for teachers to work together in peer coaching situations.

2. Requirements for Participation:

- a. Tenured with exceeds or meets evaluations in all areas for at least five (5) years including at least two (2) years in this school district. Teachers can participate in this program in lieu of a formal evaluation providing they have satisfactory ratings within the last two evaluation periods and with site administrator approval of the project.
- b. Observations and Fall Planning Conferences are not required for eligible tenured teachers within the Professional Development Program as long as they meet the criteria in a. above.
- c. Commitment to own professional development shown by writing of a professional development plan that meets the following:

Options:

1. Professional Development Support Teams

A supportive group/peer coaching group is defined as at least three (3) teachers cooperatively working together to integrate a particular teaching practice into one's teaching repertoire. There is an assumption that peer coaching follows and builds upon staff development, in which teachers learn about theoretical foundation of the skill, observe the skill being demonstrated, and practice the skill with objective, confidential feedback from other members of the group. Peer coaching requires a team working together towards each participant mastering a teaching skill.

- a. Project improves teacher competence with primary emphasis on improving instructional processes.
- b. Teacher commits to an in-service training plan that addresses the above.

- c. Teacher commits to working on a regular basis with peer coaching models to improve competency and to help do the same.
 2. Professional Development Individual Projects are defined as the active engagement of professionals in research, curriculum development and/or staff development projects that are individual by nature, yet lead to an improvement in the learning/teaching situation in the classroom.
 - a. Project improves teacher's competence with primary emphasis on improving instructional process and/or materials.
 - b. Teacher commits to regularly sharing process/materials with designated colleagues and/or site administrator. The list of colleagues will be involved as part of the initial plan.
3. Professional Growth Plans:
 - a. Professional Development Growth projects are an option for an eligible tenured employee. Eligibility includes meeting the Requirements for Participation as well as receiving approval from the site administrator.
 - b. Proposals should be written and include a brief description of the project focus and a listing of interested participants. Employees must submit in writing a declaration of intent to complete a Professional Growth Plan to their principal by September 30th.
 - c. By October 7th, site administrator informs employee of plan approval.
 - d. Between October 1st and October 15th eligible participants will meet with the principal and write up a formal plan. The formal plan is to include a clear goal statement, relevant objectives, a listing of participating teachers, and a timeline including a brief description of activities, an evaluation plan and a statement of support needs.

- e. Final plans will be submitted by October 31st to the principal.
 - f. The evaluation plan must be designed to demonstrate the impact of the proposed project on student learning, student attitude/behavior and on teacher attitude/behavior.
 - g. Progress reports will be given to the principal at the end of each semester.
 - h. Final individual or group conferences must be held and a report of the conference submitted in writing by the principal to the Assistant Superintendent of Human Resources by the end of June.
 - i. In the event of a dispute between the principal and the teacher(s), the teacher(s) may appeal to the Assistant Superintendent of Instruction and the Federation President whose decision shall be final.
 - j. Teacher choice in terms of choosing to apply and choosing the topic to pursue is an integral part of this plan. In choosing a focus, teachers should consider school site plans and District goals, administrative input, and current research.
 - k. Professional Development Support teams can be within a school, among schools and/or across grade levels.
4. Role of the Administrator in the Plan:
- a. Encourage qualified staff to participate.
 - b. Provide input, discussion and approval of plans.
 - c. Provide teachers with appropriate training and guidance in the development of a plan.
 - d. Provide avenues for release time and training resources as available.
 - e. Provide training, feedback and coaching as needed and requested, especially in peer coaching and peer observing.

- f. Continue to observe, informally, teachers in their classrooms with appropriate feedback. A teacher would be placed back on formal evaluation if, following informal observations, the administrator felt that the teacher would be evaluated as "improvement needed" in any one area of the formal evaluation process or failure to participate in the plan as approved.
- g. Approval of plan for one year by principal. Plan is renewable each year with three (3) year duration. At the fourth (4) year the traditional evaluation process may be resumed.
- h. Submit written individual or group report and summary evaluation to the Superintendent by June 30th

F. Personnel File

1. Each employee shall have the right, upon request, to review the material in his/her own personnel file. Such review shall take place in the presence of a representative of the District, at a mutually agreed upon time. A representative chosen by the employee may, at the employee's request, accompany the employee in this review.
2. Only one (1) such personnel file, excluding any grievance file, on any unit member, may be maintained by the District. No secret file, or any material, record, or the like, may be kept on any employee for any purpose. Release of materials shall only be made according to law or upon written consent of the employee.
3. One (1) copy of any material in the employee's personnel file shall be provided once by the District, at no charge, upon request of the employee.
4. All material in the employee's personnel file must be signed by the source and dated.
5. Each employee's personnel file shall be kept at the District Office. An evaluation file with all materials necessary may be kept for each individual teacher at the school site. Anything in that evaluation file must be seen and signed by the teacher and the teacher may write a reply which

would be included.

6. At the end of the evaluation period when the final evaluation is written and forwarded to the Human Resource Office, any material in that file may be incorporated in the final evaluation. The final evaluation with the employee's signature is placed in the individual's personnel file. The evaluation file at the school will then be cleaned of all material except a copy of the last two (2) evaluations. Items pertaining to the next evaluation may then be placed in the file. Employees may examine their evaluation files at a mutually convenient time.

G. Additional Items

1. The content of an employee's evaluation shall not be grievable.