

ARTICLE 9
EVALUATIONS

- 9.1 The basic purpose of the evaluation process is to establish the premise of continuous improvement, to promote personal accountability, to encourage professional development, and to provide for due process. Within this context, evaluation is a cooperative and continuous process aimed at improving and maintaining quality educational programs, while serving as an essential component in the professional development of certificated personnel.
- 9.2 Members of the bargaining unit shall not be required to evaluate other members of the bargaining unit.
- 9.3 No member of the unit shall be held accountable for any aspect of the educational program over which the bargaining unit member has no authority to correct deficiencies.
- 9.4 STANDARDS AND KEY ELEMENTS
- 9.4.1 Bargaining unit members being evaluated are to be notified in writing within the first two (2) weeks of their evaluation year. Notification may be given through either written memo or e-mail.
- 9.4.2 For each year in which the bargaining unit member is to be evaluated, and not later than the end of the fourth (4th) school week, each administrator will meet individually with bargaining unit members being evaluated that year to choose standards and key elements for the bargaining unit member's evaluation for the school year.
- 9.4.3 The administrator and bargaining unit member shall select three (3) standards upon which the evaluation will be based. The standards shall be selected as follows:
- (A) One standard selected by the bargaining unit member.
 - (B) One standard selected by the evaluator.
 - (C) One standard selected jointly by the bargaining unit member and the evaluator.
- 9.4.4 A total of three (3) key elements from each standard shall be the focus of the evaluation.
- (A) Two (2) key elements from each standard shall be selected by the bargaining unit member being evaluated.
 - (B) One (1) key element from each standard shall be selected by the evaluator.
- 9.4.5 During the Standards and Key Elements conference, the bargaining unit member being evaluated shall discuss with the administrator specific teaching strategies and evidence that will be used to measure success within the key elements selected.
- 9.4.6 Within ten (10) working days following the Standards and Key Elements conference, the administrator shall provide a written summary of the conference to the bargaining unit member being evaluated for the bargaining unit member's signature. The summary will

consist of, but is not limited to, the specific teaching strategies discussed and the evidence that will be used to measure success within the key elements.

9.4.7 In the event that either the bargaining unit member or the administrator determines that the chosen standards are inappropriate because of unforeseen circumstances, the administrator and the bargaining unit member will meet and review these standards and may alter these standards when it is felt that alterations are appropriate and in the best interest of a good educational program. The administrator shall provide notice of a change in standards and key elements to the bargaining unit member thirty (30) working days prior to completing formal observation on the modified areas.

9.4.8 When agreement on standards cannot be attained, a third party shall be designated to resolve the issue. The bargaining unit member shall select a District administrator to serve as the third party. Said administrator shall not be related by blood or marriage to the bargaining unit member. The decision of the third party will be final.

9.4.9 No formal observation shall take place prior to the determination of the bargaining unit member's standards or completion of the process identified in 9.4.3 above.

9.5 OBSERVATION AND EVALUATION

9.5.1 The basic purpose of the evaluation document is to:

- (A) Identify successful completion of chosen standards.
- (B) Provide meaningful feedback to bargaining unit members so that standards evaluated as "needs improvement" or "unsatisfactory" can be remedied within a reasonable time frame.
- (C) Provide documentation of support for such remediation.

9.5.2 Formal observations shall last for not less than thirty (30) minutes and shall be followed by a conference in which the administrator and the bargaining unit member review the observation and what is to be incorporated into the written observation summary.

- (A) Such conference shall be held within ten (10) working days after the observation, and a printed summary shall be provided to the bargaining unit member within ten (10) working days of the observation conference.
- (B) At least the first observation shall be announced.

9.6 PROBATIONARY BARGAINING UNIT MEMBERS

9.6.1 Probationary bargaining unit members shall be formally observed at least three (3) times and evaluated at least two (2) times during a school year. At least the first formal observation shall be announced.

9.6.2 Except as set forth in Section 9.6.3 below, the evaluation process of probationary bargaining unit members shall follow the schedule set forth in the following table.

Activity	Must be completed by the end of designated full week of school below	Shall not be done before the full week of school below
Standards and Key Elements Conference	Week 4	
First Classroom Observation	Week 10	
Second Classroom Observation	Week 16	Week 14
First Evaluation Conference	Week 18	
Third Classroom Observation	Week 24	Week 22
Second Evaluation Conference	Week 30	Week 28

9.6.3 Within ten (10) working days after the evaluation conference, a final printed copy of the evaluation shall be provided to the bargaining unit member.

9.6.4 Adjustments to probationary bargaining unit members' evaluation schedule:

- (A) Any probationary bargaining unit member who was hired after the first (1st) month of the school year and who will have worked at least seventy-five percent (75%) of that school year shall hold their first evaluation conference with the evaluator by January 15th and not less than thirty (30) working days prior to the second (2nd) evaluation conference.
- (B) Probationary bargaining unit members who are at risk of not being elected for rehiring shall have a completed second (2nd) evaluation conference prior to March 15.

9.7 PERMANENT BARGAINING UNIT MEMBERS

9.7.1 Permanent bargaining unit members shall be formally observed and evaluated at least one (1) time every two (2) years.

- (A) Bargaining unit members who have received one (1) overall rating of "distinguished" after gaining permanent status shall have their following formal observation and evaluation deferred for five (5) years.
- (B) Bargaining unit members who have received an overall rating of "proficient" for two (2) consecutive evaluation cycles after gaining permanent status shall have their following formal observation and evaluation deferred for five (5) years.
- (C) Administrators may choose to formally observe and evaluate any bargaining unit member before their next scheduled formal observation and evaluation. Procedures outlined in Section 9.4 through Section 9.5 shall apply.

(D) Unless referred to or voluntarily accepted into Peer Assistance and Review (PAR), a permanent bargaining unit member who has received an overall rating of “needs improvement” or “unsatisfactory” shall have an annual evaluation until the evaluation is no longer overall “needs improvement” or “unsatisfactory” or the bargaining unit member is separated from the District.

9.7.2 The evaluation process of permanent bargaining unit members shall follow the schedule set forth in the table below.

Activity	Must be completed by the end of designated full week of school below
Selection of standards and key elements	Week 4
Classroom Observation	Week 24
Evaluation Conference	Week 30

9.7.3 If a permanent bargaining unit member is at risk of not being elected for reemployment, the bargaining unit member’s evaluation conference shall be held by March 15, the schedule in Section 9.7.2 notwithstanding.

9.8 Within ten (10) working days after the evaluation conference, a final printed copy of the evaluation shall be provided to the bargaining unit member (Appendix E).

9.9 EVALUATION DOCUMENT

9.9.1 The evaluation shall focus on the bargaining unit member’s progress toward meeting the standards and key elements selected in Sections 9.4.3 and 9.4.4.

9.9.2 In order for a standard to be denominated “needs improvement,” two (2) of the three (3) key elements, as chosen pursuant to Section 9.4.4 must be assessed as “needs improvement” or “unsatisfactory.” In order for a standard to be denominated as “unsatisfactory,” the two (2) key elements of that standard, as chosen pursuant to Section 9.4.4, must both be assessed as “unsatisfactory.”

9.9.3 In order for the bargaining unit member to receive an overall rating of “needs improvement” on the bargaining unit member’s evaluation, two (2) of the three (3) standards selected pursuant to Section 9.4.3 must be assessed as “needs improvement” or one (1) standard must be assessed as “needs improvement” and the second (2nd) of the standards as “unsatisfactory”. In order for the bargaining unit member to receive an overall rating of “unsatisfactory” on the bargaining unit member’s evaluation, at least two (2) of the three (3) standards selected pursuant to Section 9.4.3 must be assessed as “unsatisfactory.”

9.9.4 In preparing the final evaluation document, the evaluator shall rely exclusively upon the following:

- (A) Data collected through actual formal and informal classroom observations of the bargaining unit member's performance,
- (B) The bargaining unit member's effectiveness in meeting timelines where applicable, and
- (C) The discussions in observation and evaluation conferences.

9.9.5 Unsubstantiated statements shall not be included in the evaluation.

9.9.6 Any deficiencies that may have been brought to the attention of the unit member, and subsequently corrected, shall not be included in the final evaluation document except for the purpose of demonstrating growth.

9.9.7 The bargaining unit member shall have the opportunity to respond in writing to any area of formal evaluation.

(A) The response must be filed within ten (10) days of the written evaluation and shall become a permanent attachment to the copy of the evaluation in the bargaining unit member's file.

(B) After receiving a copy of the bargaining unit member's response, the evaluator may elect to modify or correct the evaluation document before it is placed in the bargaining unit member's personnel file. The bargaining unit member shall be given a copy of any modification or correction made by the evaluator.

9.10 REMEDIATION

9.10.1 If the bargaining unit member receives an overall rating of "needs improvement" or "unsatisfactory" in the written evaluation document, a remediation document must be completed for each standard assessed as "needs improvement" or "unsatisfactory" and discussed with the bargaining unit member during the evaluation conference.

9.10.2 The remediation document must set out the following:

(A) Specific evidence of remediation needs based on actual observations of bargaining unit member's lack of progress toward the standard.

(B) Specific recommendations for improvement.

(C) District assistance to be provided for implementing such recommendation.

(D) Materials to be provided to the bargaining unit member, at no cost to the bargaining unit member, to assist in the remediation process.

(E) Processes by which remediation is to be implemented.

(F) Techniques to be used to measure improvement.

(G) Time schedule for monitoring progress toward meeting the standard.

(H) Mechanism for communicating progress to the bargaining unit member.

- (l) Administrative support to be provided for implementation of remediation.
- 9.10.3 Where an evaluation results in a remediation document, the evaluator shall take positive action to assist the unit member in correcting any cited deficiencies.
- (A) The evaluator's role to assist the unit member shall include, but not be limited to, the following:
 - (1) Making specific recommendations for improvement in the areas of the agreed-upon standards based on what was actually observed during the evaluation process.
 - (2) Providing direct assistance in implementing the remediation process.
 - (3) Securing and coordinating District assistance as delineated in the remediation document.
 - (4) Providing additional resources, without cost, to the unit member to be utilized to assist with improvements.
 - (5) Monitoring and assessing the improvement in the bargaining unit member's performance.
 - (6) Communicating the progress, or lack thereof, to the bargaining unit member.
- 9.11 A bargaining unit member who receives an overall evaluation other than "proficient" or "distinguished" shall, upon written request, be entitled to receive two (2) additional observations, two (2) conferences, and one (1) additional written evaluation by an evaluator not assigned to the bargain unit member's site.
- 9.11.1 The written request must be made no later than ten (10) working days following the receipt of the initial evaluation.
- 9.11.2 For each evaluation cycle, there may be only one (1) request pursuant to Section 9.11.
- 9.12 At the time of the evaluation conference, bargaining unit members shall be informed in writing by their evaluator that they are being referred to the Peer Assistance and Review (PAR) process. Ratings on Standard 6 shall not be used as a basis for Peer Assistance and Review (PAR) referral.
- 9.13 The bargaining unit member shall take affirmative action to correct any cited deficiencies based upon the administrator's remediation document.
- 9.14 The original completed evaluation and observation forms will be submitted to the Human Resources office.