

ARTICLE VI OBSERVATIONS AND EVALUATIONS

Observations and evaluations are completed in accordance with the district's Evaluation Framework for Professional Practice.

I. Definitions and Procedures

A. A formal observation is a process in which a pre-conference, observation and post-conference occurs with a certified administrator/supervisor (hereafter referred to as the "observer") and a certified staff member, followed by a written Observation Report. A formal observation shall be conducted for a minimum duration of one class period in a secondary school and for one complete subject lesson in an elementary school*. The observer and certified staff member will schedule a pre-conference prior to the day of the observation and will post-conference within ten (10) working days of the observation. The observer will provide a written report to the certified staff member within fifteen (15) working days of the post-conference. The certified staff member shall sign the report indicating having seen and read the final report, but not necessarily his/her agreement. If the certified staff member wishes to submit additional comments to the observation report, he/she may do so within ten (10) working days. All comments will be attached to the observation report in the certified staff member's personnel file.

**For certified staff members who function outside of the classroom, the "full class period" definition shall not apply.*

In lieu of a formal observation, a tenured certified staff member may request, and with concurrence from their building principal and appropriate content area supervisor be approved to submit a Portfolio. A portfolio is an ongoing record of a certified staff member's work. Portfolio items should be thoughtfully selected to show evidence of personal and professional growth attained over an extended period. Requests to submit portfolios shall be made to the certified staff member's Building Principal and appropriate Content Area Supervisor (hereafter referred to as the Portfolio Assessment Team) by October 15th. All completed portfolios shall be submitted to the Portfolio Assessment Team no later than April 30th for review and evaluation. A Portfolio Evaluation Conference shall be scheduled within twenty (20) working days of submission. The Portfolio Assessment Team will provide a written report to the certified staff member within fifteen (15) working days of the conference.

B. Coaching is a collaborative process between a certified staff member and a certified administrator/supervisor (hereafter referred to as the "coach") for the purpose of providing professional growth and development in an area to be identified by the certified staff member. Coaching will include a conference between the coach and the certified staff member. Other than documentation that coaching occurred, no written notes or reports will be maintained of the coaching experience. Coaching will not be made a part of any formal observation or evaluation report. The intent of the coaching experience is to enhance the certified staff member's professional growth and development in an atmosphere of trust and partnership between the coach and certified staff member.

C. An informal observation is an observation which may last less than a full class period and does not require prior notification of the visit by the observer. After the informal observation, a brief memo may be written by the observer to the certified staff member to document the observation. Any written documentation produced will be placed in the certified staff member's personnel file.

D. A formal evaluation is a summary of the certified staff member's performance during the course of a school year. First year non-tenured certified staff members will receive a mid-year and final Evaluation Report. All other certified staff members will receive one (1) final Evaluation Report which will be conducted in accordance with the district's published observation/evaluation schedule. The evaluation process shall include a conference between the evaluator and the certified staff member to discuss the Evaluation Report. A final Evaluation Report shall be provided to the certified staff member within fifteen (15) working days of the conference and a copy shall be sent to the Board Office for placement into the certified staff member's personnel file.

Written Observation and Evaluation Reports and Coaching Notifications shall be maintained in the certified staff member's personnel file in the Board Office. Additional materials to be placed in a certified staff member's personnel file must be seen and initialed by the certified staff member or be designated on the face, "copy to the personnel file."

II. Schedules

A. Non-Tenured Certified Staff Members

Year 1

Formal Observations

Each first year certified staff member shall receive a minimum of two (2) formal observations by the end of November and a third by the end of February. In lieu of a fourth formal observation, an informal observation or coaching may take place before June 15th.

Evaluations

Each first year certified staff member shall receive two (2) formal evaluations. The first shall be completed by December 15th and the final by April 15th.

Department of Education evaluative forms may be completed using information gathered through the district's observation and evaluation process.

Years 2 and 3

Formal Observations

Each second and third year certified staff member shall receive a minimum of two (2) formal observations; one (1) by the end of November and one (1) by the end of February. In lieu of a third formal observation, an informal observation or coaching may take place before June 15th.

Evaluations

Each second and third year certified staff member shall receive one (1) formal evaluation to be completed by April 15th.

B. Tenured Certified Staff Members

All tenured certified staff members will have a minimum of one (1) formal observation and one (1) coaching experience. In addition, all tenured certified staff members shall receive one (1) formal evaluation, which shall be completed no later than June 15th.

III. Renewal of Employment

Whenever possible, all certified staff members must be notified of their salary and status for the following year by May 15th.

IV. Professional Intervention

If it is determined that a non-tenured certified staff member's performance is unsatisfactory a warning will be issued by the superintendent by January 15th. All individuals issued a warning will be given a minimum of sixty (60) calendar days to correct the concerns identified. At the end of the sixty (60) day period, the warning status may be removed or the individual may be placed on a **Corrective Action Plan** for the following year.

After January 15th, if it is determined that a non-tenured certified staff member's performance warrants a letter from the superintendent, it may be issued. If a letter is issued by the superintendent to a non-tenured certified staff member with less than sixty (60) calendar days to correct his/her performance prior to May 15th, the district may take action regarding a non-tenured certified staff member's employment.

In unusual cases, where it is determined that **any** certified staff member's aberrant behavior warrants immediate action, all warning periods may be eliminated.

If performance issues exist for a tenured certified staff member, he/she may be subject to additional professional interventions, including, but not limited to additional formal and informal observations and a Corrective Action Plan. A certified staff member may be subject to professional interventions at any point within the year.

If a certified staff member is placed on a Corrective Action Plan, a Corrective Action Team (CAT) will be assembled to design a plan. The CAT will be comprised of a minimum of three (3) of the following individuals:

1. A Principal;
2. An Assistant Principal;
3. A Content Area Supervisor;
4. A Central Office Administrator.

The certified staff member will have access to an LEA representative during all phases of the plan.

The Corrective Action Plan will specify steps necessary to improve professional performance and a timeline for accomplishment of the plan's components. The plan must include at least the following:

1. The identification of the area(s) to be improved;
2. The goals and objectives to be accomplished;
3. The criteria to assess the achievement of the goals;
4. The recommended methods to follow and the available resources necessary for the staff member to use in attempting to achieve the recommended goals;
5. The assistance that will be provided by the CAT;
6. The recommended time schedule that will be followed in implementing the plan.

If a certified staff member successfully achieves the goals of his/her Corrective Action Plan, the CAT may recommend removal of the Corrective Action Plan for the following year. Failure on the part of the

certified staff member to make adequate progress toward achieving the goals of the Corrective Action Plan may result in the CAT recommending renewal of the Corrective Action Plan, the withholding of an increment, raise, or in the case of a non-tenured certified staff member, the non-renewal of a contract.