

ARTICLE XVI
EVALUATION

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A. Unit members shall be evaluated in accordance with this article. These provisions constitute the procedures to be utilized for the performance evaluation and assessment of certificated employees as set forth in the California Education Code. (E.C. 744660, et. seq.)

B. The performance evaluation shall relate to the following areas:

1. Creating and maintaining effective environments for student learning.
2. Planning instruction and designing learning experiences for all students.
3. Understanding and organizing subject matter for student learning.
4. Assessing student learning.
5. Professional responsibilities.
6. Major duties and responsibilities as listed in the Certificated Unit Member's Performance Evaluation Handbook.
7. The progress of students toward the Board's established standards of expected student achievement. The evaluation shall not include the use of student scores established by standardized tests.

C. Unit member's evaluation shall be derived from the following:

1. Formal classroom observation(s) or Alternative Performance Plan (See Section H).
2. Performance of professional duties and responsibilities as described in the Certificated Unit Member's Performance Evaluation Handbook.
3. Informal observations.

D. Observation procedure:

1. The evaluator and the unit member will mutually determine observation date and time within the established timeline.
2. The unit member will complete Pre-Observation Data Sheet and review with evaluator at least one day prior to observation.

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- 3. The evaluator will conduct formal observation.
- 4. The post observation conference shall occur as soon as possible, but no later than five working days following the observation.
- 5. The unit member shall sign and receive a copy of the Pre-Observation Data sheet, Ongoing Performance Evaluation, Summative Evaluation and Improvement Plan (if applicable).

E. Timeline

- 1. Probationary 0 and I unit members shall have three (3) formal observations each year and a summative evaluation.
- 2. Probationary II unit members shall have two (2) formal observations and a summative evaluation.
- 3. Permanent unit members shall have one (1) formal observation and a summative evaluation every other year, beginning with the first year of permanency, unless the unit member is participating in the Alternative Performance Evaluation (refer to section H).
- 4. Evaluation of a probationary unit member in a part-time assignment of less than 75% shall consist of two (2) formal observations per year for two (2) years and one (1) formal observation thereafter.
- 5. Timeline dates for formal evaluations including post conferences:

Probationary 0 & I:

	<u>Traditional</u>	<u>Year Round</u>
Observation #1	End of November	End of October
Observation #2	End of January	End of January
Observation #3	End of March	End of March
Summative	End of May	End of May

Probationary II:

Observation #1	End of October	End of September
Observation #2	End of December	End of November
Summative	End of February	End of February

Permanent:

Observation	End of February	End of February
Summative	End of April	End of April

- 1 6. Changes to the established timeline must be made by mutual agreement.
2 Both the evaluator and evaluatee shall sign a statement to that effect. This
3 statement shall also contain the amended timeline.
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5 F. Improvement Plans
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- 7 1. If a unit member is placed on an improvement plan the evaluator shall
8 provide direction and assistance. Assistance shall be provided on the
9 Improvement Plan and include, but not limited to, the following:
10 a. Identification of category and/or skills area.
11 b. Directions and/or suggestions to improve and suggested timeline.
12 c. Recommended resource(s)
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14 2. The evaluator shall provide written comments on the unit member's
15 progress in meeting standards in the identified area(s) within established
16 timelines.
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18 G. Summative Evaluation
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- 20 1. In preparing the Summative Evaluation for placement in the unit member's
21 personnel file, the evaluator shall rely upon data collected through formal
22 classroom observations, on-going observations and evaluation
23 conferences, and performance of professional duties and responsibilities as
24 described in the Certificated Unit Members Performance Evaluation
25 Handbook. Any deficiencies noted on an Observation Report and
26 corrected within the evaluation period, shall not be included in the
27 Summative Evaluation.
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29 2. A probationary unit member who is on an improvement plan when the
30 Summative Evaluation is written, shall receive a rating consistent with the
31 most recent Observation Report.
32
33 3. A permanent unit member who receives but does not correct two (2) or
34 more ratings in a category of *Approaching Standards* shall be rated as
35 *Approaching Standards* on the Summative Evaluation.
36
37 4. A permanent unit member who receives a rating of *Does Not Meet*
38 *Standards* on his/her Observation Report and is on an improvement plan
39 may have his/her Summative Evaluation extended to the following school
40 year in order to allow the unit member time to make necessary
41 improvements. When a Summative Evaluation has been extended, a
42 formal observation will be done the following year prior to the Summative
43 Evaluation.
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- 1 5. A permanent unit member who receives but does not correct two (2) or
2 more ratings of *Does Not Meet Standards* in a category on the Observation
3 Report shall be rated as *Does Not Meet Standards* in that category on the
4 Summative Evaluation.
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6 6. A permanent unit member who receives a rating of *Does Not Meet*
7 *Standards* shall be annually evaluated until standards are met as required
8 in Ed. Code 44664 (a) (1).
9
10 7. A permanent unit member who receives a rating of *Does Not Meet*
11 *Standards* in categories A – D on the Summative Evaluation shall be
12 referred to Peer Assistance and Review program as required in Ed. Code
13 44664 (b).
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15 H. Alternative Performance Evaluation
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- 17 1. Purpose
18 We recognize the power of self-directed reflective learning. Therefore, the
19 purpose of the Alternative Performance Evaluation is to empower the unit
20 member to become a life long learner. The goal/s of the evaluation will be
21 the responsibility of the unit member with the mutual consent of the
22 immediate supervisor.
23
24 2. Eligibility
25 This option is open to a unit member with permanent status in the district
26 with at least five years of experience, a clear credential, and with the
27 approval of their supervisor.
28
29 3. Process
30 a. The unit member requests the Alternative Performance Evaluation in
31 lieu of the formal evaluation process by the end of the first month of
32 school.
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34 b. The unit member identifies in writing one or more goals to improve
35 his/her expertise; these may be multi-year goal/s in dialogue with the
36 supervisor. The goal/s must be mutually agreed upon. The unit
37 member may work as an individual or with a partner or group.
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39 c. The unit member outlines in writing his/her plans to achieve the goal/s.
40 The unit member's plan may include any of the following suggestions:
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42 1. Readings such as articles and books
43 2. Professional coaching
44 3. Research
45 4. Graduate courses
46 5. Workshops/conferences

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- 6. Interviews/surveys
- 7. Visitations/observations
- 8. Other activities as determined by the unit member

- d. The unit member and supervisor will meet to discuss and mutually agree to the goal/s, format and reporting procedures prior to November 1 (October 1 year round).
- e. On or before November 1 (October 1 year round) the plan must be submitted to the supervisor.
- f. The unit member prepares authentic evidence that documents achievement. During the formal mid-year progress conference, the unit member and supervisor will review progress to date and mutually determine whether the unit member will continue with the Alternative Performance Evaluation. If not continuing, the unit member will have a formal observation and be evaluated prior to the end of the school year.
- g. The supervisor will make informal walk throughs to insure the tenured evaluation standards are still being met. The information will be reflected in a final summative.

4. Timeline

- a. There will be two meetings each school year for updates.
 - 1. One year project:
 - Mid-year progress conference (on or before February 1)
 - End of project summary and summative evaluation will occur before the end of the contract year.
 - 2. Two year project:
 - First year of project:
 - Mid-year progress conference (on or before February 1)
 - End of year project update (on or before May 31)
 - Second year of project:
 - Mid-year progress conference (on or before February 1)
 - End of project summary and summative evaluation will occur before the end of the contract year.
- b. Unit member presents a written summary, which includes accomplishments, applications, and conclusions.
- c. The Goal Sheet, Project Summary, and Summative Evaluation will be placed in the unit member's personnel file.

1 I. Receipt of Reports

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3 Unit member shall sign evaluation report to indicate receipt. The unit member has the right to
4 attach a written response to the Final Summative Report prior to July 1 of the current school
5 year. Such response shall be attached to the evaluation in the unit member's personnel file.

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8 J. Grievability

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10 Grievances shall be strictly limited to alleged violations of the procedures enumerated in this
11 Article. In no event shall a grievance be filed under this article contesting the content of the
12 unit member's evaluation.