

Descriptor Term: PLAN OF IMPROVEMENT - PROCEDURES

Descriptor Code: GBIA-P

Rescinds:

Board Approved: 6/26/2006

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## **PROCEDURES - PLAN OF IMPROVEMENT**

### **I. Preliminary Actions Before Establishing a Plan of Improvement**

As the supervisor works to meet the improvement needs of the employee, the following activities are encouraged as a method of providing a baseline and/or indicators of employee performance:

1. **Classroom Drop-In Visits** - Documentation of classroom visits that define what the employee is accomplishing in a specific classroom setting. Classroom drop-in visits may look for specific items (e.g.: classroom rules posted and followed, use of teaching strategies, student engagement, rapport with students, lesson plan usage, capitalization of “teaching moments”, etc.)
2. **Pre-Observation Conference** - The use of a conference to define the parameters of specific items that will be observed
3. **Post-Observation Conference** - The review of data collected based on the items defined in the Pre-Observation Conference
4. **Formal Evaluation** - The use of a standard instrument to evaluate a certified employee’s overall effectiveness
5. **Summative Evaluation** - The use of a portfolio (lesson plans, tests, student work, student/parent survey) to define a certified employee’s performance

If, through the course of the above-mentioned preliminary research an employee’s performance is determined to be hindering the accomplishment of the mission and strategic results of the Gulfport School District, a Plan of Improvement would be established.

### **II. Establishing a Plan of Improvement**

As a minimum, the following information will be included in a Plan of Improvement.

1. Background Information
  - a. Name, Position, Location
  - b. Historical record of past performance (e.g.: memos to employee addressing employee’s performance, record of conferences held with employee, letters of reprimand to employee, samples of employee’s classroom work and data required by principal, samples of employee’s lesson plans, letters from parents regarding employee’s performance)
2. Statement of Deficiency(ies) - Area(s) that must be improved

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- a. Specific areas that must be improved will be defined.
  - b. may be referenced to formative or summative evaluations
3. Plan of Assistance Statement - Directive that the Plan of Improvement is to be followed (e.g.: “You are directed to follow this Plan of Improvement as defined.”; “Failure to follow this Plan of Improvement will be considered neglect of duty and may result in disciplinary action.”)
  4. Specifics of Plan of Assistance - Directives for Improvement
    - a.. specific directives that must be accomplished by the employee
    - b. specific activities that must be accomplished in a satisfactory manner by the employee
    - c. outline of resources that will be provided by the employee’s supervisor
  5. Monitoring the Plan - Timeline for accomplishing directives
    - a. A schedule for observations and follow-up conferences to determine progress (each observation and follow-up conference should be followed by a written report to employee and attached to the Plan of Improvement)
    - b. If needed, an outline for adjusting/altering the Plan of Improvement should be developed.
  - 6.. Schedule for Final Evaluation of Plan of Improvement - Schedule a specific date for review of the Plan of Improvement.
    - a. Final date for implementation of the Plan of Improvement
    - b. Date for final follow-up conference to discuss results of Plan of Improvement
  7. Signature of the certified non-administrative employee and district supervisor is required on one of the three options below after review of the Plan of Improvement and again after the follow-up conference.

### III. Acknowledgment Forms

1. I acknowledge that a conference was held on \_\_\_\_\_ (date) \_\_\_\_\_ to explain this Plan of Improvement (or Plan of Improvement Follow-Up), and I will work to meet the directives set forth.  
Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_
3. “Though I may not agree with the contents of this Plan of Improvement (or Plan of Improvement Follow-Up), I do acknowledge that a conference was held on (date) to explain this Plan of Improvement (or Follow-Up) to me, and I have received a copy of this Plan of Improvement (or Follow-Up).  
Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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4. If employee refuses to sign this Plan of Improvement (or the Plan of Improvement Follow-Up), have a witness sign the following statement: "Employee refuses to sign this Plan of Improvement (or Plan of Improvement Follow-Up); however, a conference explaining this Plan of Improvement (or Plan of Improvement Follow-Up) was held and a copy was given to the employee."

Name of Employee: \_\_\_\_\_ Signature of Witness:

Date:

Signature of Supervisor: \_\_\_\_\_ Date:

A witness is defined as any administrative supervisor. In cases where the building does not have two administrative supervisors, the administrator's secretary may serve as a witness.

**IV. Plan of Improvement - Follow-Up Conference**

A follow-up conference, as referenced in II. 5. above (Monitoring the Plan), must be established to ensure that progress is being made. The following provides a minimum outline for the follow-up conference.

1. Specific directives that must be accomplished by the employee:

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Accomplished: Yes \_\_\_\_\_ No:

Supervisor's remarks:

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2. Specific activities that must be accomplished in satisfactory manner by the employee:

Accomplished: Yes \_\_\_\_\_ No:

Supervisor's remarks:

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**Plan  
of Improvement - Copies**

Upon completion of the Plan of Improvement conference and after each monitoring conference, copies should be provided as follows:

1. Original to the employee
2. Copy 1 in the supervisor's file
3. Copy 2 in the employee's personnel file