

ARTICLE IX
EVALUATION PROCEDURES

A. It is understood and agreed by the parties that their principal objective is to maintain or improve the quality of education in the District. It is further understood and agreed that this objective can be more readily achieved by the manifest willingness on the part of the District to assist all employees in improving their professional skills. The California Standards for the Teaching Profession (CSTP), are the basic framework for the evaluation process (refer to Appendix C). It is understood that the forms in the Appendix can be utilized electronically or printed as a hard copy.

B. Evaluation Procedure

1. Every probationary employee shall be evaluated by the principal/designee, in writing, at least once each school year and have at least two (2) formal observations, which will be at least 30 minutes in length, and will have at least six (6) informal observations taking place (at least two (2) before the first formal observation and at least two (2) before the second formal observation). Refer to Appendix C for Evaluation timelines.

2. Permanent employees will be evaluated at least every two (2) years and will have at least one (1) formal observation, which will be at least 30 minutes in length and completed by March 1, and will have at least four (4) informal observations taking place as needed (at least two (2) before the formal observation). Permanent employees may, upon submission of written request by the third week of school, receive an annual written evaluation. Refer to Appendix C for Evaluation timelines.

Pursuant to Education Code 44664, employees with permanent status who have been employed at least ten (10) years with the school district, are highly qualified, if those personnel occupy positions that are required to be filled by a highly qualified professional by the federal No Child Left Behind Act of 2001 (20 U.S.C. Sec. 6301, et seq.), as defined in 20 U.S.C. Sec. 7801, and whose most recent evaluation rates the employee as “Meets Expectations” or higher, will be evaluated every five years. This five-year evaluation cycle shall automatically commence after the satisfactory completion of the 10th year evaluation and shall continue from year to year unless affirmatively revoked by either the evaluator or certificated employee no later than thirty (30) work days into the current school year.

3. If a unit member receives a rating of “Needs Improvement” on the Summative Evaluation, the unit member will be evaluated again the following year. A rating of “Needs Improvement” for an additional year will require that the unit member participate in the Professional Support Program (PSP). (Article XII, Section II.E, “Referred Member”)

4. Unit members receiving a rating of “Does Not Meet Expectations” shall be mandated to participate in the Professional Support Program. (Article XII, Section E, “Referred Member”)

C. Evaluation Sequence

1. General Conference: A general conference and staff orientation shall be held within the

first 30 workdays of the school year to review the evaluation criteria, procedures, timelines and terms set forth in this article.

2. Goal Setting Conference: A goal setting conference between the principal/designee and the employee shall be held prior to the end of the seventh week of the school year or the unit member's work year to discuss:
 - a. Objectives and standards to be achieved during the evaluation period as outlined on the Professional Goal Setting Form (Appendix C: Form B, Sections I - IV);
 - b. A schedule for formal observation, conferencing and the Summative Evaluation completion date. In the event of a disagreement over the objectives, goals, strategies, selected standards, evidence chosen and/or evaluation schedule, the unit member and the principal/designee shall:
 - i. Make a good faith effort to resolve the differences themselves.
 - ii. If the disagreement persists, either party may invite the superintendent/designee to assist in resolving the differences, and/or to adjudicate the dispute.
 - iii. If the teacher disputes the superintendent/designee's decision they may provide a written statement to be attached to the summative evaluation form.
 - c. The evaluatee may request, at any time, an additional formal observation by the principal/designee. If there is mutual agreement, an additional formal observation will be held.
3. Pre-observation conference: The pre-observation conference shall be arranged by the principal/designee and the employee to occur at least three (3) working days in advance of the formal observation. Prior to the formal observation, the principal/designee and the employee shall discuss the elements of the lesson plan, including goals and objectives, on which the observation/evaluation is to be based. Unit members submit the Lesson Plan Outline, Pre-Observation, and Reflection Form at this time.
4. Formal Observations: The principal/designee will conduct formal observations that address the California Standards for the Teaching Profession. If a scheduled formal observation is missed, the formal observation shall be rescheduled by mutual agreement between the principal/designee and the unit member. The unit member would only be responsible for submitting their standard lesson plan for the re-scheduled observation rather than Form B.
5. Post-Observation Conferences: The post-observation conferences shall be held within five (5) working days following the scheduled formal observations. At least 48 hours prior to the post-observation conferences, the unit member will submit the Reflection section of the Lesson Plan Outline, Pre-Observation, and Reflection Form to the principal/designee. During the conference the principal/designee discusses the unit member' reflection and the principal/designee observation. Within ten (10) working days of the post-observation conference the principal/designee will provide written feedback regarding the observation. The five (5) and ten (10) working day windows may be delayed if either party is absent for illness or district/school related business.

6. Informal observations may be held at the discretion of the principal/designee with appropriate conferences, as needed any time during the year and as outlined in Article IX.B. The principal/designee will provide the unit member with written feedback regarding any positive or concerning observations within two (2) working days. At the teacher's request, the administrator will meet within ten (10) days to discuss any feedback provided.
7. If an evaluator does not complete a permanent unit member's evaluation within the timelines specified herein due to no fault of the member or due to extenuating circumstances for the evaluator, the member will be offered the option to receive a "Meets Expectations" rating and be considered to have completed the evaluation.
8. Summative Evaluations:
 1. Probationary unit members will have at least one (1) Summative Evaluation that will include ratings. Refer to Appendix C for Evaluation timelines.
 2. Permanent unit members being evaluated will have one (1) Summative Evaluation that will include ratings. Refer to Appendix C for Evaluation timelines.
 3. By the dates outlined above, the principal/designee and unit member shall meet to review the unit member's job performance and progress, and to sign the Summative Evaluation document.
 - a) Informal observations, formal observations, and adherence to professional assignments and responsibilities will be considered in the Summative Evaluation.
 - b) The Summative Evaluation should reflect evidence, data and information gathered by the administrator, and will be collected from observable behavior and/or written documentation (e.g. lesson plan forms, teacher logs, student work, observation notes, etc.) This information will be discussed with the unit member in a timely manner and prior to the Summative Evaluation.
 - c) A unit member may present or the principal/designee may request additional logs, records and other evidence to support adherence to the CSTP.
 - d) Pursuant to Education Code 44664, the evaluation shall include recommendations, if necessary, as to areas of improvement in the performance of the employee. If an employee is not performing their duties in a satisfactory manner according to the standards prescribed by the governing board, the employing authority shall notify the employee in writing of the fact and describe the unsatisfactory performance. The employing authority shall thereafter confer with the employee making specific recommendations as to areas of improvement in the employee's performance and endeavor to assist the employee in their performance.
 - e) The unit member's signature shall not imply concurrence, only that they have had an opportunity to review and discuss the content.
 - f) The unit member may file a written response and such response will be attached with the evaluation document and be accessible by the teacher electronically. Additionally, these will be placed in the unit member's permanent file.
9. Professional Goal Setting Conference: Either during the unit member's Summative Evaluation Conference or by June 1, the unit member will review their Reflection of the

Professional Goal Setting Form with the principal/designee and discuss recommendations for future goals.

- D. Both the certificated employee and the principal/designee shall take action to correct any cited deficiencies. Such action may include direct assistance in implementing such recommendations or release time for the certificated employee to visit and observe other similar classes in other schools.
- E. Bargaining unit members will not be required to do formal Summative Evaluations of other unit members' evaluations.
- F. Evaluations shall not be predicated upon information or material of a derogatory or critical nature which has been received by the principal/designee from students, parents and/or citizens unless appropriate complaint procedures have been followed.
 - 1. Complaints which are withdrawn, or shown to be false, or are not sustained by the grievance procedure shall neither be placed in the unit member's personnel file nor utilized in any evaluation or disciplinary action against the teacher.
- G. Nothing contained in these evaluation procedures shall be construed as prohibiting the District from giving employees other forms of feedback, suggestions, or direction regarding the performance of their duties and responsibilities.
- H. The term "designee" in "principal/designee" as used in this Article shall mean a certificated management employee of the District who has the appropriate credentials to evaluate certificated employees.
- I. Counselors
See Counselor Evaluation – Appendix F.
- J. Psychologists
See Psychologist Evaluation – Appendix G.
- K. Nurses
See Nurse Evaluation – Appendix J.
- L. Speech and Language Pathologist
See Speech and Language Pathologist Evaluation – Appendix K.
- N. Social Worker
See Social Work Evaluation – Appendix L.