

Danville Independent Schools

Certified Evaluation Plan



District Mission:

Our MISSION is to provide authentic experiences that embrace diverse interests and prepare lifelong learners.

50/50 Committee Members:

Administrators

Michelle Carver, JWBMS

Danny Goodwin, DHS

Brian Gover, DIST

Pamela Hambrick, MGH

Renee Lanigan, ELT

Teachers

Lynyel Duggins, JWBMS

Jamie Missbach, MGH

Eric Paycheck, JWBMS

Joey Sallee, DHS

Kristi Sigola, ELT

Approval by the Danville Board of Education

May 18, 2026

An equal education and employment institution

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ASSURANCES

CERTIFIED SCHOOL PERSONNEL EVALUATION PLAN

The Danville Independent School District hereby assures the Commissioner of Education that:

This evaluation plan was developed by an evaluation committee composed of an equal number of teachers and administrators (KRS 156.557).

Name:	Title:
Michelle Carver	Principal
Danny Goodwin	Principal
Pamela Hambrick	Principal
Renee Lanigan	Principal
Brian Gover	Assistant Superintendent
Lynnel Duggins	Library Media Specialist
Jamie Missbach	Teacher
Eric Paycheck	Teacher
Joey Sallee	Teacher
Kristi Sigola	Teacher

The evaluation criteria and process used to evaluate certified school personnel shall be explained to and discussed with the evaluatee no later than the end of the evaluatee's first thirty (30) calendar days of reporting for employment each school year. (704 KAR 3:370)

All certified school personnel who have not attained continuing service status shall receive an annual summative evaluation and shall incorporate the formative data collected during the Kentucky Teacher Internship Program (if funded). (KRS 156.557)

All certified school personnel who have attained continuing service status shall receive a summative evaluation at least once every five (5) years. (KRS 156.557)

Each evaluator will be trained, tested, and approved in the use of appropriate evaluation techniques (KRS 156.557).

This plan requires a summative evaluation of certified school personnel to be documented in writing and to be included in the evaluatee's official personnel record. (704 KAR 3:370)

The local evaluation plan provides for the right to a hearing as to every appeal, an opportunity to review all documents presented to the evaluation appeals panel, and a right to presence of evaluatee's chosen representative (KRS 156.557).

The evaluation plan process will not discriminate on the basis of age, race, color, national origin, religion, sex, disability, or any other protected characteristic, as required by all applicable federal, state, and local law.

The local board of education shall review, as needed, the district's certified evaluation plan to ensure compliance with KRS 156.557 and this administrative regulation. If a source of evidence is added or removed from the certified evaluation plan or if a decision rule or calculation is changed in the summative rating formula, the revised certified evaluation plan shall be reviewed and approved by the local board of education. If the local board of education determines the changes

do not meet the requirements of KRS 156.557, the certified evaluation plan shall be returned to the certified evaluation committee for revision.

The local board of education approved the evaluation plan as recorded in the minutes of the meeting held on **May 18th, 2026**. (704 KAR 3:370)

Signature of District Evaluation Contact: **Brian Gover**

Signature of District Superintendent: **Ron Ballard**

Signature of Board Chairperson: **Esther Rugerio**

Professional Code of Ethics for Kentucky Certified School Personnel

Certified School Personnel in the Commonwealth:

- Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach.
- Shall believe in the worth and dignity of each human being and in educational opportunities for all.
- Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

To Students:

- Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about students or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

To Parents:

- Shall make reasonable effort to communicate to parents, information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

To the Education Profession:

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Evaluation Events and Timeline

Event	Timeline
Orientation and Discussion of Evaluation Plan	Within the first 30 days of reporting for work
Self-Reflection Completed and Professional Growth Plan (PGP) established	By September 15
PGP revised/reviewed	At each post conference AND during a summative conference
Pre-observation conference	Prior to each announced observation
Post-observation conference	Within 5 working days of observation
Formal and informal observation and data collection	Ongoing throughout the school year
Teacher request for 3rd party observer	By February 15
Summative evaluation forms of all certified employees due to the superintendent	By May 30
Summative evaluation forms of Administrators due to the superintendent	By June 30
Appeal of Summative Evaluation	Within 5 working days of receipt of the summative evaluation
Documents submitted for Appeals Hearing	At least 5 days prior to hearing
Evaluator and Evaluatee receive copies of all documents submitted to the Appeals Panel	Within 15 working days of receipt of the appeal
Superintendent shall take action on Appeals Panel recommendation	Within 3 working days of receipt of the recommendation
Training or Re-Certification of Evaluators	Per KRS requirements

Development of the Evaluation Plan

- The superintendent shall recommend, for board approval, an evaluation system for all certified employees, which is in compliance with Kentucky statutes and Kentucky administrative regulations.
- The superintendent shall designate a district office administrator as the evaluation contact person. The administrator will serve as the liaison between the district and the Kentucky Department of Education in matters related to the district's evaluation process.
- The evaluation plan will be developed by a committee of an equal number of teachers and administrative representatives.
- The district evaluation contact liaison will serve as the chairperson of the committee.
- The committee will review the evaluation plan annually.

Definitions

Certified Administrator - certified school personnel, other than principal and assistant principal, who devotes the majority of employed time in a position for which administrative certification is required by the Office of Educator Licensure and Effectiveness/Education Professional Standards Board pursuant to **16 KAR Chapter 3**.

Certified Evaluation Plan - procedures and forms for evaluation of certified school personnel below the level of superintendent developed by an evaluation committee and meeting all requirements of the Kentucky Framework for Personnel Evaluation.

Conference - a meeting between the evaluator and the evaluatee for the purposes of providing feedback, analyzing the results of an observation or observations, reviewing other evidence to determine the evaluatee's accomplishments and areas for growth, and leading to the establishment or revision of a professional growth plan (**704 KAR 3:370**).

Evaluatee - certified school personnel who are being evaluated.

Evaluation - the process of assessing or determining the effectiveness of performances and products to:

- Promote the continuation of professional competences
- Identify areas for professional growth
- Assist in making personnel decisions for the purpose of improving instruction, curriculum, assessment, and other professional responsibilities

Evaluation Committee - a group, consisting of an equal number of teachers and administrators, who develop personnel evaluation procedures and forms for a local school district pursuant to **KRS 156.557(1)(a)**.

Evaluator - primary evaluator pursuant to **KRS 156.557(5)(c)(2)**.

Evaluator certification - successful completion of certified evaluation training to ensure that certified school personnel who serve as observers of evaluatees demonstrate proficiency in rating teachers and other professionals for the purposes of evaluation and feedback.

Kentucky Framework for Personnel Evaluation - statewide framework a school district uses to develop a local certified school personnel evaluation system.

Observation - data collection process conducted by a certified evaluator for the purpose of evaluation, including notes, professional judgements, and examination of the data collected during one (1) or more classroom or worksite visits of any duration (**704 KAR 3:370**).

Other professionals - certified school personnel, except for teachers, administrators, assistant principals, or principals for which certification is required by the Education Professional Standards Board pursuant to Title 16 KAR.

Performance measure - one (1) of four (4) measures defined in the Kentucky Framework for Personnel Evaluation. Measures include planning, environment, instruction, and professionalism.

Pre-Observation Conference - shall occur prior to all formative observations. The content of this pre-observation conference is delineated in the pre-observation conference form(s) found on page 23. The pre-observation conference form shall be completed by the evaluatee prior to the pre-conference.

Principal - certified school personnel who devotes the majority of employed time in the role of principal, for which administrative certification is required by the Education Professional Standards Board pursuant to Title 16 KAR.

Professional Growth - the continuous process of individual improvement to:

- Enhance strengths
- Correct weaknesses
- Identify development activities for the purpose of improving performances that directly affect student achievement

Professional Growth Plan (PGP) - each certified employee is responsible for developing, submitting, and/or updating an Individual Professional Growth Plan annually and with each post-conference or summative conference. The PGP should be carefully aligned with the self-reflection document and with the Kentucky Framework for Personnel Evaluation. A PGP template can be found on page 23.

Sources of evidence - district-approved evidence aligned to the performance measure and used by evaluators to inform performance measure ratings.

Summative rating - overall rating for certified school personnel below the level of superintendent as determined by the district certified evaluation plan aligned to the Kentucky Framework for Personnel Evaluation.

Teacher - certified school personnel who has been assigned the responsibility for students learning in a classroom, grade level, subject, or course and holds a teaching certificate pursuant to Title 16 KAR.

Guidelines for All Certified Personnel Evaluations

- The immediate supervisor shall be designated as the primary evaluator.
- Primary evaluators, with the exception of the Board of Education members, shall be trained per state and district requirements prior to observations and evaluation. Training will be provided through a KDE approved trainer and/or a district determined training.
 - Training must include the requirement of complete initial certified evaluator training and testing (through KDE); a minimum of six (6) continuing education hours annually of EILA approved training is required for all those individuals evaluating certified staff members who have already completed the initial certified evaluation training and testing.
- All observers, with the exception of the Board of Education members, shall be trained per state and district requirements prior to observations. Training will be provided through a KDE approved trainer and/or a district determined training.
 - All observers will be trained prior to scheduling observations. Training must include the requirement to complete initial certified evaluator training and testing through KDE; a minimum of six (6) continuing education hours annually of EILA approved training is required for all those individuals evaluating certified staff members who have already completed the initial certified evaluation training and testing.

- Certified employees will be provided with an orientation session regarding the evaluation process.
 - The orientation will be conducted by one of the following individuals: the principal, assistant principal, the district evaluation contact person, and/or the instructional supervisor.
 - The orientation will occur within the first 30 calendar days of reporting for employment at the beginning of each school year.
 - If employment occurs after the first day of the district calendar, orientation will occur within 30 calendar days of employment.
 - No observations shall take place prior to the orientation session.
- Evaluation of all certified personnel will be done using the following four measures, aligned to position-specific standards referenced in the corresponding forms in the appendix of this document.

Measure 1	Measure 2	Measure 3	Measure 4
Planning	Environment	Instruction	Professionalism

- District forms will be used for all certified employee evaluations. All forms are located in the appendix of this document via hyperlink, located on pages 25 and 26.
- **Appeal**
 - Any certified employee who feels the summative evaluation by the evaluator is not an accurate assessment of their performance, either by substance or procedure, may file an appeal with the District Certified Personnel Evaluation Appeals Panel.
 - The appropriate form for the appeal request is found on page 26 of this document. The appeals process and hearing procedures are found on page 20.
- **Corrective Action Plan**
 - A corrective action plan is developed by the evaluator to address specific concerns in employee performance. The corrective action plan template can be found on page 26 of this document.
 - Once a corrective action plan has been implemented, there shall be more frequent monitoring by the evaluator and specific assistance is provided to improve performance.
 - If a tenured certified employee receives a summative rating of ineffective, it will become necessary to conduct additional formal observations in order for the evaluatee to display progress toward the goals of the Corrective Action Plan.

Guidelines for Teacher and Other Professional(s) Evaluation

- **Evaluation Cycle(s):**

- All certified employees are subject to evaluations as their supervisor deems necessary.
- Tenured Teachers shall receive a minimum of the following: one (1) formative observation and post-observation conference annually and one (1) summative evaluation and conference every five (5) years.
 - One (1) of the five (5) formative observations will be **unannounced**.
 - If a tenured certified employee is working on a daily wage threshold contract, they will be evaluated on the same cycle as a tenured teacher.
- Non-tenured Teachers shall receive a minimum of two (2) formative observations and post-observation conferences and one (1) summative conference annually.
 - One (1) of the two (2) formative observations will be **unannounced**.
- First Year or NEW DISD Teachers shall receive a minimum of three (3) formative observations and post-observation conferences annually, as well as one (1) summative evaluation annually.
 - One (1) of the three (3) formative observations will be **unannounced**.

- **Professional Growth Plan (PGP):**

- Each certified employee is responsible for developing, submitting, and/or updating an Individual Professional Growth Plan annually and at each post-observation conference and summative evaluation conference.
- The PGP should be carefully aligned with the school and district improvement plans and the Kentucky Framework for Personnel Evaluation. The PGP template can be found on page 25.

- **Pre-Observation Conference:**

- Prior to the required formative observations, there shall be a pre-observation conference. There WILL NOT be a pre-observation conference prior to the **unannounced** observation.
- The content of the pre-observation conference is delineated in the pre-observation conference form on page 25.
- The pre-observation conference form is to be completed by the evaluatee and given to the evaluator prior to the pre-observation conference.
- The pre-observation conference shall occur within five (5) working days of the formative observation.

- **Observations:**

- In all non-tenured observation cycles, there shall be either two (2) OR three (3) formative observations, depending upon tenure status and cycle status.
 - One (1) of the formative observations per cycle will be **unannounced**.

- At the request of a teacher, observations by another teacher trained in the teacher's content area (**3rd party observer**) may be incorporated into the formative process for evaluating teachers.
 - Observers and the requesting teacher will be trained annually using the KDE approved Peer-to-Peer Observation and Feedback Training.
 - This request shall be submitted to the immediate supervisor no later than February 15.
- Informal observations may occur at any time the primary evaluator observes the employee in the performance of his/her duties.
- Primary evaluators may utilize other data gathering tools for evaluation purpose (e.g. - walkthrough data)
- **Post-Observation Conference:**
 - A post-observation conference shall be held between the evaluator and evaluatee after each formative evaluation.
 - The post-observation conference shall be held within five (5) working days following each formative observation.
 - All evaluatees shall receive a copy of the post-observation conference documents during orientation to the Certified Evaluation Plan at the beginning of the school year.
 - The post-observation conference form shall be either completed by the evaluatee prior to the conference OR completed by the evaluator and the evaluatee during the post-observation conference. This decision will be at the discretion of the evaluator. The post-observation conference form can be found on pg. 25.
 - Both parties will initial and sign the post-observation form in the appropriate spaces and a copy will be placed in the permanent personnel file at Central Office.
- **Evaluation Framework:**
 - The Kentucky Framework for Teaching, along with specialist frameworks for Other Professionals, are the criteria for evaluations. Performance is rated for each component according to four performance levels: ineffective, developing, accomplished, and exemplary.
 - A teacher's performance level under each measure is determined using multiple sources of evidence and the evaluator/observer's professional judgment.
 - Supervisors and certified teachers/other professionals will be engaged in ongoing dialogue throughout the evaluation cycle. The cycle will conclude with a summative rating determined by the evaluator's analysis of evidence and the final assessment of practice based on the evaluator's professional judgment in relation to performance described under each measure and each performance rating.
- **Summative Conference:**
 - A summative evaluation and conference shall occur at the end of the evaluation cycle for the purpose of analyzing all evaluation data collected, reviewing the Individual PGP, and making a summative evaluation determination.

- A summative evaluation shall be completed as a written evaluation report, found on page 26. A copy of the completed evaluation report and the Individual PGP will be provided to the following:
 - The evaluatee
 - The personnel file at the school level
 - The official personnel file at the district office
- Data from multiple sources across each measure will be used in determining the summative rating.
- Each evaluatee has the opportunity to submit a written response to each formal evaluation at the conclusion of the evaluation conference. This response becomes part of the official personnel file.

● **Guidance for Determining a Teacher/Other Professional's Rating will be:**

Teacher/Other Professional - Summative Rating Guidance					
IF THIS...					
Planning		Ineffective	If two measures are <i>Developing</i> and two measures are <i>Accomplished</i>	If two measures are <i>Developing</i> and two measures are <i>Exemplary</i>	If two measures are <i>Accomplished</i> and two measures are <i>Exemplary</i>
Environment	Ineffective				
Instruction	Ineffective				
Professionalism		Ineffective			
THEN THIS...					
SUMMATIVE RATING	<i>Ineffective</i>	<i>Cannot be Exemplary</i>	<i>Accomplished</i>	<i>Accomplished</i>	<i>Exemplary</i>

● **Sources of Evidence include, but are not limited to, the following for teachers and other professionals:**

<i>Sources of Evidence</i>	Required	Optional
Observations - formal and informal	x	
Instructional walkthroughs		x
Professional Growth Plan	x	
Self-reflection (on-going)	x	
Professional judgment of supervisor	x	
Department/grade level meeting agendas and minutes		x
PLC agendas and minutes		x
Attendance and punctuality		x

Budget management		x
Professional engagement documentation		x
Other sources of evidence not listed		x

Guidelines for Principal and Assistant Principal Evaluation

- **Evaluation Cycle:**
 - Principals and assistant principals shall receive a minimum of one site visit/formative observation and one summative evaluation conference annually.
 - All employees are subject to evaluation as their supervisor deems necessary.
- **Professional Growth Plan (PGP):**
 - Each certified employee is responsible for developing, submitting, and/or updating an Individual Professional Growth Plan annually and at each post-observation conference and summative evaluation conference.
 - The PGP should be carefully aligned with the school and district improvement plans and the Professional Standards for Educational Leaders (PSEL). The PGP template can be found on page 25.
- **Site Visits/Observations:**
 - Each principal/assistant principal shall receive one formative site visit/observation annually.
 - Informal observations may occur at any time the primary evaluator observes the principal/assistant principal in the performance of his/her duties.
 - Primary evaluators may utilize other data gathering tools for evaluation purposes.
- **Post-Observation Conference:**
 - A post-observation conference shall be held between the evaluator and the evaluatee after each site visit/observation.
 - The post-observation conference shall occur within five (5) working days of the site visit.
 - The evaluatee shall receive a copy of the site visit documents.
- **Summative Conference:**
 - A summative conference shall occur at the end of the evaluation cycle for the purpose of analyzing all evaluation data collected and reviewing the Individual PGP.
 - A summative evaluation shall be completed as a written evaluation report, found on page 26. A copy of the completed evaluation report and the Individual PGP will be provided to the following:
 - The evaluatee
 - The personnel file at the school level
 - The official personnel file at the district office

- **Evaluation Framework for Principals/Assistant Principals:**
 - Principals and assistant principals will be evaluated using the Professional Standards for Educational Leaders (PSEL).
 - Supervisors and principals/assistant principals will be engaged in ongoing dialogue throughout the evaluation cycle. The cycle will conclude with a summative rating determined by the evaluator's analysis of evidence and the final assessment of practice based on the evaluator's professional judgment in relation to performance described under each measure and each performance rating.
- **Guidance for Determining a Principal/Assistant Principal's Rating will be:**

Principal/Assistant Principal - Summative Rating Guidance					
IF THIS...					
Planning		Ineffective	If two measures are <i>Developing</i> and two measures are <i>Accomplished</i>	If two measures are <i>Developing</i> and two measures are <i>Exemplary</i>	If two measures are <i>Accomplished</i> and two measures are <i>Exemplary</i>
Environment	Ineffective				
Instruction	Ineffective				
Professionalism		Ineffective			
THEN THIS...					
SUMMATIVE RATING	<i>Ineffective</i>	<i>Cannot be Exemplary</i>	<i>Accomplished</i>	<i>Accomplished</i>	<i>Exemplary</i>

- **Sources of evidence include, but are not limited to, the following for principals and assistant principals:**

<i>Sources of Evidence</i>	Required	Optional
Observations - formal and informal	x	
Instructional walkthroughs		x
Professional Growth Plan	x	
Self-reflection (on-going)	x	
Professional judgment of supervisor	x	
Department/grade level meeting agendas and minutes		x
PLC agendas and minutes		x
Attendance and punctuality		x
Budget management		x
Professional engagement documentation		x

SBDM minutes		x
Staff meeting agendas and minutes		x
Leadership team agendas and minutes		x
Site visits	x	
EILA/professional learning experience documentation	x	
Surveys (TELL, ValEd, LPI, etc.)		x
Parent/Community Engagement documentation		x
School schedules		x
Other sources of evidence not listed		x

Guidelines for District-Level Certified Administrator Evaluations

- **Evaluation Cycle:**
 - Administrators shall receive a minimum of one (1) site visit/formative observation and summative evaluation conference annually.
 - All employees are subject to evaluations as their supervisor deems necessary.
- **Professional Growth Plan (PGP):**
 - Each certified employee is responsible for developing, submitting, and/or updating an Individual Professional Growth Plan annually and at each post-observation conference and summative evaluation conference.
 - The PGP should be carefully aligned with the school and district improvement plans and the Professional Standards for Educational Leaders (PSEL). The PGP template can be found on page 25.
- **Site Visits/Observations:**
 - Each district level certified administrator shall receive one formative site visit/observation annually.
 - Informal observations may occur at any time the primary evaluator observes the district level administrator in the performance of his/her duties.
 - Primary evaluators may utilize other data gathering tools for evaluation purposes.
- **Post-Observation Conference:**
 - A post-observation conference shall be held between the evaluator and the evaluatee after each site visit/observation.
 - The post-observation conference shall occur within five (5) working days of the site visit.
 - The evaluatee shall receive a copy of the site visit/observation documents.
- **Summative Conference:**
 - A summative conference shall occur at the end of the evaluation cycle for the purpose of analyzing all evaluation data collected and reviewing the Individual PGP.
 - For district level administrators, data from multiple sources of evidence across each measure will be used in determining the summative rating.
 - A summative evaluation shall be completed as a written evaluation report, found on page 26. A copy of the completed evaluation report and the Individual PGP will be provided to the following:
 - The evaluatee
 - The personnel file at the school level
 - The official personnel file at the district office

- **Evaluation Framework for District Level Certified Administrators:**
 - District level certified administrators will be evaluated using the Professional Standards for Educational Leaders.
 - Supervisors and district level administrators will be engaged in ongoing dialogue throughout the evaluation cycle. The cycle will conclude with a summative rating determined by the evaluator's analysis of evidence and the final assessment of practice based on the evaluator's professional judgment in relation to performance described under each measure and each performance rating.
- **Criteria for Determining a District Level Administrator's Summative Rating will be:**

District Level Administrator - Summative Rating Guidance					
IF THIS...					
Planning		Ineffective	If two measures are <i>Developing</i> and two measures are <i>Accomplished</i>	If two measures are <i>Developing</i> and two measures are <i>Exemplary</i>	If two measures are <i>Accomplished</i> and two measures are <i>Exemplary</i>
Environment	Ineffective				
Instruction	Ineffective				
Professionalism		Ineffective			
THEN THIS...					
SUMMATIVE RATING	<i>Ineffective</i>	<i>Cannot be Exemplary</i>	<i>Accomplished</i>	<i>Accomplished</i>	<i>Exemplary</i>

- **Sources of evidence include, but are not limited to, the following for district level administrators:**

<i>Sources of Evidence</i>	Required	Optional
Observations - formal and informal	x	
Professional Growth Plan	x	
Self-reflection (on-going)	x	
Professional judgment of supervisor	x	
PLC agendas and minutes		x
Attendance and punctuality		x
Budget management		x
Professional engagement documentation		x
Staff meeting agendas and minutes		x
Leadership team agendas and minutes		x
Site visits	x	

EILA/professional learning experience documentation	x	
Surveys (IMPACT, ValEd, LPI, etc.)		x
Parent/Community Engagement documentation		x
Other sources of evidence not listed		x

Appeals Process

(Board of Education Policy 03.18)

Appeal Panel

The district shall establish a panel to hear appeals from summative evaluations as required by law.

Election

Two (2) members of the panel shall be elected by and from the certified employees of the district. One (1) alternate shall also be elected by and from the certified employees, to serve in the event an elected member cannot serve. The superintendent shall appoint one (1) employee and one (1) alternate certified employee to the panel.

Terms

All terms of panel members and alternates shall be for one (1) year and run from July 1 to June 30. Members may be reappointed or re-elected.

Chairperson

The chairperson of the panel shall be the certified employee appointed by the Board.

Appeal to Panel

Any certified employee who believes that he or she was not fairly evaluated on the summative evaluation may appeal to the panel within five (5) working days of the receipt of the summative evaluation. Both the evaluator and the evaluatee shall be given the opportunity, at least five (5) days in advance of the hearing to review documents that are to be presented to the District evaluation appeals panel, and may have representation of their choosing.

Appeal Form

The appeal shall be signed and in writing on a form prescribed by the District evaluation committee. The form shall state that evaluation records may be presented to and reviewed by the panel.

Conflicts of Interest

No panel member shall serve on any appeal panel considering an appeal for which s/he was the Evaluator. Whenever a panel member or a panel member's immediate family appeals to the panel, the member shall not serve for that appeal. Immediate family shall include father, mother, brother, sister, spouse, son, daughter, uncle, aunt, nephew, niece, grandparent, grandchild, first cousin, and corresponding in-laws. A panel member shall not hear an appeal filed by his/her immediate supervisor.

Burden of Proof

The certified employee appealing to the panel has the burden of proof. The evaluator may respond to any statements made by the employee and may present written records which support the summative evaluation.

Hearing

The panel shall hold necessary hearings. The evaluation committee shall develop necessary procedures for conducting the hearings.

Panel Decision

The panel shall deliver its decision to the District Superintendent, who shall take whatever action is appropriate or necessary as permitted by law. The panel's written decision shall be issued within fifteen (15) working days from the date an appeal is filed. No extension of that deadline shall be granted without written approval of the Superintendent.

Hearing Procedures

The evaluation committee shall develop necessary procedures for conducting the hearing.

Revisions to Previously Approved District Evaluation Plan

If a revision adding or removing a source of evidence or changing a decision rule or calculation in the summative rating formula in the District's certified evaluation plan is made by the local certified evaluation committee, the revised certified evaluation plan shall be reviewed and approved by the Board. If the Board determines that changes do not meet the requirements of KRS 156.557, the certified evaluation plan shall be returned to the certified evaluation committee for revision. The Superintendent shall submit proposed revisions to the evaluation plan to the Board for its review to ensure compliance with applicable statute and regulation. Upon adoption, all revisions to the plan shall be submitted to the Kentucky Department of Education for approval.

REFERENCES:

1KRS 156.557

704 KAR 003:370

703 KAR 005:225

OAG 92 135

Thompson v. Board of Educ., Ky., 838 S.W.2d 390 (1992)

RELATED POLICIES:

202.14; 03.15; 03.16

APPENDIX and FORMS

Forms - Guidance

General Guidance

- All forms are Google Sheets that shall be uploaded and completed digitally through Frontline.
- Evaluators will have access to all necessary documents and provide the applicable documents to the evaluatee.

Self-Reflection

- The self-reflection should be completed by the evaluatee prior to September 15th of each year AND prior to each post-conference and summative conference.
- The purpose of the self-reflection is to guide creation and revisions to the Professional Growth Plan (PGP).
- For each measure, provide reflection statements pertaining to why you rated yourself with those ratings.

Professional Growth Plan (PGP)

- The PGP will be developed jointly between the evaluatee and the evaluator by **September 15**.
- The PGP will be reviewed and revised (if necessary) at each post-conference and during summative conferences.
- The PGP should be aligned to the CSIP/CDIP.
- The PGP should be signed by both the evaluatee and the evaluator.

Pre-Observation Conference Form

- The pre-observation conference form shall be completed by the evaluatee prior to the pre-observation conference.
- The pre-observation conference form shall be given to the evaluator for review prior to the pre-observation conference.
- The pre-observation conference form shall be signed by both the evaluatee and the evaluator.

Observation Notes

- Evaluators may use the observation notes pages provided OR they may choose to use their own observation notes document.
- All evaluatees shall receive a copy of all observation notes.

Post-Observation Conference Form

- The post-observation conference form shall be completed jointly by the evaluatee and the evaluator during the post-observation conference.
- The post-observation conference form shall be signed by both the evaluatee and the evaluator.

Formative Observation/Site Visit Report

- The formative observation report shall be completed by the evaluator prior to the post-conference.
- For each performance standard, choose a rating.
- Both the evaluatee and the evaluator shall sign and date the document. The evaluatee signature denotes receipt of the document, not agreement with the ratings.

Summative Evaluation Report

- The summative evaluation report shall be completed by the evaluator prior to the summative conference.

- The summative evaluation report shall be signed and dated by both the evaluatee and the evaluator. The evaluatee signature denotes receipt of the document, not agreement with the ratings.

Corrective Action Plan

- The corrective action plan is developed by the evaluator to address specific concerns in employee performance.
- Those concerns DO NOT have to be instructional (e.g. - punctuality, ethical behavior, following protocol, etc.)
- Further guidance on corrective action plans can be found on page 9 of this document.

Evaluation Appeals Hearing Request Form

- Any certified employee who wishes to file an appeal with the District Certified Personnel Evaluation Appeals Panel pertaining to an evaluation, shall follow the appeals process and hearing procedures found on page 7 of this document.

Forms - Hyperlinks

Self-Reflection - Teacher - [DISD Self Reflection - TEACHER](#)

Self-Reflection - Counselor/Social Worker - [DISD Self Reflection - COUNSELOR/SOCIAL WORKER](#)

Self-Reflection - Instructional Specialist - [DISD Self Reflection - INSTRUCTIONAL SPECIALIST](#)

Self-Reflection - Library Media Specialist - [DISD Self Reflection - LIBRARY MEDIA SPECIALIST](#)

Self-Reflection - Therapeutic Specialist - [DISD Self Reflection - THERAPEUTIC SPECIALIST](#)

Self-Reflection - School Psychologist - [DISD Self Reflection - SCHOOL PSYCHOLOGIST](#)

Professional Growth Plan - [DISD Professional Growth Plan](#)

Pre-Observation Conference Form - [DISD Pre-Observation Conference Form](#)

Formative Observation Notes - [DISD Formative Observation Notes](#)

Post-Observation Conference Form - [DISD Post-Observation Conference Form](#)

Formative Observation Report - Teacher - [DISD Formative Observation Report - TEACHER](#)

Formative Observation Report - Counselor/Social Worker - [DISD Formative Observation Report - COUNSELOR/SOCIAL WORKER](#)

Formative Observation Report - Instructional Specialist - [DISD Formative Observation - INSTRUCTIONAL SPECIALIST](#)

Formative Observation Report - Library Media Specialist - [DISD Formative Observation - LIBRARY MEDIA SPECIALIST](#)

Formative Observation Report - Therapeutic Specialist - [DISD Formative Observation - THERAPEUTIC SPECIALIST](#)

Formative Observation Report - School Psychologist - [DISD Formative Observation - SCHOOL PSYCHOLOGIST](#)

Formative Observation/Site Visit Report - Principal/Assistant Principal - [DISD Formative Observation/Site Visit - PRINCIPAL/ASSISTANT PRINCIPAL](#)

Formative Observation/Site Visit Report - District Level Administrator - [DISD Formative Observation/Site Visit - DISTRICT LEVEL ADMINISTRATOR](#)

Summative Evaluation Report - Teacher - [DISD Summative Evaluation - TEACHER](#)

Summative Evaluation Report - Counselor/Social Worker - [DISD Summative Evaluation - COUNSELOR/SOCIAL WORKER](#)

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Summative Evaluation Report - District Level Administrator - [DISD Summative Evaluation - DISTRICT LEVEL ADMINISTRATOR](#)

Corrective Action Plan - [DISD Corrective Action Plan](#)

Evaluation Appeals Hearing Request Form - [DISD Evaluation Appeals Hearing Request Form](#)

Kentucky Principal/ISLLC/PSEL Standards Crosswalk - [Kentucky Principal/ISLLC/PSEL Standards Crosswalk](#)