

ARTICLE 10 – EVALUATION (Effective Date of all Language Modifications July 1, 2019)

10.1 Philosophy:

- 10.1.1 The primary purpose of evaluation is to continually improve instruction and/or performance of members and thereby improve the quality of education for children, youth, and adults, as well as compliance with the Education Code.
- 10.1.2 The evaluation will recognize and document meets performances as well as does not meet performances. The evaluator and the Member will respect the dignity of each other during the evaluation process.

10.2 Definitions:

- 10.2.1 Evaluator: Principal, vice principal or administrative designee of the Superintendent (a member of the management team who possesses an administrative credential).
- 10.2.2 Member: Certificated non-management member represented by the Association.
- 10.2.3 Formal Observation:
 - 10.2.3.1 Classroom Teachers: An announced supervisory activity for the purpose of improvement of instruction and/or performance, consisting of a direct, in-classroom, formal witnessing of a Member's classroom activity by the Evaluator of no less than thirty minutes duration.
 - 10.2.3.2 Members with non-classroom assignments: An announced supervisory activity for the purpose of the improvement of instruction and/or performance, consisting of a direct formal witnessing of a Member's professional activity by the Evaluator of no less than thirty minutes duration.
- 10.2.4 Evaluation: The process of reviewing a Member's skills, activities, and conduct through Formal Observations, Visitations, and supervisory activities, and using information obtained by the Evaluator to assist in the growth of Member performance and to assess Member competence in accordance with the criteria set forth in this Article and in the evaluation instrument.

- 10.2.5 Visitation: A visit to a Member's classroom or worksite by an Evaluator. The District may perform visitations that are unscheduled and conducted with or without notice.
- 10.2.6 Pre-Conference: A meeting of the Member and Evaluator, within thirty (30) work days prior to a formal observation, for the purpose of scheduling a Formal Observation and discussing lesson objectives, activities, the tool used for the Formal Observation, and any other pertinent information.
- 10.2.7 Post-Conference: A meeting of the Member and the evaluator for the purpose of providing feedback of the formal evaluation.
- 10.2.8 Does Not Meet Evaluation: An evaluation in which a Member receives a does not meet rating in two (2) of the six (6) California Standards for the Teaching Profession ("CSTP") as identified in Section 10.6 or two (2) standards from specialty position evaluation standards/criteria outlined on Evaluation forms in Appendix 2.

10.3 Steps in the Evaluation Process:

10.3.1 Goal Setting:

All Members shall be informed that they are on the evaluation cycle for that school year by September 15, or within six (6) weeks of a reassignment, return from authorized leave of absence or initial employment that occurs within the school year. In addition, the Evaluator may evaluate a Member who is not on the evaluation cycle, but will notify in writing (email is acceptable) the Member of the intent to evaluate by September 15, or within six (6) weeks of a reassignment, return from authorized leave of absence or initial employment that occurs within the school year. However, if a Member receives an Improvement Plan after September 15, then the Evaluator may notify the Member and commence the evaluation process for that school year.

10.3.1.1 No later than October 1, the evaluator and unit member will meet to discuss the unit member's professional growth goal(s) for the current school year. The goal(s) are self-selected by the unit member.

10.3.2 Formal Observations:

- 10.3.2.1 Number of Formal Observations: Members with temporary or probationary (including interns) status will be evaluated annually with two formal observations. One observation will be completed by November 1 and the second will be completed by January 30. Members with permanent status who are being evaluated will have at least one but not more than two Formal Observations, unless the Member is on an Improvement Plan. The Member and the Evaluator may mutually agree to additional Formal Observations.
- 10.3.2.1.1 Any Member who is being evaluated shall be entitled to an additional Formal Observation upon request.
- 10.3.2.2 Formal Observations: For Formal Observations of Members to be evaluated based on the current year evaluation cycle, the evaluating administrator and the Member will have a pre-conference within thirty (30) work days of a formal observation. Prior to the formal observation, the member and administrator will reach an agreement establishing the date and time for the formal observation. If no agreement can be reached, the Evaluator will identify the date and time for the Formal Observation. For subsequent Formal Observations, the Evaluator will identify the date and time for the Formal Observation. The Formal Observation will be conducted using the method of recording the observation determined by the Evaluator, in consultation with the Member. In case the Evaluator and the Member agree to videotape the observation, the Association will have the right to approve the use of videotaping.
- 10.3.2.3 An informal walkthrough form, notes or Formal Observation may be used for instructional growth and/or evaluation purposes, and a copy must be offered to the Member within ten (10) days of the visitation or observation if they are to be used thereafter. Only documentation that was created within the last three (3) years, or five (5) years if the Member has been placed on the five year evaluation cycle, and that

was provided to the Member, may be used as a basis for an Evaluation.

- 10.3.2.4 A post-observation conference shall be held within ten (10) work days of a Formal Observation. Copies of all written documentation that results from a Formal Observation shall be provided to the Member at the post-conference if the documentation will be used in the evaluation process.
- 10.3.2.5 Information obtained through the evaluation process, as defined in 10.2.4, shall be used in the evaluation of a Member. The evaluation will be recorded on the designated form (Appendix 2).
- 10.3.2.6 No later than March 1, or within ten (10) days of a Formal Observation, whichever is sooner, the Member will receive notice from the Evaluator that the Evaluator considers the Member to be at risk of receiving a “Does Not Meet” rating. Recommendations for improvement will be provided, in writing, to the Member in an attempt to avoid a “Does Not Meet rating.”
- 10.3.2.7 A written Improvement Plan shall be provided when the Member receives a Does Not Meet rating on two (2) or more CSTPs in an Evaluation. A Member is notified in writing, by June 1, of an Improvement Plan and it is submitted to Human Resources. An Evaluator or Supervisor, in consultation with the Member, may provide a Member with an Improvement Plan in order to reduce the risk of a Does Not Meet rating. If the Member is placed on an Improvement Plan, the Evaluator must provide assistance and additional resources to implement the improvement recommendations that may include but is not limited to training, visits to model classrooms and/or a mentor teacher. The Parties agree to meet and confer regarding a structured mentor support program.
 - 10.3.2.7.1 The purpose of the mentor shall be to provide support to the Member for growth purposes. The relationship between the Member and the mentor shall be

confidential. The mentor does not serve in the evaluation process of the Member.

10.3.2.7.2 The evaluator shall provide feedback to the Member on progress observed and improvements still needed. A final observation will be completed by May 1 to evaluate whether a Member will remain on an Improvement Plan in accordance with 10.3.2.7.

10.4 Timelines:

10.4.1 Member is notified that the employee will be evaluated in the current year by September 15. Completed evaluations shall be provided to a Member no later than May 1, unless the Evaluator and the Member agree to a later date in writing. An evaluation conference shall be held when the Evaluator has completed the evaluation form and is ready to deliver the evaluation form to the Member, unless the Member is on leave of absence or otherwise unavailable. The Member shall have ten (10) working days from receipt to attach a written response to an evaluation before it is placed in the Member's personnel file.

10.4.2 Evaluation forms for permanent Members shall be completed by May 1 unless the evaluator and the Member agree in writing to a later date which shall be no later than June 1.

10.4.3 Probationary (including interns) and temporary Members shall be evaluated every year and the goal of the District shall be to complete the final evaluations by April 15.

10.4.4 A permanent Member with a satisfactory "Meets" evaluation shall be evaluated as follows:

10.4.4.1 Permanent Members with less than ten (10) years in the District shall be evaluated not less than once every other year. Any Member who transfers to a new site may be evaluated at the new site even if the Member is not on the evaluation cycle for that year.

10.4.4.2 Each Member with permanent status who has completed at least ten (10) years of service in the District (including service in the District's predecessor districts), and who is "highly qualified" under 20 U.S.C.

Section 7801, and whose previous evaluation rated the Member as “Meets” or “Exceeds” standards in all evaluation categories, shall be evaluated at least once every five (5) years, if the Member and the Member’s evaluator agree. The Member or the evaluator may withdraw consent to the five year evaluation cycle at any time, in which case the Member’s evaluation cycle shall be at least once every other year.

10.4.4.2.1 Paragraph 10.4.4.2 was permitted by and created pursuant to California Education Code section 44664. If that provision is altered or removed from the Education Code, Paragraph 10.4.4.2 will be removed from this Agreement.

10.4.5 A permanent Member who receives a “Does Not Meet” evaluation shall be evaluated at least once every year on all six (6) standards. Once the Member has received an overall “Meets” evaluation the Member shall then be evaluated according to the provisions of this article, and no longer on an improvement plan.

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| September 15 | Training or review of the documentation system to be used by the Evaluator or Supervisor will be provided to members being evaluated |
| September 15 | Member is notified that the employee will be evaluated in current year. |
| October 1 | Member’s professional improvement goal(s) are selected and discussed with the Evaluator or Supervisor. |
| November 1 | Formal observation #1 of 2 is completed for Members with Temporary or Probationary (including interns) status. |
| January 30 | Formal observation #2 of 2 is completed for Members with Temporary or Probationary (including interns) status. |
| March 1 | The Member will be notified if the Evaluator considers the Member to be at risk of receiving a “Does Not Meet” rating in any standard. |
| April 15 | Evaluation form is completed for Members with Temporary or Probationary (including interns) status. |
| May 1 | Evaluation form is completed for Permanent Members. |
| May 1 | Final Observation to determine if Member will exit from an Improvement Plan. |

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| June 1 | Written Improvement Plan provided to Member and submitted to HR. |
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10.5 Grievance:

10.5.1 Grievances of this article shall be limited to only the evaluation procedures and not the content of the evaluation or Formal Observations.

10.6 Criteria for the Observation and Evaluation of Members:

10.6.1 Members may be evaluated based on the six (6) standards which are taken from the most updated version of California Standards for the Teaching Profession (CSTP) (Appendix 2) or other evaluation standards/criteria outlined on Evaluation forms in Appendix 2.

10.7 Evaluation Forms:

10.7.1 Evaluations will be completed using electronic or manual recording using only evaluation forms agreed to by the Association and the District.