

Article 11 - Evaluation Procedures

11.1 Evaluation Plan

The overall purpose of evaluation is to improve instruction. The evaluation shall be a summative document of observations during the current school year.

11.1.1 No later than twenty (20) work days following the commencement of duties, the immediate supervisor shall review the following materials with each bargaining unit member: The materials shall be made available for review on request throughout the year:

11.1.1.1 Annual goals and objectives as adopted by the Board of Education

11.1.1.2 Appropriate curriculum guides

11.1.1.3 Non-instructional duties normally required to be performed by certificated personnel

11.1.1.4 California Standards for the Teaching Profession

11.1.1.5 Tools and criteria to be used in observing and evaluating the bargaining unit member

11.1.2 No later than forty (40) workdays following the commencement of duties, the immediate supervisor shall meet with each bargaining unit member to develop objectives for the school year.

The California Standards for the Teaching Profession shall serve as the basis for the objectives. These objectives shall be the basis for the evaluation.

11.1.3 Mutual agreement on the objectives shall be required.

11.1.4 Every permanent bargaining unit member shall be formally evaluated at least once every two (2) years except as provided for in 11.1.5.

11.1.5 If a bargaining unit member with permanent status has been employed by the District for at least ten years, is “highly qualified” as defined by 20 U.S.C. section 7801, and has received a most-recent evaluation that meets or exceeds expectations, the bargaining unit member and evaluator may agree to an evaluation at least once every five (5) years. In these circumstances, either the bargaining unit member or the evaluator may withdraw consent to this five-year evaluation cycle at any time.

11.1.6 Every temporary and every probationary bargaining unit member shall be evaluated in writing at least once every year.

11.1.7 Bargaining unit members shall be evaluated by the immediate supervisor or designee who has been certified by the Board of Education to be competent to evaluate.

11.1.7.1 Itinerant bargaining unit members shall be evaluated by one (1) immediate supervisor or designee per evaluation year, regardless of the number of sites to which he/she is assigned.

11.1.8 No bargaining unit member shall evaluate another bargaining unit member.

11.1.9 No bargaining unit member shall be requested or directed to backdate any documents related to the provisions of this article.

11.2 Formal Observation

The purpose of formal observation is to maintain competence, commend outstanding accomplishment, identify deficiencies, and improve performance.

11.2.1 Except in cases wherein Section 11.3 is controlling, thirty (30) work days prior to May 15 of each year, the monitoring phase shall have been conducted, including observations and conferencing conferences, shall have occurred and when appropriate development of a remediation plan.

11.2.2 The first observation shall take place during the first half of the school year based upon the number of instructional days.

11.2.2.1 A follow-up conference shall take place within five (5) working days of the observation. Upon mutual agreement between the immediate supervisor and the bargaining unit member, the timeline for conferencing may be extended by an additional five (5) working days.

11.2.2.2 The bargaining unit member shall receive a draft copy of the formal observation report at least one (1) work day prior to the scheduled conference unless this provision is waived by mutual agreement between the bargaining unit member and the evaluator.

11.2.3 Except in cases wherein Section 11.3 below is controlling the second formal observation shall take place no later than thirty (30) workdays prior to April 25.

11.2.3.1 A follow-up conference shall take place within five (5) working days of the observation. Upon mutual agreement between the immediate supervisor and bargaining unit member, the timeline for conferencing may be extended by an additional five (5) working days.

11.2.3.2 The bargaining unit member shall receive a draft copy of the formal observation report at least one (1) workday prior to the scheduled conference unless this provision is waived by mutual agreement between the bargaining unit member and the evaluator.

- 11.2.4 Formal Observations shall be a minimum of thirty (30) minutes and shall not exceed sixty (60) minutes. The bargaining unit member and the evaluator may mutually agree to extend the time beyond sixty (60) minutes.
- 11.2.5 If requested by the bargaining unit member, at least one (1) observation shall be scheduled in advance.
- 11.2.6 A bargaining unit member may request additional observations.
- 11.2.7 The evaluator shall take physical conditions of the area and student characteristics into consideration when conducting formal observations and evaluating bargaining unit members.

11.3 Performance Action Plan

- 11.3.1 The need for a Performance Action Plan shall be indicated by two (2) ratings of “Unsatisfactory” in the same standard on two (2) formal observations.
- 11.3.2 Prior to writing a Performance Action Plan, the immediate supervisor shall develop the plan with the bargaining unit member, which shall include, but not be limited to the following:
 - 11.3.2.1 Areas where improvement is needed
 - 11.3.2.2 Specific suggestions for improvement
 - 11.3.2.3 Additional resources and opportunities which may be utilized by the bargaining unit member to assist with improvement
 - 11.3.2.4 Visitation and observation opportunities in similar classes
 - 11.3.2.5 Tools/methods/criteria to be used by the immediate supervisor in measuring improvement
 - 11.3.2.6 The immediate supervisor's role in assisting the bargaining unit member
 - 11.3.2.7 Schedule to be used by the immediate supervisor in monitoring and observation
- 11.3.3 Subsequent conferences shall be held with the bargaining unit member to assist him/her in correcting any deficiencies previously noted. A written record of such conferences shall be prepared by the immediate supervisor and a copy shall be given to the bargaining unit member.
 - 11.3.3.1 A bargaining unit member shall have the right to be accompanied to the conference(s) by an Association representative of his/her own choosing.

11.3.4 Once a Performance Action Plan is developed, the bargaining unit member shall have forty-five (45) workdays to improve his/her performance before the final observation and final written evaluation.

11.4 Final Evaluation

11.4.1 The Final evaluation shall be completed and a conference held by April 25 of each school year.

11.4.2 No bargaining unit member shall be held accountable for any aspect of the education program over which he/she has no authority or ability to correct, e.g., a shortage of books or materials.

11.4.3 No “Needs to Improve” or “Unsatisfactory” rating in an area shall be reflected in the Final Evaluation unless such a rating has been reflected in a Formal Observation and at least one (1) follow-up observation has been conducted.

11.4.4 The final evaluation shall be reviewed with the bargaining unit member by the immediate supervisor, dated, and signed by both parties. Signing of the evaluation by the bargaining unit member does not necessarily mean agreement, but only indicates that the documents have been reviewed by the bargaining unit member at the evaluation conference.

11.4.4.1 Upon mutual agreement between the immediate supervisor and bargaining unit member, the timeline for conferencing may be extended by an additional five (5) working days.

11.4.4.2 The bargaining unit member shall receive a written draft of the final evaluation report one (1) workday prior to the scheduled conference.

11.4.5 A bargaining unit member may write a rebuttal to the evaluation and it shall be attached to the evaluation materials. Such rebuttal shall be submitted within 30 days of receipt of the evaluation. Both evaluations and rebuttals shall become a part of the bargaining unit member's personnel file.