

## ARTICLE 16 – EVALUATION AND SUPPORT

1. EVALUATION AND SUPPORT – GENERAL EDUCATION CLASSROOM TEACHERS
  - 1.1. Evaluation and Support are intended to help improve instruction, to identify skills and abilities that contribute to student progress and the success of the educational program, and to redirect skills and abilities that do not yet contribute to the educational program.
  - 1.2. The district shall commit to providing support and the proper working environment needed for bargaining unit members to attain and maintain professional practices.
    - 1.2.1. No unit member shall be held accountable for any deficiencies in the educational program or working environment over which he/she has no authority to correct.
  - 1.3. The district’s evaluators and all designees shall possess the appropriate administrator credential for supervision and evaluation.
    - 1.3.1. All evaluators shall be trained annually. This training shall guarantee that scoring is consistent among multiple evaluators observing the same lesson.
2. EVALUATION SCHEDULE
  - 2.1. Probationary and temporary unit members shall be evaluated each year.
  - 2.2. Permanent unit members, and Temporary unit members with more than three years’ service in the district, shall be evaluated at least every two years.
    - 2.2.1. Consecutive annual evaluations for Permanent or eligible Temporary unit members shall be for just cause only. Just cause is defined as receiving a rating of less than 2.0 in one (1) or more of the six (6) CSTP.
  - 2.3. Mitigating factors that interfere with the unit member’s ability to be evaluated shall be identified.
    - 2.3.1. Examples of Mitigating Factors:
      - 2.3.1.1. Scheduled Leave of Absence lasting more than 30 work days in any semester.
      - 2.3.1.2. Unexpected illness of the unit member or his/her immediate family, lasting more than 30 work days in any semester.
      - 2.3.1.3. Non-availability of the primary evaluator during any part of

the work year.

~~2.3.1.4. Other factors which interfere with the unit member's capability to participate in the complete evaluation process.~~

### 3. EXTENDED EVALUATION SCHEDULE

3.1. Permanent unit members who have ten (10) consecutive years' service in the district, and who are "highly qualified" pursuant to the regulations of "No Child Left Behind" (20 U.S.C. 7801, et. sec.) and whose most recent evaluation rating is 3.0 or higher may request placement on the Extended Evaluation Schedule defined as "every five (5) years."

3.2. Written consent by the unit member's evaluator is required.

3.2.1. Written denial of a unit member's request to be placed on the Extended Evaluation Schedule must include evidence that the unit member will not achieve an evaluation rating of 3.0 or more.

3.3. Once placed on the Extended Evaluation Schedule, the unit member or the evaluator may withdraw consent, in writing, so long as notice of the withdrawal occurs prior to the end of the first fifteen (15) work days.

3.3.1. Written withdrawal of consent by the evaluator must include evidence that the unit member will not achieve an evaluation rating of 3.0 or more.

~~3.4. Withdrawal of consent for the Extended Evaluation Schedule shall return the unit member's evaluation schedule to every two (2) years.~~

3.5. The evaluatee and evaluator shall use the *Request for Extended Evaluation Schedule*<sup>1</sup> form for all requests, denials and signatures required for the Extended Evaluation Schedule procedure.

### 4. EVALUATION NOTIFICATION

4.1. The evaluation shall be conducted by the site administrator, hereafter referred to as the "primary evaluator," to whom the individual evaluatee is responsible. The primary evaluator may delegate some, but not all, evaluation responsibilities to other qualified personnel. However, the primary evaluator is solely responsible for the final, written Summative Evaluation and his/her signature must be placed on all forms and agreements.

4.2. Before the end of the first **three weeks** ~~fifteen (15) work days~~ of the school year, unit members to be evaluated shall be informed of his/her assigned primary evaluator, and the name of any designee(s). The credential(s) of all evaluators/designees shall be referenced in this initial *Notice to Evaluate*<sup>2</sup> given to each evaluatee.

- 4.3. The evaluatee shall also be given copies of:
  - 4.3.1. the California Standards of the Teaching Profession (CSTP)
  - 4.3.2. FUSD’s Continuum of Professional Standards
  - 4.3.3. The CTC’s (Commission on Teacher Credentialing) manual on the CSTP

5. CSTP RATING AND ANALYSIS SYSTEM

- 5.1. The CSTP utilizes evidence of multiple measures of teacher performance and student progress.
- 5.2. The primary evaluator/designee shall use the *CSTP Evidence/Evaluation Notes*<sup>3</sup> form throughout the year. The form shall be used to collect evaluatee information that supports the evaluator’s scoring conclusions on the *Formal Observations*<sup>4</sup> form and in the final *Summative Evaluation*<sup>5</sup> document.
- 5.3. The evaluator(s) shall assign a Rating of One (1) Lowest, to Four (4) Highest, on each Element of each CSTP.
  - 5.3.1. Weighted Scoring shall be applied to each Standard. The score is achieved by the total of the Element Ratings, divided by the number of Elements, for each Standard.
  - 5.3.2. Any documents supporting the evaluator(s’) conclusions shall be attached to the CSTP Scoring Sheet.

6. FORMAL OBSERVATIONS

- 6.1. Formal Observations shall be conducted by the assigned evaluator/designee(s).
- 6.2. Not more than 4, nor fewer than 2, Formal Observations shall occur in one school year unless more are agreed-to by the unit member.
- 6.3. The *Formal Observation* form shall utilize the CSTP Rating and Analysis System (section 5. Above) and shall be used by all evaluator/designee(s) for all Formal Observations.
- 6.4. Formal Observations shall include at least one complete lesson or full class period whichever is longer, and shall also include any evidence of CSTP/Elements that may not be observable during a formal classroom observation, but is known by the evaluator, and/or has been documented by the evaluatee.

6.5. At least one (1) Formal Observation shall occur before November 15<sup>th</sup>.

6.5.1. No Formal Observation shall occur within fifteen (15) work days of any prior Formal Observation.

6.6. Within one (1) work day of the Formal Observation, a copy of the scored *Formal Observation* form shall be provided to the unit member.

6.7. Within three (3) ~~two (2)~~ work days, each Formal Observation shall be followed by a face-to-face meeting of the unit member and the evaluator(s.)

6.7.1. The parties shall review the *Formal Observation* form, the evidence and any attachments, and review the evaluatee's performance/progress in achieving the CSTP and Elements.

6.7.1.1. Within three (3) work days, the evaluatee may attach additional documents/materials to support or oppose conclusions reflected on the evaluator's Formal Observation Form.

6.7.1.2. Based on additional documents/materials that may have been submitted after the Formal Observation, the Ratings may be adjusted by the evaluator(s).

6.7.2. The finalized *Formal Observation* form and any attachments shall be signed by all parties, with copies to the unit member.

6.7.2.1. The evaluatee's signature on the Observation forms shall signify receipt of a copy, not agreement.

## 7. SUPPORT OPTIONS

7.1. If the first-semester Formal Observation scores are below Two (2) 'Not Yet,' the evaluator shall write specific, constructive suggestions for correction of performance. These suggestions shall be discussed thoroughly with the evaluatee.

7.2. The evaluator shall explain, and make available, the district's *Support Options* for obtaining appropriate assistance.

7.2.1. Unit member(s) who agree to enroll in one or more district Support Options shall be offered a meeting with the primary evaluator and the Support Provider to clarify the nature of the support and the desired outcomes, based on the evaluator's current assessment of the unit member's achievement of the CSTP and Elements.

7.2.2. The unit member enrolled in district *Support Options* shall, by request, receive up to two (2) additional Formal Observations

from his/her evaluator after receiving support.

- 7.3. *Support Options* for unit members receiving a score of less than 2.0 on any Standard on either a Formative or Summative Evaluation shall be provided as follows:
  - 7.2.1. A unit member receiving a rating below 2.0 in one (1) or two (2) Standards shall receive one (1) release day every other month for the purpose of visiting other classroom(s) to observe best practices and/or attending professional development aligned to the Standard(s) on which he/she needs to improve.
  - 7.2.2. A unit member receiving a rating of below 2.0 in three (3) or four (4) standards shall receive one (1) release day per month for the purpose of visiting other classroom(s) to observe best practices and/or attending professional development aligned to the Standards on which he/she needs to improve.
  - 7.2.3. A unit member receiving a rating below 2.0 in five (5) or six (6) of the Standards shall receive three (3) release days every two (2) months for the purpose of visiting other classroom(s) to observe best practices and/or attending professional development aligned to the Standards on which he/she needs to improve.
- 7.4. Peer Coaching for teachers who need support shall be delivered in the following manner:
  - 7.4.1. Unit members who need to improve in one (1) or two (2) Standards shall receive at least one (1) hour of Peer Coaching every two (2) weeks.
  - 7.4.2. Unit members who need to improve in three (3) or four (4) Standards shall receive at least two (2) hours of Peer Coaching every two (2) weeks.
  - 7.4.3. Unit members who need to improve in five (5) or six (6) Standards shall receive at least three (3) hours of Peer Coaching every two (2) weeks.
- 7.5. Peer Coaches delivering Support shall be credentialed and have recent experience in the subject area of the unit member receiving the support.
- 7.6. Support Review Panel
  - 7.5.1. A panel shall be established to monitor and review the implementation of the Support Program.
  - 7.5.2. The Support Panel shall consist of eight (8) members with four (4) members appointed by the district and four (4) members appointed by FTA.
  - ~~7.5.3.~~ The Support Panel shall meet at least four times a year.

~~7.5.4. The duties of the Support Panel shall be:~~

~~7.5.4.1. To insure that the components of the Support Program are effectively communicated to any unit member who needs assistance.~~

~~7.5.4.2. To insure that unit members who need assistance receive the level of support they are guaranteed.~~

~~7.5.4.3. To serve as a place for unit members receiving support to report concerns regarding the level and quality of support.~~

~~7.5.4.4. To review annually the effectiveness of the Support Program and report the findings to FTA and the district no later than the last day of the school year.~~

8. FORMATIVE EVALUATION

8.1. By no later than the last day of the first semester, the evaluator(s) shall meet with the unit member to discuss the evaluator(s') preliminary conclusions to-date based on the evidence collected since the beginning of the work year.

8.2. ~~If not already provided, the evaluator(s) shall provide copies of all forms created and evidence collected during the first semester's analyses of the unit member's progress/achievement of the CSTP and Elements.~~

~~8.2.1. The unit member shall sign all copies to signify receipt of copies, not agreement, upon completion of the Formative Evaluation conference.~~

9. SUMMATIVE EVALUATION

9.1. The final, *Summative Evaluation* shall be submitted to the unit member by no later than thirty (30) calendar days prior to the end of the unit member's work year.

9.2. The unit member shall be given the *Satisfaction with Evaluation Process*<sup>6</sup> document to complete.

9.3. The final, *Summative Evaluation* conference shall be scheduled within five (5) working days of the submission of the final evaluation documents to the evaluatee.

~~9.3.1. The purpose of the conference shall be:~~

~~9.3.1.1. to review the CSTP progress achieved by the evaluatee, and~~

~~9.3.1.2. to review the satisfaction of the unit member with the evaluation process.~~

~~9.3.2. The content of the *Summative Evaluation* shall be the written~~

~~conclusions of the evaluator, detailing the progress of the evaluatee by the end of the evaluation, and documentation of the unit member's satisfaction with the evaluation process.~~

~~9.4. If not already provided, the evaluator(s) shall provide copies of all Forms created and evidence collected during the entire year's analyses of the unit member's progress/achievement of the CSTP and Elements.~~

~~9.4.1. The unit member shall sign all copies to signify receipt of copies, not agreement, upon completion of the *Summative Evaluation* conference.~~

## 10. EVALUATION AND SUPPORT OF NON-CLASSROOM-BASED UNIT MEMBERS

10.1. FTA and the district shall appoint, within 30 work days of ratification of this Agreement, a Joint Committee tasked with the development of Evaluation Forms and Support Procedures for the following categories of unit members:

10.2.

10.2.1. Nurses

10.2.2. Speech/Language Pathologists

10.2.3. Librarians

10.2.4. Instructional coaches and Teachers on Special Assignment

10.3. Within 30 days of ratification the district and FTA shall identify their appointees to the joint committee and the committee shall have conducted its first meeting.

10.4. The Joint Committee recommendations for Evaluation Forms and Support Procedures for the above-listed unit members shall be submitted to FTA and the district within 90 calendar days of the initial meeting of the Joint Committee.