

## SECTION X – EVALUATION PROCEDURES

The Federation and the District recognize that a program of supervision and evaluation of each member of the bargaining unit, a continuous year-round process, primarily, is designed to improve classroom instruction and additionally to increase the capabilities and effectiveness of the members of the unit in the total educational endeavor.

As provided by California Education Code 44664 (a) (3), the evaluation of permanent teachers who are NCLB Highly Qualified, and have taught in PUSD for a minimum of ten years, and have received prior meet standards evaluations may be evaluated every five years. The five-year evaluation cycle is subject to principal approval. During this evaluation cycle, evaluations will be conducted as provided by this contract section.

Nothing in the procedure shall preclude any additional evaluation conferences or formal evaluations at the discretion of the evaluator. Nothing in this procedure shall preclude the evaluatee from requesting additional conferences or evaluations.

The following procedures, satisfying legal requirements, are designed to meet the purposes stated above.

The formal evaluation procedure shall center around three major components:

- Instructional Proficiencies
- Student Performance Objectives
- Teacher Job Responsibilities

1. Teachers to be formally evaluated during the current year shall be so notified by October 1.

- Probationary teachers shall receive a minimum of two formal evaluations a year, one prior to winter recess and one in the spring.
- Permanent teachers shall receive a minimum of one formal evaluation every other year, unless qualified by California Education Code 44664 (a) (3) above.
- Permanent teachers receiving an overall unsatisfactory evaluation shall be evaluated on, at least, an annual basis, until the teacher achieves an overall satisfactory evaluation or is separated from the District.

2. Permanent teachers not notified by October 1 shall not be formally evaluated unless the teacher has been given a thirty (30) day written notice at any time during the year to institute the formal evaluation process.

3. During the evaluation year, each teacher shall be notified prior to October 1 who his/her primary evaluator will be.

4. Final evaluation shall be delivered to the teacher no later than thirty (30) calendar days before the last day of school.

1 **PRIOR TO THE PLANNING CONFERENCE**

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3 Each teacher shall prepare individual teacher performance objectives for the current  
4 school year for review and approval by the primary evaluator.

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6 **PLANNING CONFERENCE**

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8 1. A planning conference shall be held by the evaluator not later than:

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10 • October 15 for probationary teachers  
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12 • October 30 for tenured teachers

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14 The Planning conference deadline for Alternative Evaluation shall not be later than  
15 October 30<sup>th</sup>.

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17 2. The purposes of this conference include:

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19 • Review of the objectives, agree on evaluation criteria, and any other constraints  
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21 • Modification, if necessary, and  
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23 • Approval of the evaluation plan.

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25 3. Methods of this evaluation shall be appropriate for each of the three major  
26 components. This includes, but is not limited to, observations, products, judgment,  
27 exit skills, tests, and anecdotal records.

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29 **CLASSROOM OBSERVATIONS**

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31 1. There shall be at least two formalized observations for each teacher on appropriate  
32 District forms for each evaluation period.

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34 For probationary teachers there shall be at least three formalized observations on  
35 the appropriate District forms for each evaluation period.

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37 2. All written summaries of the observations shall be delivered to the evaluatee within  
38 three (3) working days following the observations, and signed by the evaluatee  
39 within five (5) working days following the observation.

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41 3. A formalized observation shall include the following:

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43 (a) The combined time for the two formal observations for permanent teachers shall not  
44 be less than 60 minutes. Formal observations may be augmented by informal  
45 observations.

1 The combined time for the three formal observations for probationary teachers shall  
2 not be less than 90 minutes. Formal observations may be augmented by informal  
3 observations.

4 (b) A conference involving the evaluator and the evaluatee shall be held to review the  
5 observation if requested, by either the evaluator or the evaluatee. Every effort will  
6 be made to hold the conference within five (5) working days.

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8 (c) The evaluatee has the right to respond to the observation in writing, and the  
9 response shall be attached to the written summary of the observation.

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11 (d) Additional observations may be provided as necessary upon the request of the  
12 evaluatee.

### 13 14 **REMEDATION**

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16 1. In the event a teacher is not performing his or her duties in a satisfactory manner  
17 according to the standards prescribed by the Governing Board, the evaluator shall  
18 notify the teacher in writing of such fact and describe such unsatisfactory  
19 performance.

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21 2. If a need for improvement is indicated by the evaluator, such evaluator will provide  
22 assistance, or see that assistance is provided, which may include participation in the  
23 Permanent Teacher Intervention Program, in an effort to improve the teacher's  
24 performance. Other assistance deemed necessary by the evaluatee may be  
25 considered as a part of the improvement process.

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27 3. Classroom observations and/or conferences may be increased at the discretion of  
28 the administration to provide the level of supervision and guidance necessary to  
29 resolve the identified problem(s).

### 30 31 **ALTERNATIVE EVALUATION PROGRAM**

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33 It is the intent of the parties to implement, through a side letter of agreement, an  
34 alternative evaluation program which may be used in instances where permanent  
35 teachers have received a minimum of five (5) years of overall satisfactory evaluations  
36 and receive the endorsement of the site principal. Teachers volunteering for this  
37 process will develop goals in self-chosen options. Following agreement by the primary  
38 evaluator, these goals will serve as the basis for evaluation.

### 39 40 **PRE-EVALUATION CONFERENCE**

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42 Prior to each final evaluation the evaluatee shall present the evaluator with previously  
43 agreed upon data. This shall be completed and given to the evaluator at least one week  
44 prior to the final evaluation conference.

1 **FORMAL EVALUATION CONFERENCE**

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- 3 1. At the formal evaluation conference, the teacher shall be given the opportunity to
- 4 discuss the evaluation with the evaluator. This conference shall be held prior to the
- 5 submission of the evaluation to the personnel file.
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- 8 2. The teacher shall have the right to respond in writing to the evaluation. This
- 9 response shall be attached to the evaluation prior to it being placed in the teacher's
- 10 personnel file if received within ten (10) working days after the receipt of the
- 11 evaluation. If received after ten (10) working days it will be added to the personnel
- 12 file when received by the District.
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- 14 3. Statements to be included within the formal evaluation shall relate to job
- 15 performance.
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- 17 4. The formal evaluation conference shall be held before the last day of school.
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19 **OTHER**

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- 21 • Evaluation procedures may be revised during the term of the agreement by mutual
  - 22 consent of the District and the Federation.
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  - 24 • The evaluation and assessment of certificated employees' competence pursuant to
  - 25 this section shall not include the use of publishers' norms established by
  - 26 standardized tests.
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28 **OTHER WRITTEN MATERIAL**

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30 No written derogatory material shall be placed in a teacher's personnel file unless and

31 until the teacher has a reasonable time to review and comment thereon.

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33 **COMPLAINTS**

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35 Complaints from community members against an individual teacher which may affect

36 the evaluation of that teacher shall be referred to the principal or his/her designee. All

37 complaints so referred will also be promptly brought to the attention of the teacher

38 involved if that complaint may affect his/her evaluation.

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40 Any complaint or allegation involving potential criminal misconduct shall be exempted

41 from the provisions of this section. Also, the wording of this section shall supersede the

42 provisions of Board Policy and District Administrative Procedure regarding the matters

43 discussed herein.

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1 **FORMS**

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3 Forms to be used in the evaluation of unit members are those currently in use.

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5 Forms may be modified during the term of this agreement by mutual consent of the  
6 Federation and the District.

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