

ARTICLE 26: EVALUATION PROCEDURES

26.1 Responsibility and Purpose

26.1.1 The responsibility for evaluation of certificated personnel rests with the administrative head of each education unit. The responsibility may be delegated to certificated administrators. Adult Ed/CTE teachers working twenty (20) or more hours a week shall be designated to be evaluated. The purpose of evaluation is to ~~guide~~**assist in the** improvement of each unit member's **practice** and to provide ~~assistance~~**support**.

26.1.1.1 The Sequence of Evaluation Events for Permanent Certificated Staff:

26.1.1.1.1 Certificated employees shall be notified in writing after April 30 of the preceding year or before October 1 of the current school year, if the current year is designated a year for evaluation. Certificated employees receiving a satisfactory evaluation shall be placed on an evaluation cycle every other year. Unit members with permanent status who have been employed by the District for at least ten (10) years shall be evaluated only once every five (5) years if the teacher's previous performance evaluation certifies that the employee meets or exceeds District standards. The employee may withdraw consent for this evaluation option at any time and without cause, and return to the every other year cycle. The evaluator may withdraw consent for this evaluation option at any time with cause. **An example of cause is an evaluator's concern over pedagogy or professional practice.**

26.1.1.1.2 This written notification shall also include the following information and directions: The evaluator's(s') suggested time and date for the pre-evaluation orientation meeting to be held no later than October 10.

26.1.1.1.3 The purpose of the pre-evaluation meeting is as follows: The employee shall know who is to be the assigned evaluator for the year. The employee shall be provided an orientation with respect to the forms that shall be used for evaluation for the year, including all observation and evaluation forms, timelines, support resources, and the standards for evaluation. The employee shall select two (2) standards from the California Standards for the Teaching Profession (CSTP) and the evaluator shall select one (1) standard from the CSTP, for a total of three (3) standards. The evaluator and employee shall discuss and agree on a date and time for the first observation visit, which shall be announced. The employee and evaluator shall sign and date the pre-evaluation orientation form.

26.1.1.1.4 For employees being evaluated, two observations shall be made to monitor progress, unless both parties mutually agree in writing to reduce the number of observations to one. Both observations shall be announced. Observations shall be of employees performing duties they perform on a regular basis. If there is a documented area of concern, subsequent observation may be unannounced. An observation is defined as a

classroom visit or direct observation of the duties and/or responsibilities being performed by the employee aligned with the CSTP. The employee shall receive within five (5) days of the observation, a written copy of the completed form used in the observation by the evaluator(s), along with a date and time to meet for the post-observation conference.

- 26.1.1.1.5 The purpose of a post-observation conference is as follows: Using the observation form as a guide, the evaluator and employee shall discuss what happened during the observation; what was effective; what evidence supported the standards for evaluation; suggestions for improvement, if warranted; resources for support, if warranted; and expectations and goals for subsequent observations. The evaluator and employee shall sign all forms at the conclusion of the post-observation conference, and the employee shall have the right to attach a written response. The employee's signature does not indicate any agreement with the contents of the evaluation - it only signifies that the post-observation conference took place and that the contents of the evaluation were discussed.
- 26.1.1.1.6 In the event a possible unsatisfactory evaluation is anticipated, such observations and evaluation shall be completed prior to December 1.
- 26.1.1.1.7 ~~A second post-observation conference~~ **All observations, post-observation conferences, and the Evaluation Summary shall be held-completed** on or before May 1st. at ~~which time the Evaluation Summary shall be completed.~~
- 26.1.1.1.8 If an overall mark of "Unsatisfactory" or "Requires Improvement" evaluation is given on the evaluation summary, the evaluator shall take action to assist in correcting any cited deficiencies. The ultimate responsibility for improvement lies with the employee. The Association shall be notified and the President or designee shall attend the initial meeting to facilitate the correction plan. A mark of "Unsatisfactory" requires referral to the PAR Program (see Article 24). A mark of "Requires Improvement" requires the completion of a Certificated Assistance Plan according to the following:
 - 26.1.1.1.8.1 Option 1: Secondary Administration Evaluator
 - A) A secondary administration evaluator shall be included in the development of the "Certificated Assistance Plan". The employee's preference of a secondary administration evaluator shall be considered.
 - B) The ultimate responsibility for improvement lies with the employee. Successful completion of the plan is contingent upon demonstration of achievement of the target goals, not merely completion of the improvement activities.

26.1.1.1.8.2 Option 2: Assistance Team

26.1.1.1.8.2.1 Purpose

The Assistance Team shall be composed of one member selected by the evaluator and one member selected by the evaluatee, for the purpose of providing feedback and support to a unit member placed on a Certificated Assistance Plan for instructional purposes. The function of the assistance team is expressly non-evaluative.

26.1.1.1.8.2.2 Assistance Team Selection

For each site/department, the administrative head or designee shall select a pool of five permanent-unit members from which the Assistance Team shall be selected to support each assistance plan as outlined in Option 2, Article 26.1.1.1.8.2.1. The District shall provide all Assistance Team members with a copy of the CAP handbook. The ultimate responsibility for improvement lies with the employee, and no member of the assistance team can be held liable.

26.1.1.1.8.2.3 Assistance Plan

Once selected, the Assistance Team, evaluator and the evaluatee shall meet to develop the assistance plan. **The Assistance Team shall develop a timeline which establishes the dates for observations occurring during the assistance plan.** Follow-up support activities shall be provided as outlined in the plan. **If an Evaluator cannot complete the observation timeline as outlined by the Assistance Team, the team can reconvene and redevelop a new timeline for observations.** Substitutes/release time required in the assistance plan is subject to the approval of the evaluator.

26.1.1.1.8.2.4 Evaluation

The responsibility for the evaluation summary and the determination of satisfactory completion of the assistance plan rests with the evaluator. Successful completion of the assistance plan activities and achievement of the target

goals-by a permanent employee shall result in the evaluatee being removed from the assistance plan and placed on the regular evaluation cycle. Employees on an assistance plan shall continue to work only on the same standards until they are removed from the assistance plan.

26.1.1.1.8.2.5 Signed final reports shall be distributed to the certificated employee, the evaluator(s), the supervising administrators, and placed in the certificated employee's personnel file.

26.1.1.1.9 Classroom Walkthroughs

Informal classroom visits by administrators are conducted in a non-evaluative manner to support teaching and learning. Feedback may be conveyed in a variety of means, but is not considered to be a part of the formal evaluation process

26.1.1.2 The Sequence of Evaluation for Probationary/Temporary Certificated Staff:

26.1.1.2.1 Probationary/temporary employees (hereinafter referred to as "Probationary" for purposes of evaluation) shall be notified in writing after April 30 of the preceding year or before September 15 of the current year regarding their evaluation and the process. **Unit members with temporary status who have been continuously employed by the District for at least two (2) consecutive years and have received a "Meets and Exceeds District Requirements" on all prior evaluations shall be placed on the evaluation cycle every other year. The employee may withdraw consent for this evaluation option at any time and without cause, and return to the probationary/temporary cycle. The evaluator may withdraw consent for this evaluation option at any time with cause. An example of cause is an evaluator's concern over pedagogy or professional practice.**

26.1.1.2.2 The written notification shall also include the following information and directions: The evaluator's(s') suggested time and date for the pre-evaluation orientation meeting to be held no later than October 1.

26.1.1.2.3 The purpose of the pre-evaluation orientation meeting is as follows: The employee shall know who is to be the assigned evaluator for the year. The employee shall be provided an orientation with respect to the forms that shall be used for evaluation for the year, including all observation and evaluation forms, timelines, support resources, and the standards for evaluation. Three (3) of the six (6) standards from the California Standards for the Teaching Profession (CSTP) shall be used for

the evaluation process. The Evaluator shall select the three (3) standards for evaluation. The evaluator and employee shall discuss and agree on a date and time for the first observation visit, which shall be announced. The employee and evaluator shall sign and date the pre-evaluation orientation form.

26.1.1.2.4 Two observations shall be completed to monitor progress prior to November 15. Both observations shall be announced. An observation is defined as a classroom visit or direct observation of the duties and/or responsibilities being performed by the employee. The employee shall receive within five (5) days of the observation, a written copy of the completed form used in the observation by the evaluator(s), along with a date and time to meet for the post-observation conference.

26.1.1.2.5 The purpose of a post-observation conference is as follows: Using the observation form as a guide, the evaluator and employee shall discuss what happened during the observation; what was effective; what evidence supported the standards for evaluation; suggestions for improvement, if warranted; resources for support, if warranted; and expectations and goals for subsequent observations. The evaluator and employee shall sign all forms at the conclusion of the post-observation conference, and the employee shall have the right to attach a written response. The employee's signature does not indicate any agreement with the contents of the evaluation - it only signifies that the post-observation conference took place and that the contents of the evaluation were discussed.

26.1.1.2.6 On or before November 20, the evaluator and the employee shall meet to go over the first Evaluation Summary. Signed copies shall go to the employee and to the District Office.

26.1.1.2.7 If an overall "Unsatisfactory" or "Requires Improvement" evaluation is given, the evaluator shall take action to assist in correcting any cited deficiencies. The Association shall be notified and the President or designee shall attend the initial meeting to facilitate the correction plan. A mark of "Requires Improvement" or "Unsatisfactory" requires the completion of a Certificated Assistance Plan as outlined in Article 26.1.1.1.8 (Option 1, Option 2) except probationary employees do not have a guarantee to be removed from the Assistance Plan as indicated.

26.1.1.2.7.1 Any probationary employee who receives a mark of "Requires Improvement" or "Unsatisfactory" shall not be placed on Certificated Assistance Plan if the employee has already been notified by the District that they will not be employed by the District for the following year. In this situation the employee may choose to work with the evaluator in order

to improve on the documented areas of concern.

- 26.1.1.2.7.2 Any probationary employee who is working on a Certificated Assistance Plan but is notified that they will not be employed by the District for the following year shall no longer be required to complete the work outlined in the Plan.
- 26.1.1.2.8 The Certificated Assistance Plan shall be implemented as required in Article 26.1.1.1.8. The ultimate responsibility for improvement lies with the employee. Successful completion of the plan is contingent upon demonstration of achievement of the target goals, not merely completion of the improvement activities.
- 26.1.1.2.9 A third observation shall be completed between November 20 and March 1 to monitor progress prior to the second Evaluation Summary.
- 26.1.1.2.10 A third post-observation conference and second Evaluation Summary shall be held on or before March 1. Should the employee receive an overall mark of "unsatisfactory" or "requires improvement," the procedures in 26.1.1.2.7 and 26.1.1.2.8 shall be followed.
- 26.1.1.2.11 Additional observations and conferences may be completed after March 1.
- 26.1.1.2.12 Signed final reports shall be distributed to the certificated employee, the evaluator(s), supervising administrators, and placed in the certificated employee's personnel file.
- 26.1.1.2.13 Classroom Walkthroughs - Informal classroom visits by administrators are conducted in a non-evaluative manner to support teaching and learning. Feedback may be conveyed in a variety of means, but is not considered to be a part of the formal evaluation process.
- 26.1.1.3 Permanent status Adult Ed/CTE and Hourly Certificated ETK-12 teachers working twenty (20) or more hours a week shall be evaluated annually. The sequence of Evaluation Events for Adult Ed/CTE and permanent status Hourly Certificated ETK-12 teachers working twenty (20) or more hours a week:
 - 26.1.1.3.1 The employee and evaluator(s) shall determine the date of the pre-evaluation orientation meeting.
 - 26.1.1.3.2 The purpose of the pre-evaluation orientation meeting is as follows: The employee shall know who is to be the assigned evaluator for the year. The employee shall be provided an orientation with respect to the forms that shall be used for evaluation for the year, including all observation and evaluation

forms, timelines, support resources, and the standards for evaluation. The employee shall select two (2) standards from the California Standards for the Teaching Profession (CSTP) and the evaluator shall select one (1) standard from the CSTP, for a total of three (3) standards. The evaluator and employee shall discuss and agree on a date and time for the first observation visit, which shall be announced. The employee and evaluator shall sign and date the pre-evaluation orientation form.

- 26.1.1.3.3 For employees being evaluated at least one announced observation shall be completed to monitor progress. An observation is a classroom visit or direct observation of the duties and/or responsibilities being performed by the employee. The evaluatee shall receive within five (5) days of the observation a written copy of the completed form used in the observation by the evaluator(s). The evaluatee shall have the right to attach his/her written response to the original copy of the completed observation form.
- 26.1.1.3.4 The purpose of a post-observation conference is as follows: Using the observation form as a guide, the evaluator and employee shall discuss what happened during the observation; what was effective; what evidence supported the standards for evaluation; suggestions for improvement, if warranted; resources for support, if warranted; and expectations and goals for subsequent observations. The evaluator and employee shall sign all forms at the conclusion of the observation conference, and the employee shall have the right to attach a written response. The employee's signature does not indicate any agreement with the contents of the evaluation - it only signifies that the post-observation conference took place and that the contents of the evaluation were discussed.
- 26.1.1.3.5 All observations and evaluations shall be completed in a timely manner.
- 26.1.1.3.6 A summary conference shall be held within three (3) months of the initial observation at which time the Evaluation Summary be completed.
- 26.1.1.3.7 If an "Unsatisfactory" or Requires Improvement" evaluation is given, the evaluator shall take action to assist in correcting any cited deficiencies. The ultimate responsibility for improvement lies with the employee. The Association shall be notified and the President or designee shall attend the initial meeting to facilitate the correction plan. A mark of "Unsatisfactory" or Requires "Improvement" requires the completion of a Certificated Assistance Plan according to the following:

26.1.1.3.7.1 Option 1: Secondary Administration Evaluator

- A) A secondary administration evaluator shall be included in the development of the "Certificated Assistance Plan." The employee's preference for a secondary evaluator shall be considered.
- B) The ultimate responsibility for improvement lies with the employee. Successful completion of the plan is contingent upon demonstration of achievement of the target goals, not merely completing of the improvement activities.

26.1.1.3.7.2 Option 2: Assistance Team

26.1.1.3.7.2.1 Purpose

The Assistance Team shall be composed of one member selected by the evaluator and one member selected by the evaluatee, for the purpose providing feedback and support to a unit member placed on a Certificated Assistance Plan for instructional purposes. The function of the assistance team is expressly non-evaluative.

26.1.1.3.7.2.2 Assistance Team Selection

For each site/department, the administrative head or designee shall select a pool of five (5) unit members or a county Resource Specialist with specific training within that field of instruction from which the Assistance Team shall be selected to support each Assistance Plan as outlined in Option 2, Article 26.1.1.3.7.2.1. The ultimate responsibility for improvement lies with the employee, and no member of the assistance team can be held liable.

26.1.1.3.7.2.3 Assistance Plan

Once selected, the Assistance Team, evaluator and the evaluatee shall meet to develop the assistance plan. **The Assistance Team shall develop a timeline which establishes the dates for observations occurring during the assistance plan.** Follow-up support activities shall be provided as outlined in the plan. **If an Evaluator cannot complete the observation timeline as**

outlined by the Assistance Team, the team can reconvene and redevelop a new timeline for observations.

Substitutes/release time required in the assistance plan is subject to the approval of the evaluator.

26.1.1.3.7.2.4 Evaluation

The responsibility for the evaluation summary and the determination of satisfactory completion of the assistance plan rests with the evaluator. Successful completion of the assistance plan activities and achievement of the target goals by a permanent employee shall result in the evaluatee being removed from the assistance plan and placed on the regular evaluation cycle.

Employees on an assistance plan shall continue to work only on the same standards until they are removed from the assistance plan.

26.1.1.3.8 Signed final reports shall be distributed to the certificated employee, evaluator(s) supervising administrators, and personnel file.

26.1.1.4 Alternative Evaluation

26.1.1.4.1 The District and the Vista Teachers Association share the belief that offering alternatives to the traditional evaluation system shall improve excellence in instruction by promoting the professional growth of experienced teachers. The alternative evaluation options shall take the place of the traditional evaluation methods as outlined in this Article.

26.1.1.4.2 Participants

26.1.1.4.2.1 The following certificated personnel shall be eligible to participate in an alternative evaluation system:

- A) All tenured certificated employees with at least six (6) years of teaching experience, and all Adult Ed/CTE certificated employees with at least four (4) years of teaching experience.
- B) Participation will be voluntary by the experienced teacher with the approval of the site administrator.
- C) There shall be no limit on the number of participants at each site.

26.1.1.4.3 The certificated employee shall develop goals as the foundation for his/her alternative evaluation option aligned with CSTP and/or district initiatives. During the goal setting conference the Site administrator and the certificated employee shall:

- A) Agree on the goals and the selection of the alternative evaluation option.
- B) Develop timelines for completion.
- C) Review how the alternative evaluation option shall enhance student learning.

26.2 Eligibility and Compensation

- 26.2.1 In order to be a CAP Assistance Team member, the unit member must have achieved permanent status with the District.
- 26.2.2 If selected on an Assistance Team, each member shall be compensated at the rate of \$800 for each ninety-one (91) workday period as a member of the Assistance Team. Up to five (5) days of release time per unit member shall be allowed for the purpose of providing support within each ninety-one (91) workday period.
- 26.2.3 This compensation shall be in addition to the assistance team members' regular salary. An Assistance Team member has the right to remove him/herself from the Assistance Team at any time and the team member's stipend shall be pro-rated accordingly at the daily rate. If a CAP plan is concluded before ninety-one (91) work days, the Consulting Teacher's stipend will be pro-rated accordingly at the daily rate.

26.3 Miscellaneous

- 26.3.1 The Board shall not take an adverse action against an employee based in whole or in part on such employee's performance unless it has fulfilled the obligations imposed upon it by Article 26.1.
- 26.3.2 The employee shall be provided any negative or derogatory material when it is placed in his/her personnel file. He/she shall also be given ten (10) days to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.
- 26.3.3 The person(s) who draft and/or place material in an employee's personnel file shall sign the material and signify the date on which such material was drafted and placed in the file.
- 26.3.4 Alleged facts or hearsay statements about an employee shall not be used in the evaluation of an employee or to justify an adverse action unless the District confirms the accuracy of the statements or the alleged facts and notifies the affected employee in writing that an adverse action may be taken.
- 26.3.5 An employee's political and organizational activities shall not be used in the evaluation of an employee unless it can be documented that such activities directly and materially affect the teacher's performance adversely.
- 26.3.6 In the event that any written complaint is directed to the District which contains alleged facts or hearsay statements questioning an employee's professional conduct, the employee shall be informed by the administration within three (3) work days. The employee may use the District complaint procedure for the purpose of establishing the facts. A finding to the effect that the allegations are untrue shall result in the immediate

destruction of the written material.

- 26.3.7 In the event the District receives any complaint or charge containing alleged facts or hearsay statements which the District is required by law to report to legal authorities, the teacher shall be notified within thirty-six (36) hours.
- 26.3.8 Employees hired after October 10 shall be evaluated in accordance with the contract and education code provisions. The timelines shall be mutually agreed to between the supervisor and new employee, however, the final evaluation shall be delivered at least thirty (30) days prior to the end of the student year. Such agreement shall be put in writing.