

## **ARTICLE XXI EVALUATION**

*(Revised 2015 – 2016)*

1. Temple City Unified School District (TCUSD) and Temple City Education Association (TCEA) agree that the purpose of evaluation is the improvement of instruction and a better educational program through staff growth.
  - 1.1. This article is intended to meet all the requirements of the Stull Act as mandated by the State of California and to meet the State Standards for the Teaching Profession as well as District accountability standards.
  - 1.2. As a result, both parties agree to the following evaluation procedure in order to develop a coordinated and consistent evaluation process and procedure.
2. The evaluation process will be based upon the California Standards for the Teaching Profession (CSTP) (Appendix G). The process and procedure is as follows:
  - 2.1. **Goal Setting:**
    - 2.1.1. Every year, each certificated staff member will conduct a self-assessment to determine his/her current level of practice in each of the elements.
    - 2.1.2. Upon completion of the self-assessment, each certificated staff member will develop two goals for the year. One goal will address Professional Standards and one goal will address Professional Development.
    - 2.1.3. By October 1, all certificated staff members must submit goals to their evaluating administrator.
    - 2.1.4. Before a formal observation, but no later than November 1, each certificated staff member due for evaluation during the current year will meet with the evaluating administrator to discuss and mutually agree upon the goals for the current evaluation cycle.
    - 2.1.5. If a certificated staff member and principal need assistance in mutually agreeing upon goals, a third party consisting of a TCEA Representative and, if desired, a District Representative may be called in to help dialogue.
  - 2.2. **Observation Process:** At the beginning of the school year, the school site administration shall prepare a projected evaluation calendar listing names of teachers to be formally observed and evaluated.
    - 2.2.1. Every probationary, temporary, and provisional, certificated staff member shall receive a written formal observation lasting a minimum of 30 minutes by the school site administration at least twice each school year and a minimum of three unscheduled "walk through" observations each year.
    - 2.2.2. Every permanent certificated staff member shall receive a written formal observation lasting 30 minutes at least every other year, and a minimum of three unscheduled "walk through" observations each year. The site administrator or evaluator may waive the two-year cycle formal evaluation for up to, but not exceed, a five (5) year cycle, provided the unit member meets all of the criteria specified in section 2.3.2.2. This election of an

alternative cycle does not preclude unit members from receiving a minimum of three (3) unscheduled “walk through” observations each year. The alternative cycle option may be altered at the discretion of administration.

- 2.2.3. A complete sequence for a formal observation shall include:
  - 2.2.3.1. A pre-observation conference between the evaluator and the certificated staff member;
  - 2.2.3.2. A 30-minute observation (no later than 5 school days after the pre-observation conference);
  - 2.2.3.3. A post-observation conference (no later than 10 school days after the observation) in which the certificated staff member has an opportunity to obtain clarification and feedback from the evaluator; and
  - 2.2.3.4. A written observation report, site-specific and aligned to the CSTP. If needed, an initial assistance plan may be developed at this conference.
  - 2.2.3.5. If mutually agreed upon by the observer and the certificated staff member observed, the above observation assessment sequence may be adjusted. The agreement shall be in writing and signed by both parties.
- 2.2.4. In case of a dispute regarding the observation report, the affected certificated staff member may request, in writing, an additional conference with the observer. This conference must take place within ten (10) school days of the request.
- 2.2.5. If the observer and/or certificated staff member observed desires to have another observation in order to ensure impartiality in a situation that may lead to the observed receiving an “Does not Meet Standard” or “Needs Improvement” rating, that individual may make a written request for such to the Superintendent or designee. The Superintendent or designee shall then assign another administrator to observe when determined appropriate.
- 2.2.6. If the administrator determines that further support is needed to assist a certificated staff member in meeting District standards, then at least three (3) 30-minute follow-up formal, written observations shall take place prior to any unsatisfactory summative evaluation.
  - 2.2.6.1. These formal, written observations must include recommendations for improvement; the summative evaluation must document that improvements have not occurred at the level to determine a satisfactory rating.

## 2.3. Evaluation Process

- 2.3.1. Every probationary, temporary, and provisional certificated staff member shall be evaluated by the administration in writing at least twice each school year.
- 2.3.2. Every permanent certificated staff member shall be evaluated in writing by the administration every two years.
  - 2.3.2.1. A permanent certificated staff member may be evaluated in two consecutive years if:
    - a. the summative evaluation for the first year “does not meet standard” or
    - b. for just and sufficient cause, subject to the prior approval of the superintendent or designee.
  - 2.3.2.2. An exception would be a permanent certificated staff member evaluated at least every five years if:
    - a. the certificated staff member has been employed by the district for a minimum of ten years as a teaching member and
    - b. the previous two summative evaluations rated the member as “meets standards” in six (6) of the six (6) standards
    - c. the agreed upon cycle may be modified at any time during the cycle period at the discretion of the administration.
- 2.3.3. The summative evaluation for all certificated staff shall include information gathered during his/her evaluation cycle.
- 2.3.4. The content of this evaluation is derived from input and feedback regarding performance including data on classroom responsibilities and adjunct duties.
  - 2.3.4.1. This may include formal and informal observations and "walk through," memos, memos of record, recommendations and directives for improvement and other forms of direct contact relating to the major performance areas.
  - 2.3.4.2. Administrators are expected to maintain evaluation contact logs for any certificated staff member requiring additional support and guidance.
- 2.3.5. The evaluation of a certificated staff member, pursuant to this Section, shall not include or be based upon the following:
  - a. Complaints or charges made against a certificated staff member that are not found valid.
  - b. Standardized or other District test results that measure achievement.
  - c. Results of any tests utilized for the purpose of a School Improvement Plan.
  - d. The success, or lack thereof, of the site to meet the required API/AYP growth targets.
  - e. The success, or lack thereof, of an instructional or clerical aide in the performance of tasks assigned by the certificated staff member.

- f. The personal life or lifestyle of a certificated staff member; his/her personal opinions; any scholarly, literary, or artistic endeavor of a certificated staff member.
  - g. Information gathered from intercoms and television cameras used for communications and monitoring safety conditions.
  - h. Achievement of objectives stated in Individual Educational Programs (IEPs) of special education pupils.
- 2.3.6. Each evaluation shall be based upon at least one observation, lasting 30 minutes.
- 2.3.6.1. At least three (3) 30 minutes follow-up formal observations shall take place prior to any summative conclusion of “does not meet standard.”
- 2.3.7. The Summative Evaluation Form will indicate that a certificated staff member Meets District Standard if the certificated staff member is rated overall as “meets standard” in at least five (5) of the six (6) standards.

**2.4. Sequence and Timeline for Summative Evaluations:**

**2.4.1. Probationary/Temporary/Provisional certificated staff members:**

- 2.4.1.1. By November 15, each probationary/temporary/provisional certificated staff member shall have received their first written formal evaluation.
- 2.4.1.2. By February 1, each probationary/temporary/provisional certificated staff member shall have received their second written formal evaluation.
- 2.4.1.3. By March 1, each probationary/temporary/provisional certificated staff member shall have received their written summative evaluation.
- 2.4.1.4. By March 15, each probationary/temporary/provisional certificated staff member shall have received an individual conference to discuss summative evaluation.

**2.4.2. Permanent certificated staff members:**

- 2.4.2.1. By May 1, each permanent certificated staff member scheduled for evaluation shall receive a written summative evaluation.
- 2.4.2.2. By June 1, each permanent certificated staff member scheduled for evaluation shall have received an individual conference to discuss summative evaluation.

- 2.4.3. In case of a dispute regarding the Summative Evaluation, the affected certificated staff member may request, in writing, an additional conference with the observer. The conference must take place within ten (10) school days of the request.

- 2.4.4. The certificated staff member has the right to submit a statement in writing to accompany the summative evaluation;
  - 2.4.5. Summative evaluations will be placed in District personnel file on the last school day scheduled on the school calendar adopted by the Governing Board.
- 3. **Non-Reelection Notices** must be given by the following dates:
    - 3.1. A first-year probationary certificated staff member receiving a Non-Reelection Notice must receive said notice by May 15.
    - 3.2. A second-year probationary certificated staff member receiving a Non-Reelection Notice must receive said notice by March 15.
    - 3.3. A temporary certificated staff member may be released at any time during the school year with forty-five (45) calendar days' notice.
  - 4. All of these preceding requirements shall not affect the District's statutory rights regarding reemployment and/or reelection to employment of temporary and probationary certificated staff members.