

General Procedures

Annually, all employees will be evaluated using the Classroom Teachers Evaluation System (CTES) which is comprised of components: a final assessment of instructional practice, student learning growth, and/or other agreed upon measures. The specific percentage of each portion will be mutually agreed upon each year.

Each employee will receive an overall combined rating of:

- Highly Effective
- Effective
- Needs Improvement (Category 2) or Developing (Category 1A or 1B)
- Unsatisfactory

based upon the combined ratings accrued on the agreed upon components.



General Procedures

All employees will be fully informed of the criteria and procedures of the evaluation prior to it taking place.

It is understood that an employee is entitled to representation when an observation or evaluation is being discussed. Requests for such representation shall not unduly delay a conference.

Only walkthroughs may be conducted during the first 15 work days.

Any teacher hired within the last 45 days of school will not be subject to an annual evaluation due to inefficient data.



General Procedures

Category 1A
 Category 1A employees will be evaluated twice. The first evaluation will be provided to the employee mid-year. If a Category 1A employee is hired prior to November 1, he/she shall receive the Instructional Practices portion of his/her evaluation prior to the end of January. The second evaluation will occur at least ten (10) working days prior to the employee's last duty day of the school year. Employees hired after November 1 are not subject to a mid-year evaluation.

Category 1A employees who are required to participate in the Employee Support Program (ESP) will be observed/evaluated to verify his/her competency according to the ESP guidelines and the CTES evaluation criteria.




General Procedures

Category 1B & 2

Category 1B & 2 employees will be formally evaluated once annually. Each employee shall receive their Instructional Practices portion of the evaluation at least ten (10) working days prior to the employee's last duty day of the school year.



All Categories

For employees who are non-reappointed, they shall receive the Instructional Practices portion of the evaluation at that time.



More General Procedures

- No administrator shall discuss any matter relating to the evaluation of any employee in the presence of students, parents, or employees not directly affected by or involved in the evaluation of that employee.
- When an employee is assigned to an out-of-field position, and is reported to the board as out-of-field, a statement noting such will appear on the final evaluation. This statement will automatically be populated by Peoplesoft.
- The District shall work with affected employees to make improvements in all identified areas of concerns that are Instructional Practice portion.
- All employees will be notified where he/she can access and view, on the District's website, a copy of the CTES Evaluation Handbook prior to initiating the evaluation process. A minimum of 2 hardcopies at each school site shall be available. All new employees shall receive an introductory training prior to any initiation of the evaluation process.



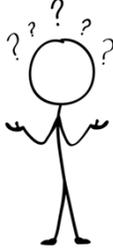
Part TWO

Student Learning Growth



Student Learning Growth

Student performance is an important component of the evaluation of employees in Palm Beach County. All employees' evaluations will use student learning growth scores approved by the State. The scores will include state-mandated assessments and other assessments agreed upon by the parties based on students assigned to the teacher, school, or district. The resulting scores will be converted to percentile rankings of all employees within the State.



The District will use the following scale to determine the teacher's student learning growth rating:

Student Learning Growth Rating*	
Highly Effective	87-100%
Effective	15-86%
Needs Improvement (Category 2) / Developing (Category 1A & 1B)	2-14%
Unsatisfactory	0-1%

*The student learning growth scores are linked to employees from the October and February FTE count survey. Therefore, it is of great importance that when asked to verify student rosters for both of these FTE count surveys, that each employee be diligent in verifying who is and who is not a student enrolled in his/her class(es) during both FTE count surveys. The teacher will review the list and verify its accuracy by their signature.

Other Achievement Measures:



If other State approved measures as defined in FS 1012.34: Section 7 are utilized, rating information will be determined, negotiated, and distributed by the District. The parties agree that no data collected prior to the school year 2011 - 2012 will be used in this process.





Instructional Practice

The purpose of the Instructional Practices portion is to improve instruction.

The Instructional Practice portion of the evaluation may include conversations, coaching, conferences, observations, deliberate practice, and evidence.

Only observations conducted by Marzano certified administrative personnel acting in a direct supervisory capacity, or certified Marzano trainers, shall be included in the Instructional Practices portion of the employee's evaluation.

No CTA bargaining unit member shall evaluate another member of the CTA bargaining unit.



Observation Definitions

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Observation: Classroom visits (worksite visits for non-classroom teachers) by an administrator to formally or informally assess classroom instruction. There are three formats for observations: formal, informal and walkthroughs. Formal observations are announced. Informal observations and walkthroughs may be announced or unannounced.
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Teacher Observation Instruments: They are mutually developed and agreed upon tools used to collect data on the Instructional Practices Portion of the evaluation.
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Observation Forms: School Counselors, Media Specialists, Therapists, and School Psychologists shall be observed utilizing job specific observation instruments. All other employees shall use the Marzano observation instrument.



Schedule of Observations (Category 1B & 2)

Schedule of Observations (Category 1b and Category 2)*	
1 st Half of the Year	2 nd Half of the Year
1 Walkthrough <small>(by the last instructional day of September)</small>	1 Walkthrough, 1 Informal or 1 Formal <small>(Paced throughout the second half of the year. To be completed by the last instructional day of April.)</small>
1 Informal&1 Formal <small>(Both by the second week of December)</small>	
No Mid-Year Evaluation	Evaluation <small>(Instructional Practice by mid-May)</small>

Category 1b Teacher: Employees as defined above who are in their second or third consecutive year of employment with the District. Time starts with the employment contract date and does not include administrative and/or previous teaching time with the District or teaching time in other Counties/States/Countries as delineated in Article VIII, Section B of CTA Collective Bargaining Agreement.

Category 2 Teacher: Instructional personnel/employees as defined above who are in their fourth or more consecutive years of employment with the District. Time starts on the employment contract date and does not include administrative and/or previous teaching time with the District or teaching time in other Counties/States/Countries as delineated in Article VIII, Section B of CTA Collective Bargaining Agreement.

Conferences & Feedback

Pre-Conference

A meeting prior to an observation which may be a face-to-face meeting, an electronic meeting or may be the submission of an employee lesson plans.

- May be requested for an announced informal observation by either the employee or the observer.
- Must be held prior to any formal observation.
- Must be in a face-to-face format for Category 1A.
- For Category 1B and 2 employees may be held as a face-to-face meeting, in an electronic format, or as the submission of lesson plans.

Post-Conference

A meeting after an observation, either electronic or face-to-face, to provide feedback and coaching.

- Required after a formal observation for all employees.
- Must take place within 10 working days after the formal observation.
- May be held in a face-to-face or electronic format.

After completing an observation, all observation data must be inputted into iObservation, and notification of the rating(s) must be provided to the employee within ten (10) working days after the observation.

Domain 1 Scoring

- All 41 elements are NOT required to be observed in one academic year.
- Only dominant elements should be coded during an observation.



Domain 2-4 Scoring

- Elements within Domain 2 may be marked through observations and conversations.
- Elements within Domain 3 may be marked through conversations and a written plan (Professional Growth Plan).
- Elements within Domain 4 may be marked through conversations and documentation provided by the teacher (logs, agendas, etc.).
- No observation type should be selected in iObservation when Domain 2, 3, or 4 forms are submitted.



Domain 2-4 Scoring (continued)

- Element 59 of Domain 4 (Adhering to District and School Rules and Procedures) will not be utilized in FY14.
- To obtain an innovating rating in 2-4, documentation must be provided by the teacher.
- Indicate in the comments section of iObservation how the data was collected (e.g. conversation, documentation, etc.).



Observation Processes / Scoring Information

For all categories of employees, prior to Not Using being marked, a conversation (either electronic or face-to-face) between the observer and employee must take place.

As a result of an observation, if an observer rates any employee Beginning or Not Using in any element, the observer will make available to the employee written or electronic feedback with a specific recommendation(s) for improvement within 10 work days.

Additionally, all elements marked as Beginning or Not Using must be observed on at least one additional occasion (after improvement strategies were provided) in a given school year to observe if there was improvement.

The second observation should occur no sooner than two weeks after the improvement strategies were made available. If the ratings in the preceding paragraph occur after all required observations have been completed for any school year, the observer will make every effort to conduct one additional announced targeted observation after the specific recommendation(s) have been provided to the employee.

Targeted Observation: A worksite visit in which Marzano certified observers collect data pertaining to one specific element.



What is the IPRC?

The Instructional Practices Review Committee (IPRC) is to provide an alternative process for resolving issues that arise from individual observations. The IPRC shall consist of three members appointed by the Joint Evaluation Negotiations Committee (JENC).

When an element is scored as "Not Using" or "Beginning" and the affected employee has documented evidence that that score was given in error (not the professional judgment or conclusions of the observer), the employee may request a meeting in writing with his/her observer within ten (10) days of the date the data-marks were finalized into iObservation. Along with the request for this meeting, the employee will provide his/her documented evidence to his/her observer supporting why the rating was given in error.

IPRC

The meeting between the employee and his/her observer will be conducted within five (5) days of the observer receiving the request for such meeting.

Within five (5) days of the meeting, the employee shall be notified in writing of the decision of the observer.

If the observer concurs, the rating(s) in dispute will be changed in iObservation at the worksite. If the observer does not concur, the employee may appeal to the Principal, if the Principal was not the original observer.

If the Principal/Observer does not concur, the employee may forward a request for an appeal to the Instructional Practices Review Committee (IPRC) within ten (10) work days following the notification of the decision and include all documentation with that request. The decision of the IPRC shall be final.

Expedited Grievance Process (Final Overall Instructional Practice Rating)

When the overall end-of-year rating for an employee on his/her Instructional Practices portion of his/her final annual evaluation is "Needs Improvement" or "Unsatisfactory," the affected employee may grieve his/her final Instructional Practices Rating using an expedited grievance procedure.

This process shall be based upon violations of the procedures, criteria, forms, or a misinterpretation of the Marzano Protocol Scales as contained or referred to herein and/or contained in the CTES Handbook. It is understood that the professional judgments and conclusions of the observer/evaluator may not be grieved through this process.

Expedited Grievance Process

Any grievance filed pursuant to this Section will follow the procedures set forth in Article VII of the Agreement; however to expedite the process, the following timelines and alterations to the procedures will be followed:

- Until the grievance is resolved or withdrawn, all documents pertaining to the Instructional Practices portion will be held in the Department of Professional Development and not placed in the employee's personnel file or entered into PeopleSoft.
- No informal grievance meetings need be conducted.

Expedited Grievance Process

Unless there is mutual written agreement to extend these time lines by the Association and the Area Superintendent, a Step One grievance shall filed using the a Grievance Report form with the appropriate Area Superintending, within seven (7) calendar days (excluding weekends and holidays) of notification to the employee from the Principal/Director that his/her final Instructional Practices Rating is available.

The parties will meet within five (5) calendar days of receipt of the grievance on a mutually agreed upon date.

The Area Superintendent shall provide a written response to the grievance within five (5) calendar days of this meeting to the grievant and to the Association.

Expedited Grievance Process

Unless there is mutual written agreement to extend these time lines by the Association and the Department of Labor Relations, if the grievant is not satisfied with the response at Step One, he/she may within five (5) calendar days of receipt the Step One response, file his/her grievance at Step Two with the Department of Labor Relations.

The parties will meet within five (5) calendar days of receipt of the grievance on a mutually agreed upon date. The Department of Labor Relations shall provide a written response to the grievance within five (5) calendar days of this meeting to the grievant and to the Association.

Expedited Grievance Process

Unless there is mutual agreement to extend these time lines by the Association and the Department of Labor Relations, the Association may appeal the grievance to Step Three as soon as possible, but not later ten (10) calendar days of receipt of the Step Two response.

The parties agree to establish a panel of mutually agreed upon and available arbitrators to hear these grievances. There shall be oral closing arguments only and the arbitrator shall submit his/her binding award as soon as possible, but no longer than fifteen (15) calendar days following the close of the hearing.

Part Four

Final Evaluation

All employees, other than 1A employees, who are not on active duty for a minimum of ninety-nine (99) contract duty days during the school year, will be reported as "Not Evaluated".

Category 1A employees, who are not on active duty for a minimum of seventy-five (75) contract duty days during the school year, will be reported as "Not Evaluated".



Upon receipt of the student learning growth data, said data shall be combined with the Instructional Practices portion of each employee's evaluation in PeopleSoft and the Principal/Director shall notify the employee that his/her evaluation is ready for review and signature.

A conference may be initiated by the employee or the Principal/Director to review the overall Final Evaluation.

A conference must occur if the overall Final Evaluation rating is Needs Improvement or Unsatisfactory.

Signing the Evaluation

Signing the form does not indicate agreement with the evaluation; it only indicates the employee has received a copy of the completed form.

If the employee refuses to sign the evaluation form during this evaluation conference, the evaluator will note on the form that the employee refused to sign the evaluation form, and with such notation will be filed, as prescribed by law, in the employee's official personnel file without the employee's signature.

The employee shall have the right to initiate a written response to his/her Final Annual Evaluation that shall be made a part of the employee's official personnel file.



Signing the Evaluation

(continued)

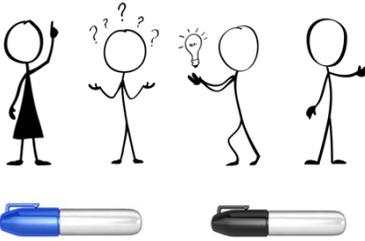
If such employee is not available to electronically sign his/her final annual evaluation, the school will mail the employee's final annual evaluation for that school year to him/her via U.S. Certified Mail to the employee's most recent home mailing address on file with the District. The final annual evaluation will be filed, as prescribed by law, in the employee's official personnel file without the employee's signature. The employee shall have the right to initiate a written response to his/her Final Annual Evaluation that shall be made a part of the employee's official personnel file.



Evaluation Guidelines

- ✓ If an employee is assigned to an "out-of-field" position, it shall be noted as such on the final evaluation.
- ✓ No administrator shall discuss any matter relating to the formal evaluation of any employee in the presence of students, parents, or employees not directly affected by or involved in the evaluation of that employee.
- ✓ No statement(s) negative or detrimental to the employee may be written on such form unless the statement(s) relate directly to a competency area rated "Needs Improvement" or "Unsatisfactory" on that annual evaluation form.
- ✓ No reference to the employee's participation in the Peer Assistance & Review Program (PAR) shall be written on either the comment section of observation or on the final evaluation form.

Questions?



For more information please contact...

