

**ARTICLE XVI**  
**STAFF MEMBER EVALUATION**

All monitoring or observation of the work performance of a staff member shall be conducted openly and with the full knowledge of the staff member.

It is the prime purpose of observations and evaluations to highlight a staff member's strengths and weaknesses. So that a staff member will benefit from the observations-evaluation, specific weaknesses will be clearly defined and recommendations for improvement shall be outlined.

**Option 1-Formative Evaluation**

**A. Non-tenure:**

All non-tenured staff will be formally observed by an administrator once in each of the first three quarters of the school year. An observation in the fourth quarter may be waived if the staff member's performance is assessed generally as "good" to excellent". If, after the second observation of any school year, the administrator determines that a non-tenure staff member's performance is less than satisfactory and that he/she is in danger of not being rehired, the administrator will so inform the staff member by December 15<sup>th</sup>. At that time, the LaFayette Teacher Improvement Plan will be implemented. Refer to the District approved APPR to follow the Teacher Improvement Plan process.

Following the observation, the administrator shall meet with the staff member to discuss the observation and to identify strengths and weaknesses as soon as feasible and, under normal circumstances, not later than 3 school days following the observation. A formal written evaluation must be presented to the staff member within 5 school days of this post-observation conference. The staff member will sign and return the formal evaluation within 3 school days of receipt, attaching a written statement of clarification or rebuttal should he/she so choose.

**B. Tenure:**

An administrator at least 2 times per year will observe a tenured staff member. A second observation may be waived if the staff member's performance is generally assessed as "good" to "excellent". Following the observation, the administrator shall meet with the staff member to discuss the observation and to identify strengths and weaknesses as soon as feasible and, under normal circumstances, not later than 3 school days following the observation. A formal written evaluation must be presented to the staff member within 5 school days of this post-observation conference. The staff member will sign and return the formal evaluation within 3 school days of receipt, attaching a written statement of clarification or rebuttal should he/she so choose.

**Option 2-Summative Evaluation**

- A.** Tenured staff members who wish to have a summative evaluation in lieu of a classroom observation are to submit a request to the building principal no later than the end of the first five-week of school. The building principal shall respond to all requests no later than the end of the first quarter of the school year. No more than fifty percent of the tenured staff will have summative evaluations in any school year and no tenured staff member shall have a summative in two consecutive years.

Furthermore, summative evaluations can only be used when the staff member being evaluated agrees to its use. This does not preclude an administrator from making a general request of staff members for volunteers to be evaluated in this manner.

Summative evaluations shall be given to staff members between April 15 and June 15. A summative evaluation will commence with a conference between the staff member and administrator and then follow the timeline established for a classroom observation.

A formal written evaluation must be presented to the staff member within 5 school days of this conference. The staff member will sign and return the formal evaluation within 3 school days of receipt, attaching a written statement of clarification or rebuttal should he/she so choose.

#### Option 3-Self-Directed Evaluation

- A. A tenured staff member may develop a professional growth plan with one or more of the following:
1. Portfolio (It may include data collected, reflections, evaluations, and any other relevant information selected by the teacher).
  2. Video
  3. Unit Plans
  4. Independent Research Project
  5. National Board Certification
  6. Summarization of Out of District Visitations
  7. Peer Consultation
  8. Journals
  9. Mentoring
  10. Other (As agreed upon by teacher and administrator)
- B. Option 3 departs from the traditional administrative observation. The purpose of this option is to encourage continuous self-direction professional improvement through a collaborative process with administration. Submission of the plan and Administrative approval must be completed by the end of the first five weeks of school. The model will include two conferences, midyear by January 15<sup>th</sup> and at the end of the year by May 15<sup>th</sup> with an administrator.

A formal written evaluation must be presented to the staff member within 5 school days of the second conference. The staff member will sign and return the formal evaluation within 3 school days of receipt, attaching a written statement of clarification or rebuttal should he/she so choose.

#### Option 4-Cognitive Coaching Evaluation

- A. A tenured staff member may utilize the model of Cognitive Coaching. Cognitive Coaching is a form of dialogue that may be applied to interactions in a variety of patterns, situations, and settings with the intention of enhancing self-directed learning in self and others. This option requires that the participants complete Cognitive Coaching training and use materials provided by the workshop. Conferencing with the administrator will include a reflective journal.
- B. Option 4 departs from the traditional administrative observation. The purpose of this option is to encourage continuous self-directed professional improvement through a collaborative process with administration. Submission of the plan and administrative approval must be

completed by the end of the first five weeks of school. The model will include two conferences, midyear of January 15<sup>th</sup> and at the end of the year by May 15<sup>th</sup>, with an administrator.

A formal written evaluation must be presented to the staff member within 5 school days of the second conference. The staff member will sign and return the formal evaluation within 3 school days of receipt, attaching a written statement of clarification or rebuttal should he/she so choose.

#### Final Statement

- A. At the first Superintendent Conference Day of each academic year the LaFayette Teachers Association will explain the process and procedures of the Annual Performance Plan Review to the entire staff. The Annual Performance Plan Review will be reviewed by the Lafayette Teacher Association and the District yearly.
- B. At the beginning of each school year LTA staff members who are using option 1 and 2 shall be apprised of specific criteria upon which they will be evaluated. No criteria shall be used which has not been previously known by the staff member. Standard evaluation-observation forms shall be used throughout the District; no other forms shall be used unless jointly agreed upon between the District and the Association. These standard forms are contained in Appendices: E, F, G, H, I, M, N of this professional agreement.
- C. The LTA shall appoint 2 members from each building to serve on the APPR committee. The Superintendent may appoint additional LTA and/or other members.