



Certified Evaluation Plan

2018-2019

CERTIFIED SCHOOL PERSONNEL EVALUATION PLAN

The Pulaski County School District hereby assures the Commissioner of Education that:

- This evaluation plan was developed by an evaluation committee composed of an equal number of teachers and administrators.

50 / 50 Committee, Patrick Richardson – District Contact	
Lisa Black, Principal	Sarah Burnett, Teacher
Matt Cook, Principal	Scotty Grubbs, Teacher
Danita Ellis, Principal	Susan Hoseclaw, Teacher
Michael Gregg, Principal	Jessica Wheeler, Teacher
Brett McQueary, Principal	Lisa Thomas, Teacher
Angela Wilson, Principal	Judy Vanhook, Teacher

- The evaluation criteria and process used to evaluate certified school personnel shall be explained to and discussed with the evaluatee no later than the end of the evaluatee’s first thirty (30) calendar days of reporting for employment each school year. (704 KAR 3:370)
- All certified school personnel who have not attained continuing service status shall receive an annual summative evaluation and shall incorporate the formative data collected during the Kentucky Teacher Internship Program (if funded). (KRS 156.557)
- All certified school personnel who have attained continuing service status shall receive a summative evaluation at least once every three (3) years. (KRS 156.557)
- Each evaluator will be trained, tested, and approved in the use of appropriate evaluation techniques (KRS 156.557).
- This plan requires a summative evaluation of certified school personnel to be documented in writing and to be included in the evaluatee’s official personnel record. (704 KAR 3:370)
- The local evaluation plan provides for the right to a hearing as to every appeal, an opportunity to review all documents presented to the evaluation appeals panel, and a right to presence of evaluatee’s chosen representative (KRS 156.557).
- The evaluation plan process will not discriminate on the basis of age, race, color, national origin, religion, sex, disability, or any other protected characteristic, as required by all applicable federal, state, and local law.
- The local board of education shall review, as needed, the district’s certified evaluation plan to ensure compliance with KRS 156.557 and this administrative regulation. If a source of evidence is added or removed from the certified evaluation plan or if a decision rule or calculation is changed in the summative rating formula, the revised certified evaluation plan shall be reviewed and approved by the local board of education. If the local board of education determines the changes do not meet the requirements of KRS 156.557, the certified evaluation plan shall be returned to the certified evaluation committee for revision.

The local board of education approved the evaluation plan as recorded in the minutes of the meeting held on April 17, 2018. (704 KAR 3:370)

Signature of District Superintendent

Date

Signature of Chairperson, Board of Education

Date

EVALUATION INFORMATION

The following table shows the frequency of evaluations and important dates regarding the evaluation process.

Personnel	Frequency	Dates
Non-tenured	Evaluated annually	<p>October 15 (or within 30 days after hire date) PGP developed and approved</p> <p>October 31 Minimum of one (1) formative observations completed</p> <p>May 1 Summative evaluation completed with report filed with official personnel records.</p>
Tenured / Administrators	Evaluated a minimum of once every three years	<p>October 15 (or within 30 days after hire date) PGP developed and approved</p> <p>April 15 Minimum of two (2) formative observations completed.</p> <p>May 1 Summative evaluation completed with report filed with official personnel records.</p>

- The evaluation criteria and process used to evaluate certified school personnel shall be explained and discussed with certified school personnel within the first 30 days after the district’s opening day or within 30 days of employment prior to the implementation of the plan by school and/or district administrator(s).
- Principals will evaluate certified staff, including assistant principals, directly assigned to their school with the exception of itinerant teachers. The superintendent will assign the evaluator of itinerant teachers.
- The Director of Special Education will evaluate all speech pathologists, occupational therapists, physical therapists and special education itinerant teachers including teachers for visual impairments and hearing impairments.
- The superintendent/designee will evaluate all supervisors, directors and coordinators of district-wide services, and principals.
- The Board of Education will evaluate the Superintendent.
- All evaluators will be trained as prescribed by Kentucky school law prior to conducting a formative or summative evaluation.
 - Initial certified evaluation training and testing provided by the Kentucky Department of Education or a provider approved by the department
 - A minimum of six (6) hours annually of EILA-approved, personnel evaluation system training.
 - Effective observation and conferencing techniques will be reviewed annually with each evaluator prior to conducting a formative or summative evaluation.
- Additional trained administrators may be utilized to provide evaluations as needed.
- Performance Criteria: The criteria for each performance measure (Planning, Environment, Instruction and Professionalism) are derived from:
 - The Kentucky Framework for Teaching (non-tenured, tenured and special education).
 - The Kentucky Framework for Teaching: Specialist Frameworks (guidance counselor, instructional specialist, library media specialist, speech language pathologist, school psychologist).
 - The Kentucky Principal Performance Standards (principal and assistant principal).
 - ISLLC standards (all district administrative certified personnel)
- For any personnel serving dual roles, summative evaluations will be completed for each area of responsibility.

PROFESSIONAL GROWTH PLANNING

Reflective practices and professional growth planning are iterative processes. The teacher (1) reflects on his or her current growth needs based on multiple sources of data and identifies an area or areas for focus; (2) collaborates with his or her administrator to develop a professional growth plan and action steps; (3) implements the plan; (4) regularly reflects on the progress and impact of the plan on his or her professional practice; (5) modifies the plan as appropriate; (6) continues implementation and ongoing reflection; (7) and, finally, conducts a summative reflection on the degree of goal attainment and the implications for next steps.

The Professional Growth Plan addresses realistic, focused, and measurable professional goals. The plan connects data from multiple sources including classroom observation feedback, data on student growth and achievement, and professional growth needs identified through self-assessment and reflection. In collaboration with the administrators, teachers identify explicit goals which drive the focus of professional growth activities, support, and on-going reflection.

Required for all Pulaski County Certified Staff

- Administrators/Supervisors will assist all certified staff with self-reflection and professional growth planning each year.
- All certified staff will document professional growth planning in the district-approved format.

Monitoring of the Professional Growth Plan

All certified personnel will complete a self-reflection and utilize results to help develop the professional growth plan. All certified personnel will complete a PGP on district approved forms and/or electronic platform and submit to supervising administrator for approval. Each certified staff member will collect evidence to support growth goals. The supervising administrator will conduct mid-year and end of year PGP reviews with all certified staff.

August/September 15**	Certified staff member reflects on his/her current growth needs based on data and identifies an area of focus. Submission to the supervising administrator for review and possible revision.
October 31 (or last work day in October)**	Submission of individual growth plans to the Director of Personnel at the Pulaski County Board of Education for inclusion in personnel records.
November-January 30**	Implementation/Reflection on progress and impact of the plan on his/her professional practice.
January 30**	Modifies plan as appropriate.
January-April 30**	Continued implementation and ongoing reflection.
April/May 30	Summative reflection on the degree of goal attainment and implications for next steps.

*Timeline will be tentative based on any adjustment of the calendar year.

** Timeline will begin no later than 30 school days after employment for a late hire with adjustments made to remaining due dates accordingly.

SOURCES OF EVIDENCE

Evaluators must use the following categories of evidence in determining overall ratings:

Required Sources of Evidence for all certified staff

- Professional Growth Planning and Self-Reflection
- Observations

Additional Sources of Evidence

- Timely, targeted feedback from formative observations
- Student data records
- Student work
- Records of teacher attendance
- Any other data agreed upon by the teacher and administrator

All components and sources of evidence related supporting an educator's professional practice will be completed and documented in the district-approved format to inform the Overall Summative Rating.

OBSERVATION CONFERENCING

Observers will adhere to the following observation conferencing requirements for teachers and other professionals:

Required for all Pulaski County certified staff

- Conduct observation post-conference within five working days following each observation.
- The summative evaluation conference shall be held at the end of the summative evaluation cycle.
- The administrator may determine that the pre-conference may be conducted through electronic, written, or personal correspondence on summative and formative evaluations, while post conferences will be completed in person.
 - Formative Observations:
There will be 24-hour notice and the pre-conference will be upon request by teacher/Other Professional or administrator. The observation will be a minimum of 20 minutes. The post conference will be on a district developed electronic form within 5 work days.
 - Summative Observation:
There will be a 3-day notice provided and the pre-conference will be on a district developed form with a face to face meeting upon request by teacher/other professional or supervisor. The observation will be a full class period. The post-conference will be face-to-face with feedback on a district developed form within 5 work days.

DETERMINING THE SUMMATIVE RATING: CERTIFIED STAFF

An educator's Overall Performance Category is determined using the following steps:

- Determine the individual performance measure ratings through the use of sources of evidence, professional judgment, and characteristics from the applicable framework/performance criteria or district-determined performance criteria specific to the evaluatee's job category.
- Apply Decisions Rules for determining an educator's Summative rating.

Criteria for determining Summative Rating	
IF...	THEN...
Measures 2 Environment and 3 Instruction are rated INEFFECTIVE	Summative Rating shall be INEFFECTIVE
Measures 2 Environment OR 3 Instruction are rated INEFFECTIVE	Summative Rating shall be DEVELOPING OR INEFFECTIVE
Measures 1 Planning OR 4 Professionalism are rated INEFFECTIVE	Summative Rating shall NOT be EXEMPLARY
Two Measures are rated DEVELOPING, and two Measures are rated ACCOMPLISHED	Summative Rating shall be ACCOMPLISHED
Two Measures are rated DEVELOPING, and two Measures are rated EXEMPLARY	Summative Rating shall be ACCOMPLISHED
Two Measures are rated ACCOMPLISHED, and two Measures are rated EXEMPLARY	Summative Rating shall be EXEMPLARY

- The evaluatee may submit a written statement in response to the summative rating and include that response in the official personnel record.

Performance Modification: If a tenured staff member is determined to be ineffective then a one-year directed growth plan may be initiated with annual evaluations until a rating other than ineffective is determined.

- Goal determined by evaluator
- Goals focused on low performance/outcome area
- Plan activities designed by evaluator with educator input
- Formative review at midpoint
- Summative review at end of one-year cycle.

APPEALS

According to KRS 156.557 Section 9,

(1) A certified employee who feels that the local district is not properly implementing the evaluation plan according to the way it was approved by the Kentucky Department of Education shall have the opportunity to appeal to the Kentucky Board of Education.

(2) The appeal procedures shall be as follows:

(a) The Kentucky Board of Education shall appoint a committee of three (3) state board members to serve on the State Evaluation Appeals Panel. Its jurisdiction shall be limited to procedural matters already addressed by the local appeals panel required by KRS 156.557(5). The panel shall not have jurisdiction relative to a complaint involving the professional judgmental conclusion of an evaluation, and the panel's review shall be limited to the record of proceedings at the local district level.

(b) No later than thirty (30) days after the final action or decision at the local district level, the certified employee may submit a written request to the chief state school officer for a review before the State Evaluation Appeals Panel. An appeal not filed in a timely manner shall not be considered. A specific description of the complaint and grounds for appeal shall be submitted with this request.

(c) A brief, written statement, and other document which a party wants considered by the State Evaluation Appeals Panel shall be filed with the panel and served on the opposing party at least twenty (20) days prior to the scheduled review.

(d) A decision of the appeals panel shall be rendered within fifteen (15) working days after the review.

(e) A determination of noncompliance shall render the evaluation void, and the employee shall have the right to be reevaluated. (11 Ky.R. 1107; Am. 1268; eff. 3-12-85; 12 Ky.R. 1638; 1837; eff. 6-10-86; 15 Ky.R. 1561; 1849; eff. 3-23-89; 17 Ky.R. 116; eff. 9-13-90; 19 Ky.R. 515; 947; 1081; eff. 11-9-92; 20 Ky.R. 845; eff. 12-6-93; 23 Ky.R. 2277; 2732; eff. 1-9-97; 27 Ky.R. 1874; 2778; eff. 4-9-2001.)

APPEALS/HEARINGS

All certified employees shall have the right to appeal a summative evaluation to the Local Evaluation Appeals Panel ("LEAP").

FORMATION OF LEAP

A LEAP shall be established in accordance with KRS Chapter 156 and 704 KAR 3:345. The responsibility of the LEAP is to review and/or hear appeals from certified employees in reference to employees' summative evaluations. Two (2) members of the LEAP shall be elected by the certified employees of the District. One (1) member shall be appointed by the Board, and that person shall be a certified employee of the District. The Superintendent shall appoint one (1) of the three (3) members as LEAP Chairperson. Alternate membership to the LEAP shall be elected and appointed as stated above. LEAP elections and appointments will be held before September 15 of each school year. The names and positions of members, alternates, and chairperson shall be posted in each school and on file at the Central Office.

An alternate will serve on the LEAP under the following circumstances:

1. A member of the LEAP wishes to make an appeal;
2. Illness or circumstances beyond a member's control prevents attendance;
3. A relative of a panel member is appealing; or
4. A member has been prejudiced in the appeal being considered.

APPEALS PROCEDURE

All certified school personnel shall receive written notice of their right to appeal, including applicable deadlines and the right to request a hearing, at the time summative evaluation results are provided to the certified school personnel.

1. Certified personnel shall have the right to appeal within twenty (20) working days after receiving a summative evaluation. The LEAP will have no jurisdiction unless an appeal is filed with the LEAP. Appeals must be submitted in writing to the Superintendent.
2. Certified personnel shall submit their written appeals to the Superintendent using the Certified Evaluation Appeals Form. As directed by the Certified Evaluation Appeals Form, Certified school personnel shall specifically indicate whether or not a hearing is requested. If a hearing is not requested by the certified personnel, the LEAP will decide the matter on written documents submitted by the evaluatee and evaluator.
3. Upon receipt of an appeal from a certified personnel, the Superintendent shall notify the LEAP. The Certified Evaluation Appeals Form, along with any accompanying documentation, will be reviewed by the LEAP within ten (10) working days of receipt by the Superintendent. At the time the LEAP conducts its initial review within ten (10) working days of receipt by the Superintendent, the LEAP shall do the following:
 - If a hearing is requested, the LEAP shall set a hearing date not to exceed forty-five (45) calendar days from the date the appeal was received by the Superintendent and notify all parties in writing of the hearing date.
 - The LEAP shall send written notification to all parties regarding the appeal procedure, including all applicable submission deadlines.
 - If a hearing is requested, the LEAP shall send written notification of the hearing procedures, including all applicable submission deadlines and the right to have a chosen representative present at the hearing.
 - The LEAP shall advise in writing the evaluatee and the evaluator to submit a copy of all documentation that concerns the summative evaluation.
 - If a hearing is requested, the LEAP shall advise in writing the evaluatee and the evaluator to submit lists of persons who may be called as witnesses at a hearing.
4. If a hearing is requested, all documentation, including a list of witnesses, must be submitted to the LEAP Chairperson no later than five (5) working days prior to the scheduled hearing. Copies of all documentation, including a list of witnesses, must also be made available to all parties to the appeal no later than five (5) working days prior to any scheduled hearing.

HEARING

1. Any hearing will be held within forty-five (45) calendar days from receipt of appeal by the Superintendent.
2. The evaluatee and evaluator have the right to have a chosen representative, including an attorney, present at the hearing.
3. The hearing will adhere to the following format:
 - Reading of the written appeal by the LEAP Chairperson.
 - Questioning of the evaluatee and/or evaluator by the panel.
 - Presentation of relevant evidence and witnesses by the evaluatee in support of the appeal.
 - Presentation of relevant evidence and witnesses by the evaluator in support of the summative evaluation.
 - Follow-up questioning by panel of any witnesses, evaluatee, and/or evaluator.
 - Dismissal of hearing.
4. No party shall be allowed to present any documentation that has not been submitted to the LEAP Chairperson and made available to the other parties at least five (5) working days prior to the hearing. Nor

shall the parties call any witnesses whose names were not submitted to the LEAP Chairperson and made available to all other parties at least five (5) working days prior to the hearing.

5. At any time, either the appellant or the evaluator may concede in writing to the LEAP Chairperson, and the LEAP process will be terminated.
6. Based on the issues identified in the certified personnel's appeal documentation and presented during the hearing, the LEAP shall determine whether the employee has demonstrated that a procedural violation has occurred under the District's evaluation plan and whether the summative evaluation is supported by the evidence. The LEAP may decide to:
 - Rule in favor of the appellant, either in whole or in part;
 - Uphold the evaluation; or
 - Call for a second evaluation by a trained evaluator.
7. The Superintendent must take appropriate action consistent with the Appeal Panel's decision.
8. The decision of the LEAP shall be given in writing to both the appellant and the evaluator within thirty (30) working days of the hearing date. The decision of the LEAP shall include written notification of the right to appeal to the State Evaluation Appeals Panel pursuant to KRS Chapter 156 and 704 KAR 3:345, including the applicable timeline for such an appeal.
9. The Appeal Panel's decision and the original summative evaluation form shall be placed in the employee's evaluation file. In the case of a new evaluation, both evaluations shall be included in the employee's personnel file.

APPEAL WITHOUT A HEARING

1. If a hearing is not requested by the certified personnel on the Certified Evaluation Appeals Form, the LEAP will decide the matter based on written documents submitted by the evaluatee and evaluator.
2. At any time, either the appellant or the evaluator may concede in writing to the LEAP Chairperson, and the LEAP process will be terminated.
3. Based on the issues identified in the certified personnel's appeal documentation the LEAP shall determine whether the employee has demonstrated that a procedural violation has occurred under the District's evaluation plan and whether the summative evaluation is supported by the evidence. The LEAP may decide to:
 - Rule in favor of the appellant, either in whole or in part;
 - Uphold the evaluation; or
 - Call for a second evaluation by a trained evaluator.
4. The Superintendent must take appropriate action consistent with the Appeal Panel's decision.
5. The decision of the LEAP shall be given in writing to both the appellant and the evaluator within forty-five (45) working days from receipt of appeal by the Superintendent. The decision of the LEAP shall include written notification of the right to appeal to the State Evaluation Appeals Panel pursuant to KRS Chapter 156 and 704 KAR 3:345, including the applicable timeline for such an appeal.

The Appeal Panel's decision and the original summative evaluation form shall be placed in the employee's evaluation file. In the case of a new evaluation, both evaluations shall be included in the employee's personnel file.

ROLES AND DEFINITIONS

1. Assistant Principal: A certified school personnel who devotes the majority of employed time in the role of assistant principal, for which administrative certification is required by EPSB.
2. Certified Administrator: A certified school personnel, other than principal or assistant principal, who devotes the majority of time in a position for which administrative certification is required by EPSB.
3. Certified School Personnel: A certified employee, below the level of superintendent, who devotes the majority of time in a position in a district for which certification is required by EPSB.
4. Conference: A meeting between the evaluator and the evaluatee for the purposes of providing feedback, analyzing the results of an observation or observations, reviewing other evidence to determine the evaluatee's accomplishments and areas for growth, and leading to the establishment or revision of a professional growth plan.
5. Evaluatee: A certified school personnel who is being evaluated.
6. Evaluator: The primary evaluator as described in KRS 156.557(5)(c)2.
7. Evidence: A product of a certified school personnel's work that demonstrates knowledge and skills.
8. Formative Evaluation: Is defined by KRS 156.557(1)(a).
9. Observation: a data collection process conducted by a certified observer, in person or through video, for the purpose of evaluation, including notes, professional judgments, and examination of artifacts made during one (1) or more classroom or worksite visits of any duration.
10. Performance Criteria: The areas, skills, or outcomes on which certified school personnel are evaluated.
11. Principal: A certified school personnel who devotes the majority of employed time in the role of principal, for which administrative certification is required by the Education Professional Standards Board pursuant to 16 KAR 3:050.
12. Professional Growth Plan: An individualized plan for a certified personnel that is focused on improving professional practice and leadership skills, aligned with performance standards and the specific goals and objectives of the school improvement plan or the district improvement plan, built using a variety of sources and types of data that reflect student needs and strengths, evaluatee data, and school and district data, produced in consultation with the evaluator, and includes: (a) Goals for enrichment and development that are established by the evaluatee in consultation with the evaluator; (b) Objectives or targets aligned to the goals; (c) An action plan for achieving the objectives or targets and a plan for monitoring progress; (d) A method for evaluating success; and (e) The identification, prioritization, and coordination of presently available school and district resources to accomplish the goals
13. Self-Reflection: The process by which certified personnel assesses the effectiveness and adequacy of their knowledge and performance for the purpose of identifying areas for professional learning and growth.
14. Sources of Evidence: The multiple measures listed in KRS 156.557(4) and in Sections 7 and 10 of this administrative regulation.
15. Summative Evaluation: Is defined by KRS 156.557(1)(d).
16. Summative Rating: The summative description of a teacher, other professional, principal, or assistant principal evaluatee's performance, including the ratings listed in Section 7(8) of this administrative regulation.
17. Teacher: A certified school personnel who has been assigned the lead responsibility for student learning in a classroom, grade level, subject, or course and holds a teaching certificate under 16 KAR 2:010 or 16 KAR 2:020.