

ARTICLE 12

EVALUATION PROCEDURES

Effective July 1, 2004, this evaluation procedure takes the place of 12.1 of the Chico Unified School District Plan for Evaluation of Certificated Staff. CUTA and CUSD agree that Article 12 will be opened at the request of either party in 2005-2006 and shall not constitute as a reopener as defined in Article 19 – Term. **Revised 2004-05.**

12.1 Frequency of Evaluation

12.1.1 Probationary Unit Members

Each probationary unit member shall be evaluated on a continuing basis. A formal evaluation shall be completed each school year. These unit members will receive at least one formal observation not later than the four weeks prior to the end of the first semester and another formal observation not later than March 1. **Revised 2004-05.**

12.1.2 Temporary Unit Members

Each Temporary unit member shall be evaluated on a continuing basis. A formal evaluation shall be completed each school year. These unit members will receive at least one formal observation not later than the four weeks prior to the end of the first semester and another formal observation not later than March 1. Temporary unit members working only the second semester shall have at least one formal observation no later than four weeks prior to the end of the second semester. **Revised 2004-05.**

12.1.3 Permanent Unit Members

Each permanent unit member shall be evaluated on a continuing basis. Permanent unit members who have been employed in the district for less than ten years and performing satisfactorily shall be formally evaluated at least once every other year. Permanent unit members who have been employed at least ten years with the district, are NCLB Compliant, if applicable, and whose previous evaluation rated the employee as “Meets Standards,” “Progress Evident,” “Practice Consistent with Professional Standards” or “Practice Distinguished” shall be evaluated every five years, if the unit member and evaluator consent to this schedule. The certificated employee or the evaluator may withdraw consent at any time. Should either party withdraw consent, written notice and the reason(s) for the withdrawal shall be provided to the other party. Permanent unit members given a rating of “Practice Not Consistent With Minimum Standards” in one half or more of the elements of any one teaching standard on

the Certificated Teacher Observation/Evaluation Form shall be formally evaluated each school year. Members receiving a rating of “Practice Not Consistent With Minimum Standards” in one half or more of the elements of any single standard” shall be rated “unsatisfactory” and referred to the PAR program. This rating shall be determined by the CUSD Rubric Supporting the California Standards for Teaching Professionals in the Appendix. **Added 2004-05.**

12.2 Areas of Evaluation

The District shall evaluate and assess certificated unit member performance as reasonably relates to the Certificated Teacher Observation/Evaluation Form: (1) ENGAGING AND SUPPORTING STUDENTS IN LEARNING; (2) CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING; (3) UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING; (4) PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR STUDENTS; (5) ASSESSING STUDENT LEARNING. **Revised 2004-05.**

Non-instructional unit members shall be evaluated on the fulfillment of duties as defined in their job descriptions. Upon request, unit members will be provided a copy of their job description.

12.3 Areas of Non-Evaluation

Standard 6, DEVELOPING AS A PROFESSIONAL EDUCATOR, will be used for advisory purposes only and not be considered part of the formal evaluation. **Added 2004-05 and renumbered.**

12.4 Use of Publishers’ Norms

The evaluation and assessment of unit member’s performance pursuant to this Article shall not include the use of publishers’ norms established by standardized tests.

12.5 Notice to Unit Members

No later than October 1 of the year in which the formal or informal evaluation is to take place, the District shall give unit members a copy of the evaluation procedures, the criteria upon which the evaluation is to be based, the Governing Board’s established Standards of Expected Pupil Achievement at each grade level in each area of study, and the identity of their evaluator. In addition, the District shall give each probationary unit member the name of an experienced person who will provide assistance to the probationary unit member.

12.6 Pre-Conference and Evaluation Plan

The unit member being evaluated and the evaluator shall meet to establish:

- 12.6.1 No later than eight weeks after the beginning of the school year, the standards to be observed in the areas described in Section 12.2 during the evaluation period; **Revised 2004-05.**
- 12.6.2 A formal evaluation plan which shall offer the evaluatee an opportunity to sign up for the first formal classroom observation. Pre-observation conferences, post observation conferences and the final summary evaluation shall be scheduled appropriately. For temporary and probationary unit members, the first formal evaluation shall be conducted no later than four weeks prior to the end of the first semester of employment for that school year; and **Revised 2004-05.**
- 12.6.3 By mutual agreement, the evaluator and evaluatee may include any of the following as documentation of progress toward meeting District standards in the areas of evaluation described in Section.12.2: video tapes, curriculum units, teacher journals, logs and calendars, interviews, lesson plans, evidence of communications with parents/students, examples of student work, records of participation in school improvement efforts, and reports on professional growth activities.

12.7 Classroom Observations/Post Observation Conferences

Each evaluation plan shall include a minimum of two (2) formal classroom observations, and each formal classroom observation shall be a minimum of thirty (30) minutes. Prior to the first observation, the District shall give the unit member at least two (2) days notice. Within ten (10) days after each formal classroom observation, the evaluator shall hold a post-observation conference. A unit member who receives a negative evaluation shall be entitled to additional classroom observations, evaluation conferences and written evaluations with criteria and resources for improvement as needed. **Revised 2004-05.**

With agreement of both the unit member and the evaluator, the number of formal observations may be reduced from two (2) to one (1).

12.8 Formal Evaluation Summary

- 12.8.1 All final evaluation conferences for permanent, temporary, and probationary unit members shall be completed not later than (30) days prior to the last day of instruction. All final evaluation conferences for probationary-two unit members shall be completed by February 15. The evaluator shall transmit a copy to the unit member thirty (30) days prior to the end of the school year. The evaluator and the evaluatee must sign all copies of the evaluation. **Revised 2004-05.**

- 12.8.2 If a permanent unit member is given a “Practice Not Consistent With Minimum Standards” in one half or more of the elements of any one teaching standard, he/she shall be referred to the PAR program as per section 12.1 of this agreement. Any rating of “one” requires the evaluator to indicate in writing specific teacher instructional Practices Not Consistent With Minimum Standards as described in CUSD Rubric Supporting the California Standards for Teaching Professionals. Any standard which is not applicable will be marked N/A. *Revised 2004-05.*
- 12.8.3 Where the evaluatee receives an overall unsatisfactory Formal Evaluation Summary, the evaluator shall hold a conference with the evaluatee prior to the issuance of the Formal Evaluation Summary.
- 12.8.4 The evaluatee shall have the right to initiate a written reaction or response to the evaluation, and that response shall become a permanent attachment to the evaluatee’s personnel file.

12.9 Alternative Evaluation

The District and the Chico Unified Teachers Association (CUTA) share the belief that offering alternatives to the traditional evaluation system will improve excellence in instruction by promoting the professional growth of experienced teachers.

12.9.1 Participants

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

- 12.9.1.A All permanent certificated employees.
- 12.9.1.B Participation will be voluntary by the permanent certificated unit member with the approval of the site administrator.
- 12.9.1.C There will be no limit on the number of participants at each site.
- 12.9.1.D The alternative evaluation option, if mutually agreed upon, shall take the place of the traditional evaluation methods as outlined in Article 12 of the Collective Bargaining Agreement.
- 12.9.1.E Teachers whose participation in the alternative evaluation program is judged to detract from the teacher’s instructional and professional performance may be reassigned during the year to the traditional evaluation process as outlined in Article 12 of the Collective Bargaining Agreement between the District and CUTA.

The administrator must specify to the affected teacher, in writing, the reasons for the evaluation reassignment.

12.9.1.F Teachers who do solely Online instruction must to Alternative Evaluation.

12.9.2 Process

12.9.2.A Goal Setting

The certificated employee will develop goals as the foundation for his/her alternative evaluation option. During the goal setting conference, the site administrator and the certificated employee will:

12.9.2.A.1 Agree on the goals and the selection of the alternative evaluation option.

12.9.2.A.2 Develop timelines for completion.

12.9.2.A.3 Review how the alternative evaluation option will enhance student learning.

12.9.2.B Alternative Evaluation Options

The certificated employee should select alternative evaluation options which are in close alignment with his/her annual goals. The District wide approved alternative options are described as follows:

12.9.2.C Collaboration

The District and CUTA believe the most effective professional growth occurs through collaboration.

The teacher and the site administrator will work together in the selection of the options and the development of the specific activities.

All participants in the alternative evaluation option will be encouraged to share the progress and results of their alternative individual or educational team activities with other colleagues. The time and format for this collaboration will be developed at each individual site.

12.9.2.D Timelines

The certificated employee will submit a written alternative evaluation plan/goals. Timelines are to be predetermined by the participants and the site administrator.

12.9.2.E Final Report

Prior to the end of the year, the teacher and administrator will meet to review the progress of the selected teacher activities. Both the teacher and the administrator will provide a written response. Upon satisfactory completion of the selected activities, a form indicating completion of the alternative evaluation plan and meeting District Standards will be included in the personnel file.

12.10 Personnel File Contents and Inspection

- 12.10.1 Materials in personnel files of unit members which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the person involved. ***Revised 1989-90. Renumbered May 2000.***

Such material is not to include ratings, reports, or records which (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.

- 12.10.2 Every unit member shall have the right to inspect such materials upon request, provided that the request is made at a time when such person is not actually required to render services to the employing district.
- 12.10.3 Information of a derogatory nature, except material mentioned in the second paragraph of this section, shall not be entered or filed unless and until the unit member is given notice and an opportunity to review and comment thereon. A unit member shall have the right to enter and have attached to any such derogatory statement, his own comments thereon. Such review shall take place during normal business hours, and the unit member shall be released from duty for this purpose without salary reduction.
- 12.10.4 In the event a unit member demands a hearing after having been served with a notice of the District's intention to dismiss, evidence of records regularly kept by the District concerning the unit member may be introduced; but no decision relating to the dismissal or suspension of any unit member shall be made based on charges or evidences of any nature relating to matters occurring more than four (4) years prior to the filing of the notice.

CHICO UNIFIED SCHOOL DISTRICT
 1163 E. Seventh Street, Chico, California 95928, (530) 891-3000

<input type="checkbox"/>	Observation
<input type="checkbox"/>	Final Summative Eval.
<input type="checkbox"/>	Alternative Assessment

Certificated Teacher Observation/Evaluation Form

Teacher's Name _____ School _____ Grade/Subject _____

Check One

- Temporary Probationary 1 Probationary 2 Permanent

Rating

- *1. Practice Not Consistent with Minimum Standards: Unsatisfactory - Does not meet the professional standards of competence
 2. Practice Developing - Meets Minimum Standards: Meets the professional standards of competence
 3. Practice Consistent with Professional Standards: Meets and occasionally exceeds professional standards of competence
 *4. Practice Distinguished - Exceeds Standards: Consistently exceeds the professional standards of competence
 N/A Not Observed/Not Applicable
 *Ratings of 1 and/or 4 require comments to support.

1. ENGAGING AND SUPPORTING STUDENTS IN LEARNING	Rating
1.1 Connecting students' prior knowledge, life experience, and interests with learning goals.	
1.2 Use a variety of instructional strategies to respond to students' diverse needs.	
1.3 Facilitating learning experiences that promote autonomy, interaction, and choice.	
1.4 Engaging students in problem solving, critical thinking, and other activities that make subject matter meaningful.	
1.5 Promoting self-directed, reflective learning for students.	

Comments:

2. CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING	Rate
2.1 Creating a physical environment that engages students.	
2.2 Establishing a climate that promotes fairness and respect.	
2.3 Promoting social development and group responsibility.	
2.4 Establishing and maintaining standards for student behavior.	
2.5 Planning and implementing classroom procedures and routines.	
2.6 Using instructional time effectively.	

Comments:

3. UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING	Rate
3.1 Demonstrating knowledge of subject matter and student development.	
3.2 Organizing curriculum to support student understanding of subject matter.	
3.3 Interrelating ideas and information within and across subject matter areas.	
3.4 Developing student understanding through instructional strategies that are appropriate to the subject matter.	
3.5 Using materials, resources, and technologies to make subject matter accessible to students.	
Comments:	
4. PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR STUDENTS	Rating
4.1 Drawing on and valuing students' backgrounds, interests, and developmental learning needs.	
4.2 Establishing and articulating goals for student learning.	
4.3 Developing and sequencing instructional activities and materials for student learning.	
4.4 Designing short-term and long-term plans to foster student learning.	
4.5 Modifying instructional plans to adjust for student needs.	
Comments:	
5. ASSESSING STUDENT LEARNING	Rating
5.1 Establishing and communicating learning goals for students.	
5.2 Collecting and using multiple sources of information to assess student learning.	
5.3 Involving and guiding students in assessing their own learning.	
5.4 Using the results of assessment to guide instruction.	
5.5 Communicating with students, families, and other audiences about student progress.	
Comments:	

Evaluator's Comments:

Teacher's Comments:

Evaluator's Name (type)

Teacher's Name (type)

Evaluator's Signature

Date

**Teacher's Signature

Date

**Signature does not indicate agreement

A written response may be attached within ten (10) working days.

Distribution: <input type="checkbox"/> Personnel
<input type="checkbox"/> Supervisor
<input type="checkbox"/> Evaluatee