

ARTICLE XIII. EVALUATION

A. General Provisions

Teachers shall be evaluated by a procedure that is continuous, comprehensive and uniform throughout the District. Teachers will be evaluated based on the Pajaro Valley Professional Standards and the California Standards for the Teaching Profession. See Exhibits C-1 through ~~C-5~~ **C-3** in this Agreement. The primary objective of evaluation is to maintain or improve the quality of instruction in the district. This evaluation process shall be in compliance with the provisions of the Education Code.

The sole evaluator, regardless of department, shall be the certificated immediate supervisor. If other arrangements are made by the supervisor, the unit member will be notified as soon as reasonably possible. Each unit member shall have only one evaluator. In the case that a member works at two (2) or more sites, the affected site administrators shall decide who will serve as the evaluator. The other non-evaluating administrator(s) may give input.

B. Tenured Evaluation

~~The tenured teacher evaluation program will consist of three (3) options. See Chart on exhibit C-4 of this Agreement.~~ **The tenured teacher evaluation will be in accordance with the frequency and observations stated in Exhibit C-3, and shall be based upon any combination of the following: formal and informal classroom observations(s), and formal and informal observations related to developing as a professional educator.**

C. Tenured Partner Collaboration

In years during which the unit member is off-cycle for an evaluation, the unit member may participate in a Partner Collaboration process, in which two members observe one another and provide feedback and reflections. The scheduling will be coordinated with the site administration to obtain classroom coverage during the observations. The Partner Collaboration is not evaluative.

D. Probationary, Temporary, and Categorical Evaluation

1. Each probationary, temporary or categorical (non-permanent) employee shall be given at least one (1) written performance evaluation each year, and shall be based upon any combination of the following: formal and informal classroom observations, and formal and informal observations related to developing as a professional educator. **(See Exhibit C-3)**

~~Categorical (non-permanent) employees will be evaluated on the administrative mandated option for their first two (2) years. Beginning with their third (3rd) year in the District, after receiving two (2) successful evaluations on the administrative option, categorical (non-permanent) employees will be governed by the same evaluation options and procedures as permanent teachers in good standing.~~

Beginning with their third year in the District, categorical (non-permanent) employees will continue with the same process as outlined in Chart on Exhibit C-3.

- ~~2. Employees who transfer shall take their Evaluation Option with them.~~

E. Procedure for Evaluation

1. The evaluator in consultation with the employee shall set the dates for ~~the at least one (1)~~ **formal observation(s)** with pre and post conferences no later than five (5) working days prior to taking place, unless a sooner date is mutually agreed upon by both parties.
2. The evaluator shall make formal observations of not less than thirty (30) minutes.
3. The evaluation process shall be completed in sufficient time so that each teacher shall receive his/her summative evaluation no later than **April 15th. the 152nd day of instruction.**
4. If a teacher believes there is incorrect information in their written evaluation they shall first address their concern with their evaluator. If they still feel there is incorrect information they shall have the right to respond in writing to the evaluation within 10 working days and have their response attached to the evaluation.
5. A list of deadlines/timelines will be distributed by the Human Resources Department.

F. Pre-Assistance and Mandatory Pre-Assistance and Review (PAR)

The Primary purpose of Pre-Assistance is to improve the quality of classroom instruction and promote higher student achievement. However, at times some staff require additional guidance and support to maintain Professional Standards. If additional guidance and support is needed, the supervising administrator will initiate the Pre-Assistance process. When a certificated staff member is placed on Pre-Assistance, there is no record of it submitted to his/her certificated personnel file.

1. Pre-Assistance:

Pre-Assistance is focused on specific areas of the Professional Standards and is to be viewed positively as providing the necessary guidance and support required to reestablish the applying column of the Professional Standards. The duration for Pre-Assistance is a minimum of 10 weeks for tenured staff.

The evaluator will develop a Pre-Assistance Plan that will include the following:

- A statement of the problem in relationship to the Professional Standards
- A statement of the desired behavior in relationship to the Professional Standards
- Date(s) when the problem has occurred
- Date when the problem is to be resolved; and
- Recommendations and assistance that will be given to the teacher

Pre-Assistance plans are submitted by the evaluator to the Assistant Superintendent of Human Resources or Designee and the President of PVFT or Designee for joint review. They will then submit the plan to the PAR committee for final approval. Upon final approval the evaluator will present the Pre-Assistance plan to the unit member for implementation.

At the completion of the pre-assistance plan, one of the following actions will occur:

- Continuance/extension of the pre-assistance plan
- Referral to mandatory PAR (Peer Assistance and Review) if tenured
- Problem is resolved and Professional Standards met, return to current evaluation option

2. Mandatory PAR Referral process.

A. At the summative meeting of the pre-assistance process, the Administrator notifies the unit member of the referral to PAR and provides the unit member the packet titled, "Peer Assistance and Review Guidelines."

B. Refer to Exhibit C5 for the mandatory PAR referral process.

C. The packet titled "Peer Assistance and Review Guidelines" is also available for review at both the Union office and the Human Resources Dept.

3. Teachers shall not be permitted to advance to a higher step or column on the teacher salary schedule while on mandatory PAR. Mandatory PAR is generally assigned for the entire school year. If, however, a teacher has corrected noted problems in the first semester, she/he could be taken off mandatory PAR for the second semester. In addition, a teacher assigned to mandatory PAR is not eligible to advance on the salary schedule until the beginning of the new school year that follows the successful completion of the PAR Plan.

G. PAR Committee

1. The District shall establish a PAR committee to provide oversight of the Pre-Assistance and Mandatory Peer-Assistance process. The Assistant Superintendent of Human Resources or Designee and the PVFT President or Designee, in consultation with the Committee will establish the operational procedures, schedule of meeting dates, and agenda items of the Committee.
2. Membership: The PAR committee will consist of the Assistant Superintendent of Human Resources or Designee, PVFT Union President, three (3) PVFT Members, and two (2) District Administrators.
3. Additional members may be added to the PAR committee by mutual agreement between the Assistant Superintendent of Human Resources or Designee and the PVFT Union President. The majority of the Committee shall be composed of certificated PVFT members.
4. PVFT committee members required to attend PAR Meetings shall be compensated at one hundred (\$100) dollars per meeting attended. The meeting shall not be more than ninety (90) minutes in length.

This proposal includes the following changes to Exhibits:

1. Exhibit C-1 will be updated to reflect the current CSTPs.
2. Exhibit C-2 Will be updated to reflect changes to XIII.
3. Exhibit C-3 and C-4 will be deleted.
4. The new Exhibit C-3 is attached to this proposal.