



# Nelson County Schools Certified Evaluation Plan & Professional Growth and Effectiveness System

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# Updates for 16-17

## Full CEP Document

1. [Reduced pages where possible to make the document more manageable.](#)
2. Remove sign offs on the multiple sections of the document.
3. [Specifically define mini vs full observations.](#)
4. [Drop proficiency component from Student Growth Goal.](#)
5. [Graphical changes to all Toolboxes to allow more text and for specific pages for schools to populate resources links.](#)

# EVALUATION TOOLBOXES AND ASSURANCES



TPGES: Teacher Toolbox

PPGES: Principal/Assistant Principal Toolbox

OPGES: Library Media Specialist Toolbox

OPGES: Guidance Counselor Toolbox

OPGES: Instructional Coach Toolbox

OPGES: Therapeutic Specialist Toolbox

The Nelson 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.

The evaluation process and criteria for evaluation will be explained to and discussed with all certified personnel annually within 30 calendar days of reporting for employment. This shall occur prior to the implementation of the plan. The evaluation of each certified staff member will be conducted or supervised by the immediate supervisor of the employee.

All certified employees shall develop a Professional Growth Plan (PGP) that shall be aligned with the school/district improvement plan and comply with the requirements of 704 KAR 3:370. The PGP will be reviewed annually.

All administrators, to include the superintendent, and non-tenured teachers will be evaluated annually.

All tenured teachers will be evaluated a minimum of once every three years.

Each evaluator will be trained and approved in the use of appropriate evaluation techniques and the use of local instruments and procedures.

Each person evaluated will have both formative and summative evaluations with the evaluator regarding his/her performance.

Each evaluatee shall be given a copy of his/her summative evaluation and the summative evaluation shall be filed with the official personnel records.

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.

The evaluation plan process will not discriminate on the basis of race, national origin, religion, marital status, sex, or disability.

This evaluation plan will be reviewed as needed and any substantive revisions will be submitted to the Department of Education for approval.

The local board of education approved the evaluation plan as recorded in the minutes of the meeting held on April 26, 2016.

\_\_\_\_\_  
Signature of District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chairperson, Board of Education

\_\_\_\_\_  
Date

# DEFINITIONS

**Artifact:** A product of a certified school personnel's work that demonstrates knowledge and skills.

**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.

**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.

**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.

**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.

**Evaluatee:** A certified school personnel who is being evaluated.

**Evaluator:** The primary evaluator as described in KRS 156.557(5)(c)2.

**Formative Evaluation:** Is defined by KRS 156.557(1)(a).

**Improvement Plan:** A plan for improvement up to twelve months in duration for, but not limited to: Teachers and other professionals who are rated ineffective in professional practice and have a low overall student growth rating. Principals who are rated ineffective in professional practice and have high, expected, or low overall student growth rating.

**Job Category:** A group or class of certified school personnel positions with closely related functions.

**Local Contribution:** A rating based on the degree to which a teacher, other professional, principal, or assistant principal meets student growth goals and is used for the student growth measure.

**Local Formative Growth Measures:** Is defined by KRS 156.557(1)(b).

**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.

**Full Observation:** When the evaluator conducts an observation for the full class period utilizing the KY Framework for Teaching with the purpose of gathering evidence for the employee's summative evaluation.

**Mini Observation:** When the evaluator conducts an observation for an abbreviated time during a class period utilizing the KY Framework for Teaching with the purpose of gathering evidence for the employee's on-going evaluation. This is one in a series of observations.

**Observer Certification:** A process of training and ensuring that certified school personnel who serve as observers of evaluatees have demonstrated proficiency in rating teachers and other professionals for the purposes of evaluation and feedback.

# STUDENT GROWTH: DETERMINATION OF LOCAL GROWTH

We expect all students to show growth and strive for proficiency. TPGES and OPGES proficiency target rating and the growth target rating will be combined for one overall local student growth goal rating. The charts below provide information on the criteria for the ratings and combined overall local growth goal. SGG rubrics must be written such that all students can demonstrate some level of measurable growth beyond baseline.

GROWTH TARGET RATING		
LOW	EXPECTED	HIGH
Below 75%	75-89%	90%-100%

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PROFICIENCY TARGET RATING		
LOW	EXPECTED	HIGH
Does not meet proficiency target within 10%	Meets proficiency target within 10%	Exceeds proficiency

LOCAL STUDENT GROWTH GOAL RATING		
Growth TARGET	Proficiency TARGET	Overall Local SG RATING
High	High	High
	Expected	High
	Low	Expected
Expected	High	High
	Expected	Expected
	Low	Expected
Low	High	Expected
	Expected	Expected
	Low	Low

## STUDENT GROWTH: DETERMINATION OF LOCAL GROWTH

We expect all students to show growth. The charts below provide information on the criteria for the ratings of local growth goal. SGG rubrics must be written such that all students can demonstrate some level of measurable growth beyond baseline.

Growth Target Rating		
LOW	EXPECTED	HIGH
Below 75%	75-89%	90-100%



# Professional Learning

## Resource Links

- [School CIPS](#)
- [PGP 15-16](#)
- [KDE Resources](#)
- [Google Classroom](#)
- [MAP Data Goals](#)