

ELIZABETHTOWN INDEPENDENT SCHOOLS

Superintendent

Mr. Jon Ballard

Board of Education

Mr. Paul Godfrey
Mrs. Teresa Harris
Mr. Tony Kuklinski
Mr. Guy Wallace
Mr. Matt Wyatt



219 Helm Street
Elizabethtown, KY 42701

Tel: (270) 765-6146

Fax: (270) 765-2158

www.etown.kyschools.us

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Changes to the Certified Evaluation Plan for Elizabethtown Independent Schools

After submitting the Certified Evaluation Plan for 2018, the Kentucky Department of Education requested that we make a few changes to the plan. Additions to the plan were made after the required 50/50 committee meeting to discuss and make the changes.

The changes are listed below for your approval:

1. Added specific wording, "every evaluator will complete a minimum of six hours annually of EILA approved training" to the evaluator observation training section. (See page 22.)
2. Decision Rules for Determining Principal/Assistant Principal's Summative Rating will be based on Kentucky performance measures. (See page 34-35.)
3. Decision Rules for Determining District Certified Non-Administrators and District Administrators were created to align with Kentucky performance measures. (See page 43-45)

This plan, once approved by the Elizabethtown Board of Education, will be resubmitted to the Kentucky Department of Education for approval.

Respectfully submitted,

Michelle Motley, Director of Personnel/Public Relations
50/50 Committee

Observer Certification:

All administrators serving as a primary evaluator must complete the Initial Certified Evaluation Training prior to conducting observations for the purpose of evaluation. All primary evaluators must complete personnel evaluation system training for a minimum of 6 hours of EILA approved training, annually.

To ensure consistency of observations, evaluators must also be trained, tested and approved using the district determined platform. The system allows observers to develop a deep understanding of how the four domains of the Kentucky Framework for Teaching (KYFFT) are applied in observation. There are three sections of the proficiency system.

- Framework for Teaching Observer Training
- Framework for Teaching Scoring Practice
- Framework for Teaching Proficiency Assessment

The established cycle for observation certification is as follows:

| | |
|--------|-----------------|
| Year 1 | Certification |
| Year 2 | Calibration |
| Year 3 | Calibration |
| Year 4 | Recertification |

Only evaluators who have passed the proficiency assessment can conduct mini and full observations for the purpose of evaluation. Evaluators of teachers and other professionals must successfully complete the district determined observer certification no later than 45 days from employment. In the event that a evaluator has yet to complete the proficiency assessment, or if the evaluator does not pass the assessment, the district will provide the following supports:

- The superintendent will assign a substitute primary evaluator to assist in conducting observations until the evaluator has successfully completed observer certification.
- The substitute evaluator will mentor the non-certified evaluator and provide the support he/she needs to successfully complete the observer certification.
- Observation data provided by a substitute observer is considered a valid source of evidence only if the evaluator is present in the observation. Therefore, the non-certified evaluator must accompany the certified substitute evaluator to all observations, post conferences, and professional discussions with certified personnel. Once the non-certified evaluator obtains certification, he/she will assume all duties of the evaluator's role.

Observer Calibration:

As certified observers may tend to experience "drift" in rating accuracy, the district will complete a calibration process each year where certification is not required (see chart below). This calibration process will be completed in years two and three after certification. Calibration ensures ongoing accuracy in scoring teaching practice, an awareness of the potential risk for rater bias, and that observers refresh their knowledge of the training and scoring practice. All calibration processes must be conducted through the district determined platform

- Leadership Meeting Artifacts
- Instructional Round/Walk-Through Documentation
- Budgets/Audit Information
- EILA/Professional Learning Experience Documentation
- Surveys (to include data from the TELL Survey and Teachers)
- Professional Organizations Memberships and Leadership Roles
- Parent/Community Engagement Surveys
- Parent/Community Engagement Events Documentation
- School Schedules, to Include Master Schedule and Calendars
- Other Evidence Related to Practice Within the Standards

Mid-Year Review Conference – for Assistant Principals only (conducted by the Principal)

A mid-year conference conducted by the principal with the assistant principal shall occur before January 31 that includes a discussion of the following items: (See form on page 109.)(Any modifications to this timeline or expectations for late hires will be documented on the district form completed by the evaluator and reached in consensus with the evaluatee. See form on page 115.)

- Discussion of each principal performance standard and whether any other documentation or supporting evidence is needed
- Assistant Principal's progress toward Professional Growth Goal
- Questions/Concerns/Comments

Determining the Summative Rating

The Superintendent/designee is responsible for determining a Summative Rating for each principal at the conclusion of the summative evaluation year. Principals are responsible for determining the Summative Rating for assistant principals.

The Summative Rating is informed by the educator's ratings on the six Principal Standards along with professional judgment informed by evidences that demonstrate the educator's performance against the standards and decision rules (see page 35 for decision rules chart) that establish a common understanding of performance thresholds to which all educators are held.

The Kentucky Framework of Principals stands as the critical rubric for providing educators and evaluators with concrete descriptions of practice associated with specific standards. Each element describes a discrete behavior or related set of behaviors that educators and evaluators can prioritize for evidence-gathering, feedback, and eventually, evaluation. Evaluators organize and analyze evidence for each individual educator based on these concrete descriptions of practice to assign a rating for the Kentucky Performance Measures: Planning, Environment, Instruction and Professionalism. The Summative Rating will be recorded on district approved forms no later than May 10.

Principal and Assistant Principal Standards

Standard 1: Instructional Leadership
Standard 2: School Climate
Standard 3: Human Resource Management
Standard 4: Organizational Management
Standard 5: Communications and Community Relations
Standard 6: Professionalism

Ratings Available

I = Ineffective
D = Developing
A = Accomplished
E = Exemplary

Performance Measures:

Planning-Standard 3 and Standard 4
Environment- Standard 2 and Standard 5
Instruction-Standard 1
Professionalism-Standard 6

(See pages 89-94 for a full description of the Principal and Assistant Standards, along with descriptors for each one.)

The evaluator will use the following decision rules to determine the Summative Rating for the principal/assistant principal based on the Kentucky Performance Measures:

| DECISION RULES FOR DETERMINING A PRINCIPAL or ASSISTANT PRINCIPAL'S SUMMATIVE RATING BASED ON KENTUCKY'S PERFORMANCE MEASURES | |
|--|--|
| IF... | THEN... |
| Principal or Assistant Principal is rated Exemplary in at least three of the performance measures and no measure is rated Developing or Ineffective | Summative Rating shall be Exemplary |
| Principal or Assistant Principal is rated Accomplished in at least three of the performance measures and no measure is rated Ineffective | Summative Rating shall be Accomplished |
| Principal or Assistant Principal is rated Developing in at least three performance measures | Summative Rating shall be Developing |
| Principal or Assistant Principal is rated Ineffective in two or more performance measures | Summative Rating shall be Ineffective |
| If data from a principal or assistant principal's professional practice doesn't fall specifically within this framework, a decision will be determined through the professional judgment of the evaluator. | |

In addition, a review of the educator's progress toward the Professional Growth Plan (PGP) will be conducted at the post-observation/site visit conference. Following the post-observation/site visit conference, the evaluatee and evaluator will sign the district approved form to document that the observation/site visit and post-observation/site visit conference were conducted. The evaluatee will receive a copy of the completed observation/site visit form.

Products of Practice/Other Sources of Evidence

District certified personnel may provide additional evidences to support assessment of their own professional practice. These evidences should yield information related to the evaluatee's practice within the standards. Examples of artifacts may include but are not limited to the following:

- A Collection of Instructional Leadership Work Samples
- Committee Meeting Artifacts
- Leadership Meeting Artifacts
- EILA/Professional Learning Experience Documentation
- Surveys
- Professional Organizations Memberships and Leadership Roles
- Parent/Community Engagement Surveys
- Parent/Community Engagement Events Documentation
- Schedules and Calendars
- Other Evidence Related to Practice Within the Standards

Determining the Summative Rating

During the summative evaluation conference, the evaluator and evaluatee will discuss the evaluatee's performance against the standards and indicators for the evaluatee's position within the district. (See summative evaluation forms on pages 212-216 for non-administrative district certified personnel and pages 217-218 for district administrators). Reviewing evidences from self-reflection, the professional growth plan, observations/site visits, any other data collected throughout the formative phase of the evaluation cycle, and professional judgment, the evaluator will rate professional practice on each performance measure (Planning, Environment, Instruction and Professionalism) for the district certified educator. The evaluator will then apply the decision rules for determining a summative rating for a District Administrator by selecting the rating from one of the following choices: Ineffective, Developing, Accomplished, or Exemplary. The certified district non-administrator will follow the same process; however, has a different set of decision rules for determining their summative rating. (See page 45)

The summative evaluation form will be signed by both the evaluatee and the evaluator, and a copy of the completed summative evaluation form will be provided to the evaluatee and to the district's Director of Personnel for inclusion in the evaluatee's personnel file.

District certified personnel will have an opportunity to give a written response to the evaluator and such response will be filed with the evaluation. District certified personnel will be required to sign all forms

ensuring the evaluation process has been discussed and a copy of the evaluation provided to the evaluatee.

The evaluation process must conclude no later than April 30 for district certified personnel in non-administrative roles and by May 10 for those in administrative roles.

| DECISION RULES FOR DETERMINING A CERTIFIED DISTRICT ADMINISTRATOR'S SUMMATIVE RATING BASED ON KENTUCKY'S PERFORMANCE MEASURES | |
|--|--|
| IF... | THEN... |
| District Certified Administrator is rated Exemplary in at least three of the performance measures and no measure is rated Developing or Ineffective | Summative Rating shall be Exemplary |
| District Certified Administrator is rated Accomplished in at least three of the performance measures and no measure is rated Ineffective | Summative Rating shall be Accomplished |
| District Certified Administrator is rated Developing in at least three performance measures | Summative Rating shall be Developing |
| District Certified Administrator is rated Ineffective in two or more performance measures | Summative Rating shall be Ineffective |
| If data from a District Certified Administrator's professional practice doesn't fall specifically within this framework, a decision will be determined through the professional judgment of the evaluator. | |

DECISION RULES FOR DETERMINING A CERTIFIED DISTRICT NON-ADMINISTRATOR'S SUMMATIVE RATING BASED ON KENTUCKY'S PERFORMANCE MEASURES

| IF... | THEN... |
|---|--|
| Environment and Instruction are rated INEFFECTIVE | The Summative Rating shall be INEFFECTIVE |
| Environment or Instruction are rated INEFFECTIVE | The Summative Rating shall be DEVELOPING or INEFFECTIVE |
| Planning or Professionalism are rated INEFFECTIVE | The Summative Rating shall NOT be EXEMPLARY |
| Two Performance Measures are rated DEVELOPING, and Two Performance Measures are rated ACCOMPLISHED | The Summative Rating shall be ACCOMPLISHED |
| Two Performance Measures are rated DEVELOPING, and Two Performance Measures are rated EXEMPLARY | The Summative Rating shall be ACCOMPLISHED |
| Two Performance Measures are rated ACCOMPLISHED, and Two Performance Measures are rated EXEMPLARY | The Summative Rating shall be EXEMPLARY |
| If data from an educator's professional practice doesn't fall specifically within this framework, a decision will be determined through the professional judgment of the evaluator. | |