

Response and Amendments to the 2019-2020 Certified Evaluation Plan During the COVID-19 Pandemic

SB 177 (2020) Signed into Kentucky on March 24, 2020 and retroactive to March 6, 2020, provides:

Section 8. Notwithstanding KRS 156.557 and 704 KAR 3:370, for the 2019-2020 school year, a local board of education may revise the district's certified evaluation plan due to the COVID-19 public health emergency.

In response to the COVID-19 public health crisis, SB 177 allows Kentucky school districts the ability to modify the district's Certified Evaluation Plan (CEP) for the 2019-2020 school year. The CEP can be modified to address the needs of the district during this time. CEP's modified for the 2019-2020 school year, only require local school board approval. **KDE approval is not required.**

In order to fulfill the evaluation requirements while utilizing a non-traditional instructional approach to teaching and learning, modifications to the current methods for observations including artifacts and deadlines have been revised. These changes remain in alignment with Policy 03.18. Therefore, the following amendments are being made to the current 2019-2020 Certified Evaluation Plan for Teachers and Other Professionals:

Tenured Full Observations will use the following to complete the observation:

- previous mini observation data
- current walkthrough data
- lesson plan reviews
- PGP reviews

The pre-observation document will not be completed; however, the post-observation document will be completed.

Tenured Mini Observations will use the following to complete the observation:

- Current walkthrough data
- PGP reviews

The pre-observation document will not be completed; however, the post-observation document will be completed.

Non-tenured Full Observations will use the following to complete the observation:

- Previous mini observation data
- Lesson plan reviews

- PGP reviews
- Virtual lesson observation (principal/AP would observe teacher during a zoom session or in a session the teacher recorded and submitted to the principal/AP)

Both the pre-observation document and the post-observation document will be completed.

PGP

PGP reviews will be conducted with all teachers and other professionals via tele-conference or virtual conference.

Deadlines for Evaluations, Summative Rating Forms, and PGP for Teachers and Other Professionals

Observation and evaluation deadlines are as follows:

- All tenured and non-tenured observations completed by Friday, April 24, 2020.
- All non-tenured summative evaluations completed by Friday, April 24, 2020.
- All tenured summative evaluations completed by Friday, May 15, 2020.
- All non-tenured PGP reviews completed by Friday, April 24, 2020.
- All tenured PGP reviews completed by Friday, May 15, 2020.

*** All post-conferences for observations, summative evaluations, and PGP reviews will be conducted through tele-conference or virtual conferences. The date/time of the conference will be written on the post-observation document, the evaluation document, and the PGP, and the evaluator will sign and date all forms on the date of the post-conference. Upon completion of the conference, the evaluator will notify HR and an email will be generated through TalentEd records to the employee. The employee will confirm receipt of their evaluation, make necessary comments, and electronically sign and timestamp the form. This form will then be printed by HR and attached to the evaluation as proof of signature.*

The following amendments are being made to the Certified Evaluation Plan for Principals, Assistant Principals, District Administrators, Certified Directors, and Certified Coordinators:

Assistant Principals

A site visit will be conducted no later than April 30, 2020.

Principals

If needed, an additional site visit may be conducted by May 15, 2020.

District Administrators, Certified Directors, and Certified Coordinators

If needed, an additional site visit may be conducted by May 15, 2020.

Deadlines for Summative Rating Forms, and PGP for Assistant Principals, Principals, District Administrators, Certified Directors, and Certified Coordinators

Evaluation deadlines are as follows:

- All site visit conferences, summative evaluations, and PGP reviews for Assistant Principals completed by Friday, May 15, 2020.
- All site visit conferences (if needed), summative evaluations, and PGP reviews for Principals, District Administrators, Certified Directors, and Certified Coordinators completed by Friday, May 29, 2020.

*** All post-conferences for site visits, summative evaluations, and PGP reviews will be completed via tele-conference or virtual conference. The date/time of the conference will be written on all forms by the evaluator and the evaluator will sign and date all forms on the date of the post-conference. Upon completion of the conference, the evaluator will notify HR and an email will be generated through TalentEd records to the employee. The employee will confirm receipt of their evaluation and/or professional growth plan, make any necessary comments, and electronically sign and timestamp the form. This form will then be printed by HR and attached to the evaluation as proof of signature.*

Amendment to Classified Evaluations due to the Covid-19 Pandemic

While classified evaluations are not considered a part of the Certified Evaluation Plan, changes to procedures and deadlines for classified evaluations have been included due to the COVID-19 pandemic. These changes remain in alignment with Policy 03.28. The updates to classified evaluations are as follows:

Classified Evaluations and Deadlines

Classified evaluations will be completed by the Principal/Assistant Principal and a meeting conducted via tele-conference or virtual conference. The date/time of the conference will be written on the evaluation by the evaluator and the evaluator will sign and date all forms on the date of the post-conference. Upon completion of the conference, the evaluator will notify HR and an email will be generated through TalentEd records to the employee. The employee will confirm receipt of their evaluation, make any necessary comments, and electronically sign and timestamp the form. This form will then be printed by HR and attached to the evaluation as proof of signature.

- All classified evaluations completed by Thursday, May 14, 2020

All observation and evaluation forms for both certified and classified staff will be used as provided in the original evaluation training held in July, 2019.

****All original copies of the summative evaluations, Professional Growth Plans, and classified evaluations are due to HR no later than Friday, May 22, 2020.****