

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #: IX F DATE:** April 15, 2020

**TOPIC/TITLE:** Amendments to 2019-2020 Certified Evaluation Plan Due to COVID-19 Restrictions

**PRESENTER:** Dr. Martha Jones

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)  
☒ ACTION REQUESTED AT THIS MEETING  
☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL  
☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)  
☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION  
☐ BOARD OF EDUCATION POLICY  
☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION  
☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:  
☐ ACTION:

**BACKGROUND INFORMATION:**

**SUMMARY OF MAJOR ELEMENTS:**

Approve amendments to the 2019-2020 Certified Evaluation Plan due to COVID-19 restrictions.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☐ Recommended ☐ Not Recommended

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**Current CEP:**

**Observation Schedule for Classroom Teachers and Other Professionals:  
Non-Tenured (one year cycle)**

Minimum of four (4) scheduled observations followed by face-to-face conferences per school year. The peer observation will follow the two mini-observations completed by the evaluator. The final of the four observations will be the evaluator full observation.

- 1) First two mini observations scheduled before **WINTER BREAK**.
- 2) The peer mini observation should be completed by **JANUARY 31<sup>st</sup>**.
- 3) The full administrator observation will occur no later than **APRIL 10**.

**Observation Schedule for Classroom Teachers and Other Professionals:  
Tenured (3 year cycle)**

Minimum of one (1) scheduled and completed observation per school year no later than **APRIL 10**. Year 1 and Year 2 will be mini-observations by the evaluator. Year 3 will be a peer observation by January 31 followed by an evaluator full observation. During the third year of the evaluation cycle, the summative evaluation conference will take place during the 2<sup>nd</sup> semester of that year. All evaluations must be put into the District Approved Technology Platform. The summative evaluation is due to Central Office by the last working day in April.

If mutually agreed upon by BOTH the evaluator and evaluate, observation does not have to be comprehensive and include all components of the domain.

**Observation Schedule for Classroom Teachers: Late Hires**

Any employee hired after 60 instructional days, or any employee who misses 60 consecutive days, will have a minimum of three (3) scheduled observations followed by face-to-face conferences. The peer observation will follow the mini-observations completed by the evaluator. The final of the three observations will be the evaluator full observation.

- 4) First mini observations scheduled within 30 days of hire.
- 5) The peer mini observation should be completed after the first mini.
- 6) The full administrator observation will occur no later than **APRIL 10**

## Recommended changes due to COVID 19:

### Observation Schedule for Classroom Teachers and Other Professionals: Non-Tenured (one year cycle)

Minimum of four (4) scheduled observations followed by face-to-face conferences per school year. The peer observation will follow the two mini-observations completed by the evaluator. The final of the four observations will be the evaluator full observation.

- 1) First two mini observations scheduled before **WINTER BREAK**.
- 2) The peer mini observation should be completed by **JANUARY 31<sup>st</sup>**.
- 3) The full administrator observation will occur no later than **APRIL 10**

**\*\*\*If full observation did not occur before NTI instruction began, administrator shall conduct a summative evaluation virtually evaluating domains one and four. Scores for domains two and three will come from the two mini observations.**

### Observation Schedule for Classroom Teachers and Other Professionals: Tenured (3 year cycle)

Minimum of one (1) scheduled and completed observation per school year no later than **APRIL 10**. Year 1 and Year 2 will be mini-observations by the evaluator. Year 3 will be a peer observation by January 31 followed by an evaluator full observation. During the third year of the evaluation cycle, the summative evaluation conference will take place during the 2<sup>nd</sup> semester of that year. All evaluations must be put into the District Approved Technology Platform. The summative evaluation is due to Central Office by the last working day in April.

If mutually agreed upon by BOTH the evaluator and evaluatee, observation does not have to be comprehensive and include all components of the domain.

**\*\*\*If summative observation did not occur before NTI instruction began, administrator shall conduct a summative evaluation virtually evaluating domains one and four. Scores for domains two and three will come from the two mini observations.**

### **Observation Schedule for Classroom Teachers: Late Hires**

Any employee hired after 60 instructional days, or any employee who misses 60 consecutive days, will have a minimum of three (3) scheduled observations followed by face-to-face conferences. The peer observation will follow the mini-observations completed by the evaluator. The final of the three observations will be the evaluator full observation.

- 4) First mini observations scheduled within 30 days of hire.
- 5) The peer mini observation should be completed after the first mini.
- 6) The full administrator observation will occur no later than **APRIL 10**

*For any late hire, administrators shall have documented evidence of observations of all domains. If domains one and four had not been observed before NTI, administrator shall virtually conference with teacher and evaluate domains one and four.*