

NEWPORT INDEPENDENT SCHOOLS

2019-2020 CERTIFIED PERSONNEL EVALUATION PLAN AMENDMENT

Due to the current COVID-19 situation, the following amendments will be made to the 2019-2020 CEP for Newport Independent Schools.

Certified Evaluation Plan (CEP) Modifications due to COVID-19

- SB 177 signed into law on March 24, 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.**

KDE is allowing local School Boards to:

- **Have flexibility & amendment this year's certified evaluation processes, procedures & timelines**
- **Waive the 50/50 Committee requirement for 2019-2020 CEP Amendment**
- **Waive the two required readings for the amendment**

The following email was sent as guidance to Principals on March 31, 2020:

On Friday's (March 27, 2019) webcast with the Commissioner, evaluations were discussed. According to the information we received, they indicated that it is each district's decision on how to handle finishing evaluations for this year since each district's plan is very different from each other.

After discussions on how we want to handle this, Mr. Middleton decided that these steps will be followed to finalize all certified evaluations for 2019-2020:

- All evidence that has been collected, up to this point, will be utilized
- Any observations that were not completed will be waived
- Utilize the evidence collected to make all summative decisions by using the charts in the CEP as best as you can
- Any Summative Evaluation meetings that still need to be completed will be conducted virtually by using Google Hangout/Meet or Zoom so it can still be a face-to-face individual conversation with the teacher/staff member & their evaluator
 - Signatures will be done electronically & I will be forwarding an updated form to use for that later today
 - These meetings still need to be completed by April 24 so this will give you a couple of weeks to schedule them with your staff
- Completed Summative Evaluations will need to be emailed to Carla Davis & Kim Klosterman

The following pages explain the 2019-2020 CEP Amendments to the processes & timelines:

PGES System Component Timeline for Teachers and Other Professionals

	Requirements	
Component	1-year Cycle * (see note below)	3-year Cycle * (see note below)
Self-Reflection	Required for all certified staff on a yearly basis	
PGP		
Observation 1 May be Announced or Unannounced	Required for all certified staff on a one-year cycle For 2019-2020, at least ONE (1) observation of any length must occur prior to the Summative Meeting	Required Can occur at any time during the 3-year cycle and must be before the last full observation
Observation 2 May be Announced or Unannounced		
Full Observation Must be Announced		Required Must occur in summative year and be the last observation in cycle
Summative	Required This can be conducted in a virtual face-to-face meeting	Required This can be conducted in a virtual face-to-face meeting

Instructional Days Worked		
120 + days	119-60 days	59 and less days
Within 20 instructional days	Within 15 instructional days	Within 10 instructional days
Within 20 instructional days	Within 15 instructional days	Within 10 instructional days
Both At least ONE (1) observation will be completed prior to last full observation in the 2019-2020 school year	Must May occur prior to last full observation May occur at evaluator's discretion	May occur at evaluator's discretion
Must be last observation in cycle if the full observation occurred in 2019-2020	Must be last observation in cycle if the full observation occurred in 2019-2020	Must be last observation in cycle if the full observation occurred in 2019-2020
Must occur on or before April 30 May 1, 2020	Must occur on or before April 30 May 1, 2020	Must occur on or before April 30 May 1, 2020

NOTES:

- Days are defined as instructional days from 1st day of school or 1st instructional day following employment
- The timeline can be affected by the number of instructional days worked.
- If an employee in their summative evaluation year misses more than 90 days, the superintendent or designee may suspend the summative evaluation until the next school year.
- All certified staff will receive evaluation training, including all contents & forms of the Newport CEP, within the first 30 days of reporting to work for the school year.
- Certified staff that hold dual roles will be evaluated using the framework, either TPGES or OPGES, that is based on the role in which they are performing the majority of the instructional day.

Original District Observation Requirements for 1-Year Cycle & 3-Year Cycles	2019-2020 CEP Amendment
Observers and evaluatees will adhere to the following observation conferencing requirements for TPGES & OPGES	Observers and evaluatees will adhere to the following observation conferencing requirements for TPGES & OPGES
<u>1-Year Cycle</u> <ul style="list-style-type: none"> Teachers and Other Professionals are evaluated annually. A minimum of three (3) observations shall be completed by the supervisor in the one-year summative cycle. 	<u>1-Year Cycle</u> <ul style="list-style-type: none"> Teachers and Other Professionals are evaluated annually. A minimum of one (1) observation shall be completed by the supervisor in the one-year summative cycle.
<u>1-Year & 3-Year Cycles</u> <ul style="list-style-type: none"> Two observations conducted by the supervisor may be completed anytime during the summative cycle prior to the full observation. The observations may be mini or full <u>and are either announced or unannounced</u>. During the observations, the observer will make notes of the components observed in order to provide meaningful feedback to the evaluatee. The final observation shall be a full observation conducted and scheduled (announced) by the supervisor during the summative cycle. At any given time during a non-tenured teacher's cycle, additional observations by the evaluator may be conducted, if growth is needed (teacher practices that result in ineffective determination for a component might be a reason for the additional observation feedback). All observations must be documented on district-approved forms. Other Professionals observations may receive an observation that looks closer to the administrative site visits. 	<u>1-Year & 3-Year Cycles</u> <ul style="list-style-type: none"> One (1) observation conducted by the supervisor may be completed anytime during the summative cycle. The one (1) observation may be mini or full <u>and are either announced or unannounced</u>. During the observation, the observer will make notes of the components observed in order to provide meaningful feedback to the evaluatee. If the final observation occurred, it shall be a full observation and scheduled (announced) by the supervisor during the summative cycle. At any given time during a non-tenured teacher's cycle, additional observations by the evaluator may be conducted, if growth is needed (teacher practices that result in ineffective determination for a component might be a reason for the additional observation feedback). All observations must be documented on district-approved forms. Other Professionals observations may receive an observation that looks closer to the administrative site visits.
<u>PARTIAL/FULL OBSERVATIONS DURING THE CYCLE</u> <ul style="list-style-type: none"> Pre-Observation Conferences are optional (to be determined by the evaluator) for partial observations. Post-Observation Conferences for partial observations shall be followed by meaningful feedback within five (5) working days electronically or in person (as determined by the evaluator). *May be announced/unannounced 	<u>PARTIAL/FULL OBSERVATIONS DURING THE CYCLE</u> <ul style="list-style-type: none"> If the partial/full observation occurred, the Pre-Observation Conferences are optional (to be determined by the evaluator) for partial observations. Post-Observation Conferences for partial observations shall be followed by meaningful feedback within five (5) working days electronically or in person (as determined by the evaluator). *May be announced/unannounced
<u>LAST FULL OBSERVATION OF THE CYCLE</u> <ul style="list-style-type: none"> Pre-Observation Form shall be submitted 5 working days prior to the observation for the last full summative evaluation in person. Post-Observation Conferences are to be conducted for all full observations in person and shall take place within five (5) working days after the observation. *Must be announced/scheduled 	<u>LAST FULL OBSERVATION OF THE CYCLE</u> <ul style="list-style-type: none"> If the full observation occurred, the Pre-Observation Form shall be submitted 5 working days prior to the observation for the last full summative evaluation in person. Post-Observation Conferences are to be conducted for all full observations in person and shall take place within five (5) working days after the observation. *Must be announced/scheduled
<u>SUMMATIVE EVALUATION CONFERENCE</u> <ul style="list-style-type: none"> The summative evaluation conference shall be held at the end of the summative evaluation cycle. 1-year cycle teachers and other professionals will be completed by April 30 of each year 3-Year cycle teachers and other professionals will be completed by April 30 of the summative year Supervisors must record summative ratings in the district approved forms 	<u>SUMMATIVE EVALUATION CONFERENCE</u> <ul style="list-style-type: none"> The summative evaluation conference shall be held at the end of the summative evaluation cycle. For 2019-2020, 1-year cycle teachers and other professionals will be completed by May 1, 2020 For 2019-2020, 3-Year cycle teachers and other professionals will be completed by May 1, 2020 Supervisors must record summative ratings in the district approved forms

In conclusion, the CEP amendments for 2019-2020 are:

- Approval of the changes in **RED** to the processes & timelines of the Newport Independent 2019-2020 CEP that's included on the previous pages
- Approval to waive the 50/50 Committee requirement for 2019-2020 CEP Amendments
- Approval to waive the two required readings for the amendment so this first reading can be approved
- Approval & acceptance of any Summative Evaluations that occurred on or after March 16, 2020 that followed the previous guidance provided along with the newly amended changes to the CEP processes & timelines

The local board of education approved the 2019-2020 Certified Evaluation Plan Amendment as recorded in the minutes of the meeting held on April 22, 2020. (KAR 3:370)

Signature of District Superintendent

Date

Signature of Chairperson, Board of Education

Date