

# **Addendum to Board Procedure 03.28 AP.1**

## **Effective 2019-20 Year Only**

### **Frequency & Time**

The Classified Evaluation shall be performed by the Principal or Immediate Supervisor by May 15, 2020.

### **Evaluation Procedure**

The conference between the evaluator and evaluatee may be conducted by either audio or video teleconference. If audio or video teleconferencing is utilized for any conference, the evaluator will provide applicable forms to the evaluatee prior to the conference. Forms may be provided electronically.

Forms requiring signatures may be signed and completed digitally through a program identified by the district or by another means identified by the evaluator and evaluated. Evaluatees are required to return signed forms to the evaluator within three (3) working days from the date on an audio or video teleconference.

### **Forms**

Commensurate electronic version of evaluation may be utilized provided it contains the same standards and indicators and information as in Board Procedure 03.28 AP.21.

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