

**Allen County Schools**  
**Revisions to Certified Evaluation Plan**  
**for the 2019-2020 School Year**

Pursuant to SB 177 and due to the Covid-19 public health emergency, the Certified Evaluation Plan is hereby revised as follows for the 2019-2020 school year:

Observation Conferencing

- Any post observation (full or mini) conference not completed because of disruption to the normal school schedule must be conducted by May 1, 2020 and may be completed by either audio or video teleconferencing.

Observation Schedule

- Certified Personnel on a one-year cycle must have a minimum of one full observation/formative conference or one mini/formative conference.
- Certified Personnel on a three-year cycle must have a minimum of two observations/formative conferences (full or mini) during the three-year cycle.
- Certified Personnel are not required to participate in or host a peer observation.
- Certified personnel hired after Jan 1, 2020 - no formative evaluation is required and summative evaluations will be completed and may be based on informal observations.
- Certified Administrators - no site visit or formative evaluation is required and summative evaluations will be completed and may be based on informal observations.

Summative Conferencing

- Any summative or end-of-year conference may be conducted by either audio or video teleconferencing.
- All summative evaluations will be completed and submitted by May 15.

### Student Voice

- Student Voice Surveys will not be conducted. However, previous year's voice survey data may be included in data utilized by the administrator to complete the summative evaluation for a tenured teacher on a three-year cycle.

### Forms

- 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 evaluatee. Evaluatees are required to return/complete signed forms to the evaluator within three (3) working days from the date on an audio or video teleconference.

### Appeals Panel Hearing Procedures

- Within thirty (30) working days after the State of Emergency declared by the Governor is lifted, the superintendent shall make the DEAP aware of the appeal, and the DEAP shall convene and schedule a preliminary hearing as judiciously as possible. Should the hearing be scheduled after June 30, 2020, the district appeals panel established for the 2019-2020 school year shall hear the appeal.

Adopted: 4/20/2020