**Webster County School District**

**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 conference not completed because of disruption to the normal school schedule must be conducted by \_\_\_\_May 31st\_\_\_\_\_\_\_\_, 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.
* Certified Personnel on a three-year cycle must have a minimum of two observations/formative conferences during the three-year cycle.
* The Superintendent will conduct at least two site visits of Principals.
* The evaluation cycle for all certified employees will end effective \_\_\_\_\_\_\_\_\_\_, 2020.
  + Evaluators will have summative conversations with certified staff by May 31st, 2020 using available evidence that has previously been collected.
  + The following statement should be included on all evaluations that could not be completed in full: “ The 2019/2020 evaluation cycle was interrupted by the Covid-19 pandemic. The observations and documents represent all the evidence collected prior to school closure and are accepted in the revision to the certified evaluation plan adopted by the WC BOE in April 2020.”
  + Any observations not completed by \_\_\_\_\_\_\_\_\_\_\_\_\_, 2020 will be eliminated.

Summative Conferencing

* Any summative or end-of-year conference may be conducted by either audio or video teleconferencing.

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 evaluate. Evaluatees are required to return signed forms to the evaluator within five (5) working days from the date on an audio or video teleconference.
* All appropriate evaluation documents will be returned to the central office by June 5th, 2020.

Appeals Panel Hearing Procedures

* Any certified employee may, within ten (10) working days of the summative evaluation, file an appeal with the Evaluation Appeals Panel and the Director of Human Resources utilizing the request form provided in the plan.
* Within ten\_ (10) working days after the State of Emergency declared by the Governor is lifted, the Director of Human Resources shall make the district appeals panel aware of the appeal, and the district appeals panel 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_