

NEWPORT INDEPENDENT SCHOOLS

2020-2021 CERTIFIED PERSONNEL EVALUATION PLAN AMENDMENT

Due to the current COVID-19 situation, the following amendments will be made to the 2020-2021 Certified Evaluation Plan for Newport Independent Schools.

Certified Evaluation Plan (CEP) Wavier

Commissioner's Monday Message, Oct. 19, 2020

- In response to the challenges schools are facing related to COVID-19, the Kentucky Board of Education unanimously approved a waiver of the requirement that certified school personnel be informed of a local district's Certified Evaluation Plan (CEP) within the first 30 contractual days of the school year (**704 KAR 3:370** Section 2(g)).
- The waiver provides school districts with the flexibility to modify timelines, frequency and other elements associated with the district's established procedures in the CEP. This relief gives districts the ability to mitigate issues related to virtual and remote instruction. While districts do have some flexibility to make revisions for one year, all minimum requirements for evaluation remain (**KRS 156.557** and 704 KAR 3:370).
- Any revisions to the CEP for the 2020-21 school year should be submitted and approved by the local board of education prior to implementation.

KDE is allowing local School Boards to:

- Have flexibility & amend this year's certified evaluation processes, procedures & timelines
- Waive the two required readings for the amendment

The following provides an explanation of the 2020-2021 Newport Independent Schools' CEP Amendments to the processes & timelines.

Appendix A – E: Evaluation Forms

All evaluation forms for TPGES, OPGES, PPGES and Other District Certified Personnel & Administrator may obtain written or electronic, include date, signatures.

Roles and Definitions (CEP, page 5)

14. **Observation:** a data collection process conducted by a certified evaluator, in person, ~~or~~ through video, **or virtually (video on/recorded)** for the purpose of evaluation, including notes, professional judgments, and examination of the data collected during one (1) or more classroom or worksite visits of any duration.

Observation Schedule (CEP, page 13)

Required

- Observations may begin after the **2020-2021 amendments have been approved by the local board of education and evaluation training reviewing the amendments takes place for the specific certified group.** ~~within 30 calendar days of reporting for employment each school year.~~

PGES System Component Timeline for Teachers and Other Professionals (CEP, pg. 12)

Component	Requirements		Instructional Days Worked		
	1-year Cycle * (see note below)	3-year Cycle * (see note below)	120 + days	119-60 days	59 and less days
Self-Reflection	Required for all certified staff on a yearly basis		Within 20 instructional days	Within 15 instructional days	Within 10 instructional days
PGP			Within 20 instructional days	Within 15 instructional days	Within 10 instructional days
Observation 1 May be Announced or Unannounced	Required for all certified staff on a one-year cycle For 2020-2021, one (1) Observation is required.	Required Can occur at any time during the 3-year cycle and must be before the last full observation	Both At least ONE (1) observation will be completed prior to last full observation in the 2020-2021 school year (for 1-year Cycle)	Must occur prior to last full observation	May occur at evaluator's discretion
Observation 2 May be Announced or Unannounced				For 2020-2021, one (1) Observation is required. May occur at evaluator's discretion	
Full Observation Must be Announced		Required Must occur in summative year and be the last observation in cycle	Must be last observation in cycle	Must be last observation in cycle	Must be last observation in cycle
Summative	Required This can be conducted in a virtual or face-to-face meeting	Required This can be conducted in a virtual or face-to-face meeting	Must occur on or before April 30	Must occur on or before April 30	Must occur on or before April 30

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

District Observation Requirements for 1-Year Cycle & 3-Year Cycles (CEP, page 14)	2020-2021 CEP Amendments
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 two (2) observations 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 prior to the full observation. (1-Year Cycle only; 3-Year Cycle no changes) The one (1) observation may be mini or full <u>and are either announced or unannounced</u>. (1-Year Cycle only; 3-Year Cycle no changes) 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 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"> 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, or virtually (video on or recorded) (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"> 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 or virtually (video on/recorded) 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. 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 each year Supervisors must record summative ratings in the district approved forms

Observation Conferencing (CEP, page 15)

Observers will adhere to the following observation conferencing requirements for teachers and other professionals:

Required

- ♦ **Conduct observation post-conference within five working days following each observation.**

The following tables include district requirements for observation conferencing for all TPGES and OPGES participants.

Observation Pre-Conferencing – Teachers and Other Professionals						
Pre	Observation Type		Conference Type Required	Other Requirements	Focus (Focused on but not limited to)	Timeline
	Observations Prior to the Last Full <small>The observer may choose between these options for the observations prior to the last full observation.</small>	Partial Announced	Optional Face-to-Face, or Electronic, or Virtually (video on/recorded)	Optional Pre- Observation Form	Performance Measures 1-3 for OPGES/TPGES	No Earlier than 5 Working Days Prior to Observation
		Partial Un-Announced	N/A	N/A	Performance Measures 1-3 for OPGES/TPGES	N/A
	Last Full Observation	Last Full Observation MUST be announced & scheduled	Face-to-Face or Virtually (video on/recorded)	Pre-Observation Form	Performance Measures 1-3 for OPGES/TPGES	No Earlier than 5 Working Days Prior to Observation

Observation Post-Conferencing – Teachers and Other Professionals						
Post	Observation Type		Conference Type Required	Other Requirements	Focus (Focused on but not limited to)	Timeline
	Observation Prior to the Last Full <small>The observer may choose between these options for the observations prior to the last full observation.</small>	Partial Announced	Face-to-Face, and/or Electronic, or Virtually (video on/recorded)	Post-Observation Form	Performance Measures 2-4 for TPGES/OPGES	No Later than 5 Working Days After the Observation
		Partial Un-Announced	Face-to-Face, and/or Electronic, or Virtually (video on/recorded)	Post-Observation Form	Performance Measures 2-4 for TPGES/OPGES	No Later than 5 Working Days After the Observation
	Last Full Observation	Last Full Observation MUST be announced & scheduled	Face-to-Face or Virtually (video on/recorded)	Post-Observation Form	Performance Measures 2-4 for TPGES/OPGES	No Later than 5 Working Days After the Observation

Note: Either party, the observer or the evaluatee, can request for any or all conferences to be in person, **if reasonable, refer to District COVID-19 guidelines at the time of request**, along with additional observations.

In conclusion, the CEP amendments for 2020-2021 are:

- Approval of the changes in **RED** to the processes & timelines of the Newport Independent 2020-2021 Certified Evaluation Plan (CEP) that’s included on the previous pages
- Approval to waive the two required readings for the amendment so this first reading can be approved

The local board of education approved the 2020-2021 Certified Evaluation Plan Amendment as recorded in the minutes of the meeting held on December 9, 2020. (KAR 3:370)

Signature of District Superintendent

Date

Signature of Chairperson, Board of Education

Date