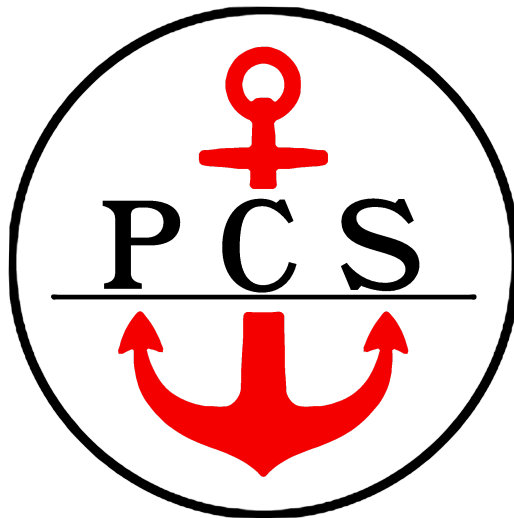


Powell County Schools
Certified Evaluation Plan
2022-2023



ASSURANCES

CERTIFIED SCHOOL CERTIFIED EVALUATION PLAN

The Powell County School District hereby assures the Commissioner of Education that:

This evaluation plan was developed by an evaluation committee composed of an equal number of teachers and administrators (KRS 156.557).

Name:	Title:	Name:	Title:
Jennifer Kincaid	District Admin	Meghan Mays	Teacher
Doug Brewer	District Admin	Savannah Creech	Teacher
Meredith Robinson	District Admin	Whitney Merriman	Teacher
Ashley Randall	Principal	Odra Imam	Teacher

The evaluation criteria and process used to evaluate certified school personnel shall be explained to and discussed with the evaluatee no later than the end of the evaluatee's first thirty (30) calendar days of reporting for employment each school year. (704 KAR 3:370)

All certified school personnel who have not attained continuing service status shall receive an annual summative evaluation and shall incorporate the formative data collected during the Kentucky Teacher Internship Program (if funded). (KRS 156.557)

All certified school personnel who have attained continuing service status shall receive a summative evaluation at least once every three (3) years. (KRS 156.557)

Each evaluator will be trained, tested, and approved in the use of appropriate evaluation techniques (KRS 156.557).

This plan requires a summative evaluation of certified school personnel to be documented in writing and to be included in the evaluatee's official personnel record. (704 KAR 3:370)

The local evaluation plan provides for the right to a hearing as to every appeal, an opportunity to review all documents presented to the evaluation appeals panel, and a right to presence of evaluatee's chosen representative (KRS 156.557).

The evaluation plan process will not discriminate on the basis of age, race, color, national origin, religion, sex, disability, or any other protected characteristic, as required by all applicable federal, state, and local law.

The local board of education shall review, as needed, the district's certified evaluation plan to ensure compliance with KRS 156.557 and this administrative regulation. If a source of evidence is added or removed from the certified evaluation plan or if a decision rule or calculation is changed in the summative rating formula, the revised certified evaluation plan shall be reviewed and approved by the local board of education. If the local board of education determines the changes do not meet the requirements of KRS 156.557, the certified evaluation plan shall be returned to the certified evaluation committee for revision.

The local board of education approved the evaluation plan as recorded in the minutes of the meeting held on April 9, 2018. (704 KAR 3:370)

Signature of District Superintendent

Date

Signature of Chairperson, Board of Education

Date

Powell County Schools
691 Breckenridge Street
Stanton, KY 40353

Superintendent: Diane Davis, Interim

District Evaluation Coordinator: Jennifer Kincaid

KRS 156.557.

Section 4. (1) An evaluation committee consisting of equal numbers of teachers and administrators shall develop evaluation procedures and forms for certified positions below the level of the district superintendent. The superintendent's evaluation process shall be developed and adopted by the local board of education. The evaluation procedures and forms shall be designed to foster professional growth and to support individual personnel decisions.

Member of the 50/50 Evaluations Committee:

Administrators

Jennifer Kincaid
Doug Brewer
Meredith Robinson
Ashley Randall

Teachers

Meghan Mays
Whitney Merriman
Savannah Creech
Odra Imam

Members of the Appeals Committee:

Certified

Whitney Merriman
Meghan Mays

Chairperson

Jennifer Kincaid

Alternate Chairperson

Julie Foster

TABLE OF CONTENTS

Assurances.....	2
Evaluation Process.....	4
Specific Steps in Evaluation Process.....	6
Observer Certification.....	7
Teachers.....	9
Other Professionals.....	10
Summative Rating.....	11
Principals and Assistant Principals.....	12
District Administrators.....	14
Individual Corrective Action Plan.....	15
Appeals.....	17
Roles and Definitions.....	22

EVALUATION PROCESS

The evaluation criteria and process will be explained to and discussed with all certified personnel annually within 30 calendar days of reporting for employment. This shall occur prior to the implementation of the plan. The evaluation of each certified staff member will be conducted or supervised by the immediate supervisor of the employee. Each evaluator will be trained and certified in the use of appropriate evaluation techniques and the use of the local instruments and procedures. Additional trained administrative personnel may be used to observe and provide information to the evaluator. The selection of the third-party observer shall be determined through mutual agreement between the evaluator and evaluatee. All monitoring or observations of performance of a certified employee shall be conducted openly and with full knowledge of the teacher or administrator. All evaluations shall be recorded on the forms adopted for this evaluation plan. All professional practices shall include documentation of information to be used in determining the performance of the employee evaluated. "Anchor Days" (NTI) are counted as work days when factoring in conference dates and other date oriented aspects of this plan.

Frequency of evaluation, conferences, and observation shall be as follows:

- (1) Evaluation with a minimum of three observations(two full and one mini), six conferences (three pre and three post), and one summative evaluation shall occur annually for each non-tenured certified employee.
- (2) Evaluation shall occur, at a minimum, once every three year cycle for each tenured teacher and shall include a minimum of three observations (two full and one mini) and one summative evaluation.
- (3) Evaluation, with a minimum of one conference, shall occur annually for school counselors and administrators, including the Superintendent.
- (4) Two or more observations shall be conducted with certified employees whose initial observation results are unsatisfactory.
- (5) Late hires will complete any observations during the window in which they are hired and any others for the remainder of the school year. They must have at least one observation in the school year in which they are hired.

Evaluation Due Dates:

April 20: All non-tenured and tenured certified, non-administrative staff (years 5+)

May 20: All administrative staff

*Should inclement weather or extraordinary circumstances occur then the district reserves the right to adjust all calendar based windows accordingly with notice to staff.

SPECIFIC STEPS IN EVALUATION PROCESS

I. Complete self-reflection

Certified staff members who are not on an extended day contract will complete a self reflection each year within the first ten days of reporting for duty on district approved forms.

II. Develop Professional Growth Plan (PGP)

Certified staff members who are not on an extended day contract shall complete a PGP each year within the first ten days of reporting for duty on district approved forms. The plan shall contain two goals and be aligned with specific goals and objectives of the district/ school's improvement plans as well as individual growth need. The PGP can be revisited and revised throughout the year with input from the evaluator. Provisions for professional growth of the Superintendent found in KRS 156.111 will be followed.

Self Reflections and PGP's must be approved by the evaluator on or before the 30th day of school.

III. Observation/ Conference- Formative Evaluation

All observations are required to have a pre-conference either in person or via electronic means no later than two days prior to the observation. Full observations are for a full class period or entire lesson. Mini observations are a portion of a class or lesson as determined by the evaluator. Post observation conferences are to be conducted within five (5) working days following an observation to provide meaningful feedback. Post observations can be conducted in person or via electronic means.

IV. Assessment- Summative Evaluation

At the end of the evaluation cycle, a conference will be held between the evaluator and evaluatee to determine if the professional growth goals have been met. This report shall be recorded on district approved forms and become a part of the official personnel record.

	1st observation- 15 days after the start of school until Oct. 1	2nd observation- Oct. 4- Nov. 19	3rd observation- Nov. 22- Jan. 21	4th observation- Jan. 24- April 20
Non- tenured	Full	Mini	Mini	Full
Tenured 1 (T1)		Mini		
Tenured 2 (T2)		Mini		
Tenured 3 (T3) Summative		Mini		Full

*All observations listed are the minimum requirements

*Recommendations by evaluators to the superintendent regarding re-employment/ termination must be made by April 20. Should inclement weather or extraordinary circumstances occur then the district will adjust the windows accordingly.

V. Individual Corrective Action Plan (ICAP)

Certified employees who violate the Board or State Policies and Procedures requirements, Professional Code of Ethics, Administration Code for Kentucky's Educational Assessment Program, or receive an Ineffective on the Professional Practice on the summative evaluation will work with their evaluator on developing an improvement plan. The district evaluation coordinator will be contacted prior to any ICAP being started. *See page 15 for details.

VI. Evaluation Appeals

Any certified employee shall have the opportunity for a written response to the summative evaluation, which shall become a part of the official record. Every certified employee shall have the right to a hearing regarding every appeal. *See page 17 for policy and procedures.

VII. Recommendations for Employment

Recommendations by evaluators to the superintendent regarding re-employment/ termination of non-administrative staff must be made by April 30. Recommendations for administrative staff must be made by May 30.

OBSERVER CERTIFICATION

Each certified staff member will be evaluated by their immediate supervisor unless otherwise noted at the start of the observation year (July 1). Prior to conducting a formative or summative evaluation an observer must meet the following requirements:

Observers will complete an initial two day certification training through the Kentucky Department of Education (KDE). Only supervisors who have completed this training will be able to conduct mini and full observations for the purpose of evaluation. In the event this has not occurred the district will provide support.

Observation data provided by a substitute observer is considered a valid source of evidence only if the supervisor participated (passively) in the observation.

Prior to engaging in an evaluation observation, or within 45 days of employment if training is available, a new hire must complete the observation certification training unless they bring that certification from another district. The district will provide support for new hires as needed.

Upon completion of the training with KDE they will begin the Observation Certification Cycle. The cycle for observation certification is as follows:
Year 1 Certification/ Year 2 Calibration/ Year 3 Calibration/ Year 4 Recertification

If an evaluator is not able to perform his or her duties as an observer the superintendent will appoint an interim certified observer to complete observations.

Initial observer training provided by the district will occur in the first year of the observer's hire. Then the observer will join other observers in years 2 and 3 for calibration provided by the district and approved for EILA credit as the annual six hour update training.

Who evaluates whom: Staff members will be evaluated by their direct supervisor or designee unless otherwise noted.*

*Powell County Academy Staff will be evaluated by District Instructional Staff

*Itinerant Staff will be evaluated by the direct supervisor at their home school.

Teachers

The Kentucky Framework for Teaching includes the following standards for teacher to be evaluated on:

Planning
Instruction

Environment
Professionalism

Performance is rated for each component according to four performance levels: Ineffective, Developing, Accomplished, and Exemplary. The summative rating is a holistic representation of performance, combining data from multiple sources of evidence across each performance measure.

The following are sources of evidence for each indicator. Bold indicates a required source of evidence. Sources are not limited to the examples below.

Planning

- Lesson plans/ Unit Plans
- PLC agendas and minutes
- **Self Reflection**
- **PGP**

Instruction

- * **Observations**
- * Post Conference documents
- * **Lesson Plans**
- * Student work samples/ data

Environment

- **Observations**
- Classroom Management Plans
- Parent Communications
- Surveys

Professionalism

- * **PGP**
- * **Self-Reflection**
- * Communication Logs
- * PLC agendas and minutes

Other Professionals

The Kentucky Framework for Teaching: Specialist Frameworks for Other Professionals includes the following standards for teacher to be evaluated on:

Planning
Instruction

Environment
Professionalism

Performance is rated for each component according to four performance levels: Ineffective, Developing, Accomplished, and Exemplary. The summative rating is a holistic representation of performance, combining data from multiple sources of evidence across each performance measure.

The following are sources of evidence for each indicator. Bold indicates a required source of evidence.

Planning

- Planning documents of specialized programs
- **PGP**
- **Self Reflection**

Instruction

- *Site Visit Documentation
- *Minutes of meetings with administrators parents, and teachers

Environment

- Established routines and procedures within speciality area
- Staff surveys
- Communication logs with parents, students, and staff

Professionalism

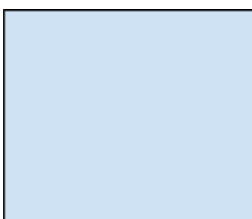
- ***PGP**
- ***Self Reflection**
- * Documentation of PD's attended or led

Summative Rating

Supervisors are responsible for determining a summative rating for each teacher or other professional at the conclusion of their summative evaluation year. The summative rating is informed by the educator's rating on each of the four measures. This summative rating will be combined with the evaluatee's self-reflection to determine the summative cycle. The following matrix shall be used.

E V A L U A T O R O V E R A L M E A S U R E	Exem.	Accomplished- Normal T3 Cycle: - Goals set by teacher with evaluator input - One goal focused on lowest domain of Self Reflection - Formative Review annually - Summative Review at end of T3		Exemplary- Normal T3 Cycle: - Goals set by teacher with evaluator input - Formative review annually - Summative Review at end of T3	
	Accomp.				
	Developing	Developing- 1 year Cycle: -Goals set by evaluator -Summative review annually	Developing- 2 Year Self-Directed Growth Plan: -Goals set by the educator with evaluator input -Formative Review Annually - One goal must address low performing area		Developing/ Accomplished- 3 Year Self-Directed Growth Plan: -Goals set by the educator with evaluator input -Formative Review Annually -One goal must address low performing area
	Ineffective	Ineffective- Up to 12 month Improvement Plan: -Goals set by the evaluator -Formative review midpoint -Summative at end of plan -Focus on low areas	Developing- 1 Year Directed Growth Plan: -Goal set by the evaluator with educator input -Formative review at midpoint - Summative at end of plan -Focus on areas of low performance		
		Ineffective	Developing	Accomplished	Exemplary
EDUCATOR SELF-REFLECTION RATING					

SUMMATIVE RATING FROM MATRIX



Principals and Assistant Principals

Building Principals and Assistant Principals will be evaluated on the Professional Standards for Educational Leaders (PSEL).

Self-Reflection and Professional Growth Plan

All principals will participate in self-reflection and professional growth planning each year by August 1. Assistant Principals will participate in self-reflection and professional growth planning each year by August 15. Both documents will be completed on district approved forms.

The Superintendent will monitor the development of the self-reflection and PGP for principals and approve by August 30th. Principals will in turn monitor the development of these documents for assistant principals and have an approved copy by August 15.

Late hires must also complete a self-reflection and PGP within 45 days of their employment and be approved by their supervisor within 15 days following the 45.

Observations/ School site visits

These will be completed by the Superintendent or his designee.

- Conducted at least twice each year (Fall and Spring).
- Provide information on a wide range of contributions made by the principal
- Be Connected to the Professional Standards for Educational Leaders
- Include a post-conference within five(5) working days
- Be documented on district approved forms

Conferencing

At least three (3) conferences will take place throughout the year. These will take place during the following timelines:

Beginning of the year Conference- July 1- August 15

Mid-Year Conference- by December 15

End of the year Conference (review)- by May 20

*A principal hired later than the start of school may only have two conferences.

*The Superintendent or his designee may choose to use the post-conference from a site-visit to fulfill this requirement.

Sources of Evidence

Required:

- Site Visits (Environment, Instruction, and Professionalism measures)
- Self-Reflection (Planning and Professionalism)
- Individual Conferencing (Environment, Planning, Instruction, and Professionalism)

Optional:

- PLC/ Department/ Grade Level/ Leadership Meeting agendas and minutes
- Budgets and schedules
- Culture and Climate Surveys

- EILA documentation
- Parent/Community Surveys
- CSIP goals and progress
- Val-Ed/ IMPACT
- Progress Monitoring Data
- Meeting Minutes and Agendas

Standards and Performance Criteria Crosswalk

Using data collected through site-visits, conferences, and other measures the observer will give the evaluatee a numerical score on each of the four performance areas. Then that total score of all four will be matched to the bottom row of the following chart in order to determine a rating of Ineffective, developing, accomplished, or exemplary.

*While the self-reflection shall be completed and taken into account as a piece of evidence the matrix shall not be used due to the fact that principals and assistant principals are evaluated every year in the same manner and not part of the observation cycle.

Summative evaluations must be documented on approved forms and become part of the official personnel file by May 20 each year.

District Administrators

District Administrators will be evaluated using the Professional Standards for Educational Leaders. These standards will be used for district administrators who are not building principals or the superintendent (i.e. Supervisor of Instruction, Director of Special Education, DPP, CIO, CFO, Director of Buildings and Grounds, Director of Transportation, Director of Human Resources, Director of Federal Programs, Director of Food Services, etc.)

Self-Reflection and Professional Growth Plan

All District Administrators will participate in self-reflection and professional growth planning each year by September 30. Both documents will be completed on district approved forms.

The Superintendent will monitor the development of the self-reflection and PGP and approve by September 30th.

Late hires must also complete a self-reflection and PGP within 45 days of their employment and be approved by their supervisor within 15 days following the 45.

*While the self-reflection shall be completed and taken into account as a piece of evidence the matrix shall only be used for those staff members on a three year observation cycle.

Summative evaluations must be documented on approved forms and become part of the official personnel file.

For the 2022-2023 school year all documentation will be kept on Google Slides created for staff and provided by the Evaluation Coordinator. Summative evaluations as well as PGP's and Self Reflections will be stored in each staff members' electronic personnel file.

Using data collected through site-visits, conferences, and other measures the observer will give the evaluatee a numerical score on each of the four performance areas. Then that total score of all four will be matched to the bottom row of the following chart in order to determine a rating of ineffective, developing, accomplished, or exemplary.

Sources of Evidence

- | | |
|--|-------------------------------|
| - Site Visits/ Ongoing observations | -EILA hours |
| - Individual Conferences | - Meeting agendas and minutes |
| - Self- Reflection | - Conferences |
| - Budgets | |

*While the self-reflection shall be completed and taken into account as a piece of evidence the matrix shall not be used due to the fact that district administrators are evaluated every year in the same manner and not part of the observation cycle.

Summative evaluations must be documented on approved forms and become part of the official personnel file by May 30 each year.

INDIVIDUAL CORRECTIVE ACTION PLAN (ICAP)

This plan is to be completed by the evaluator with discussion and assistance from the evaluatee as it relates to an ineffective or “does not meet” rating on any one Standard or more from the Summative Evaluation or when an immediate change is required in teacher/administrator/staff behavior.

The evaluator and evaluatee must identify corrective action goals and objectives; procedures and activities designed to achieve the goals; and targeted dates for appraising the evaluatee’s improvement of the standard.

It is the evaluator’s responsibility to document all actions taken to assist the evaluatee in improving his/her performance. The evaluator must notify the District Evaluation Coordinator when a corrective action plan has been put in place for an employee

Standard Number or Skill needing to be addressed

Identify the specific standard(s)/skill from the Summative/Formative Evaluation Form that has an ineffective rating assigned or needs immediate change

Growth/Objective(s) Goals

Growth objectives and goals must address the specific standard(s) rated as “does not meet” on the Summative/Formative Evaluation document or needs immediate change. The evaluatee and the evaluator work closely to correct the identified weakness.

Procedures and Activities for Achieving Goal(s) and Objective(s)

Identify and design specific procedures and activities for the improvement of performance.

Include support personnel, when appropriate. For example: additional training and time for implementation may be required OR an Intensive Assistance Team may be formed to work directly with the evaluatee.

Appraisal Method and Target Dates

List the specific target dates and appraisal methods used to determine improvement of the performance. Target dates may be short term or long term depending on the standard/skill action needed. Exact documentation and record keeping of all actions must be provided to the evaluatee.

Documentation of all reviews, corrective action, and evaluator’s assistance must be provided periodically (as they occur) to the evaluatee

Evaluators must follow the local district professional development growth and evaluation plan processes and procedures for implementing an Individual Corrective Action Plan.

Employee Intensive Assistance

One of the options for a corrective action plan is the establishment of an intensive assistance team. If a team is required, the following protocol must be used.

The purpose of the Intensive Assistance Team is to provide the employee every opportunity to attain the districts' standards of performance. The formation of an Intensive Assistance Team will usually occur when an Individual Corrective Action Plan is in place. Any district employee should understand that the request for an assistance team is the district's last attempt to salvage the employment of the staff member. If the standards are not attained, the employee is subject to contract termination.

An assistance growth plan is created in order to provide the employee with additional assistance and supervision to help him/her make the necessary changes in performance to meet district standards. The individual corrective action plan format may be used for this assistance growth plan or the team can devise a format specific to the assistance needed.

Once an employee is on an assistance plan, the employee is allowed time to improve their performance and demonstrate that district standards have been attained.

The evaluator shall provide assistance, resources, and the opportunity for the employee to reach the district standards.

The following steps should be followed:

1. The evaluator shall confer with the employee and indicate the desire to bring in an assistance team. If the employee refuses assistance, the evaluator has few options left.
2. In collaboration with the employee, a team is selected.
3. The evaluator, employee, and team members meet to discuss the assistance process.
4. Each meeting of the team is documented in summary format on the intensive assistance team log with recommendations.
5. If the employee, in the judgment of the evaluator, makes progress with team assistance, the summative evaluation is completed and the summative conference occurs. The employee is then back on a Professional Growth Plan.
6. When no improvement in performance toward meeting district standards is attained, even with the help of the assistance team, the employee shall become eligible for termination of employment.

APPEALS

According to 156.557 Section 9,

Section 9. (1) A certified employee who feels that the local district is not properly implementing the evaluation plan according to the way it was approved by the Kentucky Department of Education shall have the opportunity to appeal to the Kentucky Board of Education.

(2) The appeal procedures shall be as follows:

(a) The Kentucky Board of Education shall appoint a committee of three (3) state board members to serve on the State Evaluation Appeals Panel. Its jurisdiction shall be limited to procedural matters already addressed by the local appeals panel required by KRS 156.557(5). The panel shall not have jurisdiction relative to a complaint involving the professional judgmental conclusion of an evaluation, and the panel's review shall be limited to the record of proceedings at the local district level.

(b) No later than thirty (30) days after the final action or decision at the local district level, the certified employee may submit a written request to the chief state school officer for a review before the State Evaluation Appeals Panel. An appeal not filed in a timely manner shall not be considered. A specific description of the complaint and grounds for appeal shall be submitted with this request.

(c) A brief, written statement, and other document which a party wants considered by the State Evaluation Appeals Panel shall be filed with the panel and served on the opposing party at least twenty (20) days prior to the scheduled review.

(d) A decision of the appeals panel shall be rendered within fifteen (15) working days after the review.

(e) A determination of noncompliance shall render the evaluation void, and the employee shall have the right to be reevaluated. (11 Ky.R. 1107; Am. 1268; eff. 3-12-85; 12 Ky.R. 1638; 1837; eff. 6-10-86; 15 Ky.R. 1561; 1849; eff. 3-23-89; 17 Ky.R. 116; eff. 9-13-90; 19 Ky.R. 515; 947; 1081; eff. 11-9-92; 20 Ky.R. 845; eff. 12-6-93; 23 Ky.R. 2277; 2732; eff. 1-9-97; 27 Ky.R. 1874; 2778; eff. 4-9-2001.)

Appeals/Hearings

All certified employees shall have the right to appeal a summative evaluation to the Local Evaluation Appeals Panel ("LEAP").

Formation of LEAP

A LEAP shall be established in accordance with KRS Chapter 156 and 704 KAR 3:345. The responsibility of the LEAP is to review and/or hear appeals from certified employees in reference to employees' summative evaluations. Two (2) members of the LEAP shall be elected by the certified employees of the District. One (1) member shall be appointed by the Board, and that person shall be a certified employee of the District. The Superintendent shall appoint one (1) of the three (3) members as LEAP Chairperson. Alternate membership to the LEAP shall be elected and appointed as stated above. LEAP elections and appointments will be held before September 15 of each school year. The names and positions of members, alternates, and chairperson shall be posted in each school and on file at the Central Office.

An alternate will serve on the LEAP under the following circumstances:

1. A member of the LEAP wishes to make an appeal;
2. Illness or circumstances beyond a member's control prevents attendance;
3. A relative of a panel member is appealing; or
4. A member has been prejudiced in the appeal being considered.

Appeals Procedure

1. Certified personnel shall have the right to appeal within twenty (20) working days after receiving a summative evaluation. The LEAP will have no jurisdiction unless an appeal is filed with the LEAP. Appeals must be submitted in writing to the Superintendent.
2. Certified personnel shall submit their written appeals to the Superintendent using the Certified Evaluation Appeals Form. As directed by the Certified Evaluation Appeals Form, Certified school personnel shall specifically indicate whether or not a hearing is requested. If a hearing is not requested by the certified personnel, the LEAP will decide the matter on written documents submitted by the evaluatee and evaluator.
3. Upon receipt of an appeal form a certified personnel, the Superintendent shall notify the LEAP. The Certified Evaluation Appeals Form, along with any accompanying documentation, will be reviewed by the LEAP within ten (10) working days of receipt by the Superintendent. At the time the LEAP conducts its initial review within ten (10) working days of receipt by the Superintendent, the LEAP shall do the following:
 - If a hearing is requested, the LEAP shall set a hearing date not to exceed forty-five (45) calendar days from the date the appeal was received by the Superintendent and notify all parties in writing of the hearing date.
 - The LEAP shall send written notification to all parties regarding the appeal procedure, including all applicable submission deadlines.
 - If a hearing is requested, the LEAP shall send written notification of the hearing procedures, including all applicable submission deadlines and the right to have a chosen representative present at the hearing.
 - The LEAP shall advise in writing the evaluatee and the evaluator to submit a copy of all documentation that concerns the summative evaluation.
 - If a hearing is requested, the LEAP shall advise in writing the evaluatee and the evaluator to submit lists of persons who may be called as witnesses at a hearing.
4. If a hearing is requested, all documentation, including a list of witnesses, must be submitted to the LEAP Chairperson no later than five (5) working days prior to the scheduled hearing. Copies of all documentation, including a list of witnesses, must also be made available to all parties to the appeal no later than five (5) working days prior to any scheduled hearing.

Hearing

1. Any hearing will be held within forty-five (45) calendar days from receipt of appeal by the Superintendent.
2. The evaluatee and evaluator have the right to have a chosen representative, including an attorney, present at the hearing.
3. The hearing will adhere to the following format:
 - Reading of the written appeal by the LEAP Chairperson.
 - Questioning of the evaluatee and/or evaluator by the panel.
 - Presentation of relevant evidence and witnesses by the evaluatee in support of the appeal.
 - Presentation of relevant evidence and witnesses by the evaluator in support of the summative evaluation.
 - Follow-up questioning by panel of any witnesses, evaluatee, and/or evaluator.
 - Dismissal of hearing.
4. No party shall be allowed to present any documentation that has not been submitted to the LEAP Chairperson and made available to the other parties at least five (5) working days prior to the hearing. Nor shall the parties call any witnesses whose names were not submitted to the LEAP Chairperson and made available to all other parties at least five (5) working days prior to the hearing.
5. At any time, either the appellant or the evaluator may concede in writing to the LEAP Chairperson, and the LEAP process will be terminated.
6. Based on the issues identified in the certified personnel appeal documentation and presented during the hearing, the LEAP shall determine whether the employee has demonstrated that a procedural violation has occurred under the District's evaluation plan and whether the summative evaluation is supported by the evidence. The LEAP may decide to:
 - Rule in favor of the appellant, either in whole or in part;
 - Uphold the evaluation; or
 - Call for a second evaluation by a trained evaluator.
7. The Superintendent must take appropriate action consistent with the Appeal Panel's decision.
8. The decision of the LEAP shall be given in writing to both the appellant and the evaluator within thirty (30) working days of the hearing date. The decision of the LEAP shall include written notification of the right to appeal to the State Evaluation Appeals Panel pursuant to KRS Chapter 156 and 704 KAR 3:345, including the applicable timeline for such an appeal.

9. The Appeal Panel's decision and the original summative evaluation form shall be placed in the employee's evaluation file. In the case of a new evaluation, both evaluations shall be included in the employee's personnel file.

Appeal Without A Hearing

1. If a hearing is not requested by the certified personnel on the Certified Evaluation Appeals Form, the LEAP will decide the matter based on written documents submitted by the evaluatee and evaluator.
2. At any time, either the appellant or the evaluator may concede in writing to the LEAP Chairperson, and the LEAP process will be terminated.
3. Based on the issues identified in the certified personnel appeal documentation the LEAP shall determine whether the employee has demonstrated that a procedural violation has occurred under the District's evaluation plan and whether the summative evaluation is supported by the evidence. The LEAP may decide to:
 - Rule in favor of the appellant, either in whole or in part;
 - Uphold the evaluation; or
 - Call for a second evaluation by a trained evaluator.
4. The Superintendent must take appropriate action consistent with the Appeal Panel's decision.
5. The decision of the LEAP shall be given in writing to both the appellant and the evaluator within forty-five (45) working days from receipt of appeal by the Superintendent. The decision of the LEAP shall include written notification of the right to appeal to the State Evaluation Appeals Panel pursuant to KRS Chapter 156 and 704 KAR 3:345, including the applicable timeline for such an appeal.

The Appeal Panel's decision and the original summative evaluation form shall be placed in the employee's evaluation file. In the case of a new evaluation, both evaluations shall be included in the employee's personnel file.

ROLES AND DEFINITIONS

1. Administrator: an administrator who devotes the majority of employed time in the role of principal, for which administrative certification is required by the Education Professional Standards Board pursuant to 16 KAR Chapter 3.
2. Appeals: a process whereby any certified personnel employee who feels that the local district failed to properly implement the approved evaluation system can formally disagree with his/her evaluation.
3. Assistant Principal: certified school personnel who devotes the majority of employed time in the role of assistant principal, for which administrative certification is required by Education Professional Standards Board pursuant to 16KAR Chapter 3.
4. Certified Administrator: certified school personnel, other than principal or assistant principal, who devotes the majority of time in a position for which administrative certification is required by the Education Professional Standards Board pursuant to 16 KAR Chapter 3.
5. Certified Evaluation Plan: the procedures and forms for evaluation of certified school personnel below the level of superintendent developed by an evaluation committee and meeting all requirements of the Kentucky Framework for Personnel Evaluation.
6. Certified School Personnel: a certified school employee, below the level of superintendent, who devotes the majority of time in a position in a district for which certification is required by the Education Professional Standards Board pursuant to Title 16 KAR and includes certified administrators, assistant principals, principals, other professionals, and teachers.
7. Conference: a meeting between the evaluator and the evaluatee for the purposes of providing feedback, analyzing the results of observation(s), reviewing other evidence to determine the evaluatee's accomplishments and areas for growth, and leading to the establishment or revision of a professional growth plan.
8. Corrective Action Plan: a plan developed by the evaluator and evaluatee as a result of an unsuccessful standard rating(s) on the summative evaluation. Specific assistance and activities are identified and progress monitored.
9. Evaluatee: certified school personnel who is being evaluated
10. Evaluation Committee: a group, consisting of an equal number of teachers and administrators, who develop personnel evaluation procedures and forms for a local school district pursuant to KRS 156.557(5)(c)(1).
11. Evaluator: the primary evaluator pursuant to KRS 156.557(5) (c) 2.
12. Evaluator Certification: successful completion of certified evaluation training to ensure that certified school personnel who serve as observers of evaluatees demonstrate proficiency in rating teachers and other professionals for the purposes of evaluation and feedback.
13. Formative Evaluation: as defined by KRS 156.557(1) (a).
14. Job Category: a group or class of certified school personnel positions with closely related functions.
15. Kentucky Framework for Personnel Evaluation: the statewide framework a school district uses to develop a local certified school personnel evaluation system.

16. Observation: a data collection process conducted by a certified evaluator, in person or through video, 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.
17. Other Professionals: certified school personnel, except for teachers, administrators, assistant principals, or principals for which certification is required by the Education Professional Standards Board pursuant to Title 16KAR.
18. Performance Rating: the rating for each performance measure for a teacher, other professional, principal, or assistant principal as determined by the local district certified evaluation plan aligned to the Kentucky Framework for Personnel Evaluation. Ratings shall be exemplary, accomplished, developing and ineffective.
19. Personnel Evaluation System: an evaluation system to support and improve the performance of certified school personnel that meets the requirements of KRS 156.557 and that uses clear and timely formative feedback to guide professional growth.
20. Post-Conference: a meeting between the evaluator and the certified employee to provide feedback from the evaluator. The evaluator and the certified employee analyze the results of observation(s) and other evidence to determine accomplishments and areas of growth leading to the establishment or revision of a professional growth plan. To be held within FIVE working days.
21. Pre-Conference: a meeting between the evaluator and the certified personnel to discuss and plan the formative (mini) and full observation(s). This meeting can be done face to face or electronically and is not limited to this format.
22. Principal: a certified school personnel who devotes the majority of employed time in the role of principal, for which administrative certification is required by the Education Professional Standards Board pursuant to Title 16KAR.
23. Sources of Evidence: district approved evidence aligned to the performance measure and used by evaluators to inform performance measure ratings listed in Section 8 of this administrative regulation.
24. Summative Evaluation: is defined by KRS 156.557 (1) (d).
25. Summative Rating: the overall rating for certified school personnel below the level of superintendent as determined by the district certified evaluation plan aligned to the Kentucky Framework for Personnel Evaluation.
26. Teacher: certified school personnel who has been assigned the lead responsibility for student learning in a classroom, grade level, subject, or course and holds a teaching certificate pursuant to Title 16KAR

