



Jefferson County Public Schools  
Certified Personnel Evaluation Plan  
Addendum

Changes to the Summative Evaluation Cycle for Certified Personnel

September 1, 2025

A 50/50 Committee was convened with Jefferson County Public Schools and the Jefferson County Teachers Association to review changes to the summative evaluation cycle for certified personnel to comply with House Bill 48 (2025), which changed requirements for summative evaluation cycles for tenured educators below the level of superintendent. This addendum replaces charts and timelines found with the Certified Personnel Evaluation Plan (2023).

Dr. Kara Ammerman, Principal (Echo Trail Middle School)

Sarah Carmichael-Miller, Principal (Frayser Elementary School)

Ronda Cosby, Executive Administrator (Academics)

Justin Elliott, Teacher (Dunn Elementary School)

DeeAnn Flaherty, Executive Director (Jefferson County Teachers Association)

Kathryn Punsly, Teacher (Newcomer Academy)

Maddie Shepard, President (Jefferson County Teachers Association)

Dr. Stephanie White, Executive Administrator (Human Resources)

Dr. Niyetta Williams-Hill, Teacher (ECE School Support & Special Programs)



## Teachers and Other Professionals

**Summary Statement:** Tenured teachers and other professionals move from a three year summative evaluation cycle to a five-year summative evaluation cycle. During years one and two, teachers and other professionals will receive at least one observation from their supervisor. During years three and four, teachers and other professionals will receive at least one observation from their supervisor. During year five, teachers and other professionals will receive an observation and summative evaluation from their supervisor. Please refer to page 10 of the Certified Personnel Evaluation Plan (CPEP).

### Tenured Teachers and Other Professionals – 5 Year Evaluation Cycle

Year 1	Observation	Supervisor	Observation Window - September 15 – April 15
Year 2			
Year 3	Observation	Supervisor	Observation Window - September 15 – April 15
Year 4			
Year 5 – Summative	Peer Observation	Peer	Observation Window - October 1 – March 1
	Observation	Supervisor	Observation Window - October 23 – April 15 (at least 15 school days after peer observation)



## Teachers and Other Professionals

**Summary Statement:** Teachers and other professionals who have not obtained continuing service status under KRS 161.740 or continuing status under KRS 156.800(7), meaning they are non-tenured, will receive an observation and summative evaluation each year of their first four years of employment as a teacher. The fifth year of teaching will serve as the first year of their next summative evaluation cycle. Please refer to page 10 of the Certified Personnel Evaluation Plan (CPEP).

### Non-Tenured Teachers and Other Professionals – 5 Year Evaluation Cycle

Year 1	Observation Summative	Supervisor	Observation Windows <ul style="list-style-type: none"> <li>September 15 – January 9</li> <li>January 10 - April 15</li> </ul>
Year 2	Observation Summative	Supervisor * Peer Observer	Peer Observation Window October 1 – March 1 Any Year
Year 3	Observation Summative	Supervisor	Observation Windows <ul style="list-style-type: none"> <li>September 15 – January 9</li> <li>January 10 - April 15</li> </ul>
Year 4	Observation Summative	Supervisor	Observation Windows <ul style="list-style-type: none"> <li>September 15 – January 9</li> <li>January 10 - April 15</li> </ul>
Year 5	Move to Tenured Rotation - Year 1		

\*Peer observations may take place any year that a teacher or other professional chooses to use this option. The supervisor observation must take place at least 15 school days following the peer observation.



## School Counselors

**Summary Statement:** Counselors with three years or more experience as a school counselor will move from a three year summative evaluation cycle to a five-year summative evaluation cycle. During years one and two, counselors will receive at least one observation from their supervisor and an interim summative evaluation. During years three and four, counselors will receive at least one observation and an interim summative evaluation from their supervisor. During year five, counselors will receive an observation and major summative evaluation from their supervisor. Please refer to page 11 of the Certified Personnel Evaluation Plan (CPEP).

### Counselors (Non-evaluating Administrators) – 5 Year Evaluation Cycle\*

Year 1	Observation Interim Summative	Supervisor	Observation Window – September 15 – May 15
Year 2			
Year 3	Observation Interim Summative	Supervisor	Observation Window – September 15 – May 15
Year 4			
Year 5 – Major Summative	Observation	Peer	Observation Window – October 1 – April 15
	Observation	Supervisor	Observation Window – October 23 – May 15 (at least 15 school days after peer observation)



### School Counselors

**Summary Statement:** Counselors with less than three years of experience as a school counselor will move from a three year summative evaluation cycle to a five-year summative evaluation cycle. During years one, two, and three, counselors will receive at least one observation from their supervisor and a major summative evaluation. Year four will begin the new summative evaluation cycle for counselors and they will subsequently remain on a five-year evaluation cycle. Please refer to page 11 of the Certified Personnel Evaluation Plan (CPEP).

### Counselors (Non-evaluating Administrators)

Year 1	Observation Major Summative	Supervisor	Observation Window - September 15 – April 15
Year 2	Observation Major Summative	Supervisor Peer Observer	Peer Observation Window October 1 – March 1 Any Year
Year 3	Observation Major Summative	Supervisor	Observation Window - October 23 – April 15 (at least 15 school days after peer observation)
Year 4	Move to Tenured Rotation - Year 1		
Year 5	Tenured Rotation - Year 2		



### **School Based Administrators - Principals/Assistant Principals**

**Summary Statement:** Principal and assistant principals with three years or more experience in their role will move from a three year summative evaluation cycle to a five-year summative evaluation cycle. During years one and two, principals/assistant principals will receive at least one observation from their supervisor and an interim summative evaluation. During years three and four, principals/assistant principals will receive at least one observation and an interim summative evaluation from their supervisor. During year five, principals/assistant principals will receive an observation and major summative evaluation from their supervisor. Please refer to page 20 of the Certified Personnel Evaluation Plan (CPEP).

#### **Tenured School-Based Administrator Years of Administrative Experience 5 Year Evaluation Cycle**

Year 1	At Least One Observation/Site Visit Interim Summative	Supervisor
Year 2		
Year 3	At Least One Observation/Site Visit Interim Summative	Supervisor
Year 4		
Year 5 – Major Summative	At Least One Observation/Site Visit	Supervisor



### **School Based Administrators - Principals/Assistant Principals**

**Summary Statement:** Principals and assistant principals with less than three years of experience as a principal/assistant principal will receive major summative evaluations during years one, two, and three. Year four will begin the new summative evaluation cycle for principals and assistant principals and they will subsequently remain on a five-year evaluation cycle. Please refer to page 20 of the Certified Personnel Evaluation Plan (CPEP).

#### **School-Based Administrator with Less Than (3) Years of Administrative Experience 5 Year Evaluation Cycle**

Year 1	Major Summative	Supervisor
Year 2	Major Summative	Supervisor
Year 3	Major Summative	Supervisor
Year 4	Move to Tenured Rotation - Year 1	
Year 5	Tenured Rotation - Year 2	



## District Non-Administrative Certified Personnel

**Summary Statement:** District certified personnel in non-administrative roles who have obtained tenure will move from a three year summative evaluation cycle to a five-year summative evaluation cycle. During years one and two, district certified personnel in non-administrative roles will receive at least one observation from their supervisor. During years three and four, district certified personnel in non-administrative roles will receive at least one observation from their supervisor. During year five, district certified personnel in non-administrative roles will receive an observation and summative evaluation from their supervisor. Please refer to page 26 of the Certified Personnel Evaluation Plan (CPEP).

### Tenured District Non-Administrative 5-year Evaluation Cycle

Year 1	Observation	Supervisor	Observation Window - September 15 – April 15
Year 2			
Year 3	Observation	Supervisor	Observation Window - September 15 – April 15
Year 4			
Year 5 - Summative	Peer Observation	Peer	Observation Window - October 1 – March 1
	Observation	Supervisor	Observation Window - .October 23 – April 15 (at least 15 school days after peer observation)





## District Non-Administrative Certified Personnel

**Summary Statement:** District certified personnel in non-administrative roles who have not obtained continuing service status under KRS 161.740 or continuing status under KRS 156.800(7), meaning they are non-tenured, will receive an observation and summative evaluation each year of their first four years of employment as district certified personnel in non-administrative roles. The fifth year of service will serve as the first year of their next summative evaluation cycle. Please refer to page 26 of the Certified Personnel Evaluation Plan (CPEP).

### Non-Tenured Non-Administrative 5-year Evaluation Cycle

Year 1	Observation Summative	Supervisor Peer Observer	Observation Windows <ul style="list-style-type: none"> <li>September 15 – January 9</li> <li>January 10 - April 15</li> </ul>
Year 2	Observation Summative	Supervisor *Peer Observer	Peer Observation Window October 1 – March 1 Any Year
Year 3	Observation Summative	Supervisor Peer Observer	Observation Windows <ul style="list-style-type: none"> <li>September 15 – January 9</li> <li>January 10 - April 15</li> </ul>
Year 4	Observation Summative	Supervisor Peer Observer	Observation Windows <ul style="list-style-type: none"> <li>September 15 – January 9</li> <li>January 10 - April 15</li> </ul>
Year 5	Move to Tenured Rotation - Year 1		

\*Peer observations may take place any year that a district non-administrative certified professional chooses to use this option. The supervisor observation must take place at least 15 school days following the peer observation.



### **Implementing HB 48 (2025) during the 2025-26 School Year**

- A tenured certified employee who received a summative evaluation during the 2024-25 school year will have their next summative evaluation in the 2029-30 school year.
- A tenured certified employee who was due to have a summative evaluation in the 2025-26 school year, will have a summative evaluation in the 2027-28 school year.
- For the 2025-26 school year, employees who will receive a summative evaluation are:
  - Teachers within their first four years of teaching who have not obtained tenure;
  - Administrators who do not have three years of experience in their role;
  - District certified personnel in non-administrative roles who have not obtained tenure; and
  - Teachers who may have obtained tenure in another school district but are in their first year in Jefferson County Public Schools (probationary year).