



Staff Performance Evaluation Plan Submission Coversheet

SY 2020-21

CONTEXT: Indiana Code (IC) 20-28-11.5-8(d) requires each school corporation to submit its entire staff performance evaluation plan to the Indiana Department of Education (IDOE) and requires IDOE to publish the plans on its website. This coversheet is meant to provide a reference for IDOE staff and key stakeholders to view the statutory- and regulatory-required components of staff performance evaluation plans for each school corporation.

Furthermore, in accordance with IC 20-28-11.5-8(d), a school corporation must submit its staff performance evaluation plan to IDOE for approval in order to qualify for any grant funding related to this chapter. Thus, it is essential that the reference page numbers included below clearly demonstrate fulfillment of the statutory (IC 20-28-11.5) and regulatory (511 IAC 10-6) requirements.

INSTRUCTIONS:

Completion

In the chart below, please type the page numbers in your staff performance evaluation document which clearly display compliance with the requirements. If the plan contains multiple documents with duplicate page numbers, please refer to the documents by A, B, C, D, etc. with the page number following. For example: A-23, B-5, etc. Please note, your plan may include many other sections not listed below.

Submission

Once completed, please attach this coversheet to the staff performance evaluation plan document you will submit. The whole document needs to be combined into one continuous PDF for submission. **The 2020 submission due date is 9/15/2020.**

School Corporation Name:	Greater Clark County Schools
School Corporation Number:	1010

Questions: Contact Rebecca Estes, Director of Leadership & Innovation, restes@doe.in.gov

Annual Evaluations			
Requirement	Statutory / Regulatory Authority	Examples of Relevant Information	Reference Page Number(s)
<input type="checkbox"/> Annual performance evaluations for each certificated employee	IC 20-28-11.5-4(c)(1)	Plan and metrics to evaluate <i>all</i> certificated employees, including teachers, administrators, counselors, principals and superintendents	1
Rigorous Measures of Effectiveness			
Requirement	Statutory / Regulatory Authority	Examples of Relevant Information	Reference Page Number(s)
<input type="checkbox"/> Rigorous measures of effectiveness, including observations and other performance indicators	IC 20-28-11.5-4(c)(2)	<ul style="list-style-type: none"> • Observation rubrics - for <i>all</i> certificated staff - with detailed descriptions of each level of performance for each domain and/or indicator • Other measures used for evaluations (e.g., surveys) 	1
Designation in Rating Category			
Requirement	Statutory / Regulatory Authority	Examples of Relevant Information	Reference Page Number(s)
<input type="checkbox"/> A summative rating as one of the following: highly effective, effective, improvement necessary, or ineffective	IC 20-28-11.5-4(c)(3) 511 IAC 10-6-2(c)	<ul style="list-style-type: none"> • Definition of performance categories • Summative scoring process that yields placement into each performance category 	2
<input type="checkbox"/> A definition of negative impact for certificated staff <input type="checkbox"/> A final summative rating modification if and when a teacher negatively affects student growth	IC 20-28-11.5-4(c)(5) 511 IAC 10-6-4(c)	<ul style="list-style-type: none"> • Definition of negative impact on student growth for all certificated staff • Description of the process for modifying a final summative rating for negative growth 	2
<input type="checkbox"/> All evaluation components factored into the final summative rating	IC 20-28-11.5-4(c)(3)	<ul style="list-style-type: none"> • Summative scoring process that yields placement into each performance category • Weighting (broken down by percentage) of all evaluation components 	2
Evaluation Feedback			
Requirement	Statutory / Regulatory Authority	Examples of Relevant Information	Reference Page Number(s)
<input type="checkbox"/> An explanation of evaluator's recommendations for improvement and the time in which improvement is expected	IC 20-28-11.5-4(c)(4) 511 IAC 10-6-5	<ul style="list-style-type: none"> • Process and timeline for delivering feedback on evaluations • Process for linking evaluation results with professional development 	2
Evaluation Plan Discussion			

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Requirement	Statutory / Regulatory Authority	Examples of Relevant Information	Reference Page Number(s)
<input type="checkbox"/> Evaluation Plan must be in writing and explained prior to evaluations are conducted.	IC 20-28-11.5-4(f)(1) IC 20-28-11.5-4(f)(2)	<ul style="list-style-type: none"> • Process for ensuring the evaluation plan is in writing and will be explained to the governing body in a public meeting before the evaluations are conducted • Before explaining the plan to the governing body, the superintendent of the school corporation shall discuss the plan with teachers or the teachers' representative, if there is one 	2

Evaluators			
Requirement	Statutory / Regulatory Authority	Examples of Relevant Information	Reference Page Number(s)
<input type="checkbox"/> Only individuals who have received training and support in evaluation skills may evaluate certificated employees	IC 20-28-11.5-1 IC 20-28-11.5-5(b) IC 20-28-11.5-8(a)(1)(D)	<ul style="list-style-type: none"> • Description of ongoing evaluator training • Description of who will serve as evaluators • Process for determining evaluators 	2 - 3
<input type="checkbox"/> Teachers acting as evaluators (<i>optional</i>) clearly demonstrate a record of effective teaching over several years, are approved by the principal as qualified to evaluate under the evaluation plan, and conduct staff evaluations as a significant part of their responsibilities	IC 20-28-11.5-1(2) IC 20-28-11.5-1(3) 511 IAC 10-6-3	<ul style="list-style-type: none"> • Description of who will serve as evaluators • Process for determining evaluators 	2 - 3
<input type="checkbox"/> All evaluators receive training and support in evaluation skills	IC 20-28-11.5-5(b) 511 IAC 10-6-3	Description of ongoing evaluator training	2 - 3

Feedback and Remediation Plans			
Requirement	Statutory / Regulatory Authority	Examples of Relevant Information	Reference Page Number(s)
<input type="checkbox"/> All evaluated employees receive completed evaluation and documented feedback within seven business days from the completion of the evaluation.	IC 20-28-11.5-6(a)	System for delivering summative evaluation results to employees	3
<input type="checkbox"/> Remediation plans assigned to teachers rated as ineffective or improvement necessary	IC 20-28-11.5-6(b)	<ul style="list-style-type: none"> • Remediation plan creation and timeframe • Process for linking evaluation results with professional development 	3
<input type="checkbox"/> Remediation plans include the use of employee's license renewal credits	IC 20-28-11.5-6(b)	Description of how employee license renewal credits and/or Professional Growth Points will be incorporated into remediation	3

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<input type="checkbox"/> Means by which teachers rated as ineffective can request a private conference with the superintendent	IC 20-28-11.5-6(c)	Process for teachers rated as ineffective to request conference with superintendent	
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Instruction Delivered by Teachers Rated Ineffective

Requirement	Statutory / Regulatory Authority	Examples of Relevant Information	Reference Page Number(s)
<input type="checkbox"/> The procedures established for avoiding situations in which a student would be instructed for two consecutive years by two consecutive teachers rated as ineffective	IC 20-28-11.5-7(c)	Process for ensuring students do not receive instruction from ineffective teachers two years in a row	3
<input type="checkbox"/> The procedures established to communicate to parents when student assignment to consecutive teachers rated as ineffective is unavoidable	IC 20-28-11.5-7(d)	Description of how parents will be informed of the situation	3

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Greater Clark County Schools' Teacher Evaluation Process

2020-21

Local Requirement	Notes
Annual Evaluations	
<ul style="list-style-type: none"> ● All teachers will be evaluated a minimum of 2 times annually <ul style="list-style-type: none"> ○ One "long" observation (minimum of 20 minutes) - Competencies will be rated and feedback provided. ○ One "short" observation (minimum of 10 minutes) - Competencies will be rated as observed with feedback provided. ● Teachers will be notified the week of a long observation. Teachers and administrators are asked to communicate any scheduling conflicts and, if possible, determine a mutually agreeable time. ● No prior notice will be given for short observations ● If possible, elementary classroom teachers will be evaluated during a mathematics, literacy or intervention period. ● Teachers MUST complete the self evaluation prior to September 30th. Support and time will be provided to those teachers who may need help completing the self - evaluation. ● Teachers and administrators are encouraged to schedule a conference for further feedback following an observation. ● End-of-year Summative AND CONFERENCE completed prior to MAY 28, 2021 	<p>Final Evaluation Ratings:</p> <p>(4) Highly Effective = 3.50 - 4.00</p> <p>(3) Effective = 2.50 - 3.49</p> <p>(2) Improvement Necessary = 1.50 - 2.49</p> <p>(1) Ineffective = 1.00 - 1.49</p>
Rigorous Measures of Effectiveness	
<p>Rubrics Developed and Utilized for the Following Groups:</p> <ul style="list-style-type: none"> ● Assistant Principal 	<p>All rubrics housed in Standard for Success program.</p>

- Dean
- Counselor
- Librarian / Media Specialists
- Speech Therapist
- Instructional Coach
- Teacher
- Administrator

Rubric Domain	Weight
Domain 1: Purposeful planning	10%
Domain 2: Effective Instruction	75%
Domain 3: Teacher leadership	10%
Domain 4: Core Professionalism	5%

Designation in Rating Category

Summative ratings are calculated for ALL certified staff.

Master list of teachers with Improvement Needed/ Ineffective will be reviewed at the end of the year for appropriate rating and teaching assignment.

Final Evaluation Rating:

3.50 - 4.00 = 4 / Highly Effective

2.50 - 3.49 = 3 / Effective

1.50 - 2.49 = 2 / Improvement Needed

1.00 - 1.49 = 1 / Ineffective

Evaluation Feedback

A conference must be provided to any teacher who is marked a rating of "Needs Improvement" or "Ineffective" across several competencies or several indicators within one competency.

Written feedback within the evaluation system must be provided for a teacher marked "Ineffective" across several competencies or several indicators within one competency .

Finalized observation must be electronically released to the teacher within one-week (5 work days) of evaluation. A teacher has one-week (5 work days) following the receipt of an evaluation to provide written feedback or request a conference.

Evaluation Plan Discussion

During the month of August, Principals must schedule at least one professional development period to review the Evaluation Process.

The school corporation will also host a New Teacher Professional Development session focused on the Evaluation components.

Teachers MUST complete the self evaluation prior to September 30th. Support and time will be provided to those

teachers who may need help completing the self - evaluation.

Evaluators

Initial training prior to the start of each school year for all evaluators (Principals, Asst. Principals, etc.)

RISE - Teacher Effectiveness Rubric Standard For Success

Ongoing training occurs monthly during Administrative Council sessions.

Feedback and Remediation Plans

Our goal is for every teacher to receive an "Effective" or "Highly Effective" rating. When an administrator first marks a rating of "**Needs Improvement**" in more than one competency area or several indicators within one competency area, the administrator **MUST** conference with the teacher to provide details and suggestions for improvement. A goal setting form **MAY** be completed.

When an administrator first marks a rating of "**Ineffective**" in more than one competency area or several indicators within one competency area, the administrator **MUST** conference with the teacher to provide details and suggestions for improvement. A Goal Setting Form **MUST** be completed. If the identified deficiency(ies) warrants, the teacher **MAY** be placed on an Improvement Plan.

Improvement Plan is initiated as needed, following an Observation

- Improvement Plan = 45 days
- Conference conducted within 5 days of completion of plan
- If, upon completion of the Improvement Program, the administrator determines the domain performance has NOT been corrected and other competencies have created concern, an administrator may elect to start a new Improvement Plan for up to an additional 45 instructional days.

Improvement Plans must define competency and provide specific steps that will assist teacher to move from Improvement Necessary or Ineffective to Effective

Upon completion of an Improvement plan, if the teacher receives a rating of "Ineffective" he/she may request a private conference with the superintendent.

Teacher Evaluation Program 2020 - 2021

Instruction Delivered by Teachers Rated Ineffective

A master list of teachers with ineffective or needs improvement ratings will be reviewed at end of the year for appropriate rating and teaching assignment.

During annual staffing reviews, quality assurance checks will occur to ensure students are not instructed for two consecutive years by two consecutive teachers rated as ineffective.

If circumstances arise that result in a student receiving instruction for two consecutive years by a teacher rated as

ineffective, the school administrator will hold a parent conference.

Teacher Appreciation Grant Policy

The amount of stipend provided to a teacher rated Highly Effective will be 25% greater than the amount of the stipend awarded to a teacher rated Effective.

Policy #3220.01

The Teacher Appreciation Grant will be divided evenly between qualifying schools.