

USEP Counter Proposal #1

July 12, 2018

ARTICLE VII

SECTION H – Evaluation

1. During the first two (2) weeks of school, all teachers shall receive a copy of the district's Florida Educator Accomplished Practices (FEAPs) based assessment instrument. This shall include an explanation and discussion of the assessment process. In the event a teacher is employed after the two (2) week period, said instrument and explanations shall be presented given upon employment.
2. An evaluation shall consist of three (3) components:
 - a. Status Score – based on administrator observation of the FEAPs standards, each of the six standards will be individually scored on a four-point scale and shall be averaged together to form the status score.
 - b. Deliberate Practice Score – an assessment of the implementation of a deliberate practice plan on the district's four-point deliberate practice scale shall be weighted at twenty percent (20%) and added to the status score to form the Instructional Practices Score.
 - c. Student Performance Measure Score – score derived from three years of student performance data, including the current year and the two years immediately preceding the current year, when available.

The Instructional Practices Score shall count for sixty-five percent (65%) and the Student Performance Measure shall count for thirty-five percent (35%) of the teacher's summative evaluation. A final summative rating above 3.5 shall be "Highly Effective," between 2.5 and 3.4 shall be "Effective," between 1.5 and 2.4 shall be "Needs Improvement," and below 1.5 shall be "Unsatisfactory." For teachers in the first three years of employment only, a summative score between 1.5 and 2.4 shall be "Developing."

3. The administrator making an evaluative formal observation shall provide written feedback to meet with the teacher within ten (10) school days following the observation classroom visitation. Such feedback shall include the date, scripted evidences, and the FEAPs standard to which the scripted evidence applies. A conference may be requested by either the teacher or administrator to discuss the written feedback and provide coaching around the teacher's strengths and weaknesses. A teacher shall not be issued a mark below "Effective" in any area of the Instructional Practices Score without first being notified of the deficiency and being offered opportunity to improve in that area. Evaluative conference forms will be issued by the supervising administrator at the beginning, middle and end of cycle, with at least one (1) conference meeting required during the cycle. If the teacher indicates that scores at the middle of cycle conference are not at the level of performance desired, the administrator shall conduct at least one additional observation to allow the teacher an opportunity to demonstrate an improved level of performance.
4. An Instructional Practices Review Committee (IPRC) consisting of two members designated by the President of USEP and two members appointed by the Superintendent shall exist for the purpose of addressing appeals related to the Instructional Practices observations. If during the course of the observation cycle, a teacher disputes the scripting of evidences the teacher may request a meeting with his/her supervising administrator within ten (10) days of the date scripting is shared. A meeting shall be held within five (5) days. At that meeting, the teacher shall present his/her documented evidence supporting the claim. Within five (5) days of the meeting, the administrator shall notify the teacher of the decision. If the supervising administrator concurs, the disputed scripting shall be changed. In the event the administrator does not concur, the employee may appeal to the Instructional Practices Review Committee within five (5) days following the notification of the decision. All documentation will be provided with the appeal. The committee shall meet within five (5) days to review the teacher's appeal, and the decision of the committee shall be provided to the teacher within five (5) days. The decision of committee shall be final.
53. All teachers will be evaluated at least once during the school year, with all data collected for Instructional Practices prior to April 1st. Should the administrator responsible for providing the assessment not meet the date designated by the Human Resources Department for the completion of the assessment, the administrator will

inform the teacher of the reason for the delay. Teachers working less than half the year plus one day, either due to late hire or approved leave, will not receive an evaluation and will be observed for the purpose formative feedback only.

64. After completion of the evaluation cycle each assessment of a teacher, the teacher shall receive and electronically acknowledge receipt of the summative evaluation sign and be given a copy of the assessment instrument. The electronic acknowledgement signature of the teacher shall not necessarily indicate agreement with the results of the evaluation assessment but only acknowledges that he/she has read the report.
75. A teacher shall be given the opportunity to include his/her comments in writing concerning the assessment report. These comments shall be placed in the teacher's personnel file.
86. In the event a teacher is not performing effectively satisfactorily and prior to issuing an overall summative evaluation score of "Unsatisfactory" or "Needs Improvement" NEAT letter, the administrator will advise the teacher of the specific deficiencies in his/her performance and shall give the teacher sufficient time and assistance to undertake an effort to overcome these deficiencies. A minimum of two additional observations shall be made to monitor for improvement. Upon issuance of an overall summative evaluation score of "Unsatisfactory" or "Needs Improvement" unsatisfactory evaluation, the evaluating administrator shall comply with the following NEAT process:
 - a) Notify the teacher that deficiencies exist.
 - b) Provide a full and complete explanation of deficiencies and suggested corrections.
 - c) Provide administrative and supervisory assistance.
 - d) Provide reasonable time for correction for deficiencies.
 - e) Provide the teacher placement in the Teacher Assistance Program.
97. The Teacher Assistance Team will consist of a teacher mutually selected by the President of USEP and the Director or Supervisor of Employee Relations, a representative of USEP, the principal, a representative of the Employee Relations Department, and other persons and/or resources needed to assist the teacher in need of professional performance improvement. Teachers providing assistance through this program should have a mentoring background, appropriate content area expertise, participated in related training, and be willing to participate in any additional training required for serving on a team. Service and/or participation on a Teacher Assistance Team is entirely voluntary and teachers providing assistance through the Teacher Assistance Team will receive a supplement up to the amount specified in Addendum B. A representative of USEP and a representative of the Employee Relations Department shall determine the exact amount and timing of the supplement to be paid based on the length and complexity of the assignment.
- ~~8. Should a teacher receive an unsatisfactory evaluation, the teacher shall be given the option of another evaluation by the administrator to determine if improvements have been made.~~
109. Evaluation of lesson plans will be done by administrators only; however, this does not preclude analysis of lesson plans for non-evaluative purposes by other staff members.
110. As provided by law, all confidentiality of assessment documents relating to the formal evaluation of teacher performance and placed in the teacher's official personnel file, shall be granted by the administration. No administrator shall discuss any matter relating to the evaluation of any employee in the presence of students, parents, or employees not directly affected by or involved in the evaluation of that employee, without the consent of the employee.
124. A teacher shall not be assigned a position for which he/she is not certified except in cases of emergency. If the Board requires a teacher to accept such an assignment, the fact that the teacher is not certified in the subject area will be noted on any evaluation document and taken into consideration in the assessment of the teacher.
132. All teachers will be observed officially at least once during the school year. All official observations conducted by district employees shall be made only by school or district-level administrators.
14. The Board and the Union shall appoint an Evaluation Committee consisting of six (6) members – three (3) representing the Board and three (3) representing the Union – for the purpose of reviewing any changes or modifications to the teacher evaluation system and recommending changes to the Board and the Union for the purpose of negotiating the evaluation system in subsequent years. The Committee shall meet no later than April 1 of each school year.
15. The Instructional Practices Portion of the evaluation may be grieved for violations of the agreed upon procedures, criteria, forms, or a misinterpretation of the six- FEAPS critical skills and/or scales.

For the Board

Date

For the Union

Date