

3220 - PROFESSIONAL STAFF EVALUATION

The Board of Education through the powers derived from the School Code and other relevant statutes, is responsible, with involvement of professional staff, for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the employee's job performance at least annually in a year-end evaluation while providing timely and constructive feedback;

(Teachers rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.)
- B. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective and ineffective;
- C. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 1. the effectiveness of employees, so that they are given ample opportunities for improvement;
 2. promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development;
 3. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures;
 4. removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
- D. uses the evaluations as a significant factor in determining compensation:
 1. Salaries for Administrators (and other personnel in the Non-Affiliated Manual) is based on the Salary Schedule set forth in the Non Affiliated Manual; prorated according to FTE and worked days.

Step progression on the salary schedule for Administrators¹ (and other personnel in the Non-Affiliated Manual) requires an overall performance evaluation rating of Effective or Highly Effective. An employee who is rated as Ineffective on an annual year-end evaluation may appeal to the Superintendent. The request must be submitted in compliance with the procedure outlined in the Non-Affiliated Manual.
 2. Salaries for Teachers (and other personnel that meet the definition of "teacher" in the Michigan's Teachers' Tenure Act, MCL 38.71 et seq.) is based on the Salary Schedule set forth in the Unit II Collective Bargaining Agreement; prorated according to FTE and work days.

Step progression on the salary schedule for Teachers (and other personnel that meet the definition of "teacher" in the Michigan's Teachers' Tenure Act), requires an overall year-end evaluation rating of Effective or Highly Effective. (in compliance with MCL 380.1250).

¹ In compliance with MCL 380.1250 for administrators under Section MCL 380.1249b.

Evaluations shall consist of the following:

- A. a mid-year progress report for every teacher who is in the first year of probation or has received a rating of minimally effective or ineffective on the most recent annual year-end evaluation;

This mid-year report shall not replace the annual year-end evaluation. The mid-year report shall:

- 1. be aligned with the teacher's individualized development plan;
 - 2. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.
- B. includes classroom observations in accordance with the following:
 - 1. review of the lesson plan, State curriculum standards being taught and student engagement in the lesson;
 - 2. multiple observations for teachers requiring a mid- year progress report. At least one observation must be conducted prior to the mid-year progress report;
 - 3. a minimum of two (2) observations for teachers requiring only a year-end evaluation, unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations;

Observations are not required for an entire class period.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. A tenured teacher rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District.

A non-tenured/probationary teacher can be dismissed at any time prior to three (3) years if rated as "ineffective". In either instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education.

A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

In addition to the above, Professional Staff in Instructional Programs will also include areas in their performance evaluation system that do and/or take into account the following:

- A. Establish clear approaches to measuring student growth and provides professional staff with relevant data on student growth.

Beginning with the 2018-19 school year, the year-end evaluation of student growth shall be based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.

- B. Rating categories will take into account data on student growth as a significant factor in the evaluation in accordance with State law.

For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria. Student growth shall be measured using the State and alternative assessments as prescribed by the Section 1249 (M.C.L..380.1249).

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

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M.C.L. 380.1249 (as amended)