

Contract Corner

8.2 Overall Timelines

8.2.8 By April 22 – All statutory required observations (60/90) must be completed. Additional observations may still take place. ***This date has been extended by one week due to the snow closures.

8.2.9 By May 5 – The summative conference must be completed. **By five (5) work days prior to the summative conference all relevant components must have an initial rating and all evaluator evidence must be presented.** Any components scored as Basic or Unsatisfactory must have relevant evidence aligned to those components.

8.2.10 May 15 – All certificated employee evaluations must be completed.

8.3 Definitions

8.3.7 **Evidence:** Shall mean observed practice, artifacts, or results of a classroom teacher's work that demonstrates knowledge and skills with respect to the instructional framework and the evaluation tool. Evidence collection is a sampling of data to inform the decision about level of performance. Any evidence that may be used as part of a final summative evaluation must be shared with the teacher. It is expected that the evaluator and the teacher have formative conversations about the evidence collected through the year, and that they collaboratively share collected evidence within a reasonable time, typically within five (5) work days.

8.3.16.3 **Observe or Observation** means the gathering of evidence made through classroom or worksite visits, or other visits, work samples, or conversations that allow for the gathering of evidence of the performance of assigned duties for the purpose of examining evidence over time against the instructional framework rubrics.

8.3.17 **Unscheduled Observations:** Unscheduled observations that will be used as part of the evaluation process shall be documented in writing and provided to the teacher no later than five (5) days after the observation. Within three (3) days of receipt of the written observation notes, the teacher or evaluator may request a meeting to review or discuss the observation.

8.4.1.5 Summative Conference

This conference discusses the summary of supporting evidence, including teacher input and evidence on all components, the evaluator's preliminary rating on all components and criteria, and any additional evidence the teacher would like the evaluator to consider prior to making the summative rating on the State 8 Criteria. By five (5) work days prior to the summative conference all relevant

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components must have an initial rating and all evaluator evidence must be presented. After the summative rating is reached (see Section 8.4.2 Summative Scoring), the teacher and evaluator examine the student growth impact rating and include that score for the final summative rating.

8.4.1.6 Annual Written Summative Evaluations

Annual written summative evaluations must be completed and a copy provided to the teacher by no later than May 15. It is the intent of the parties that the evaluator and teacher will have time after the Summative Conference to adjust the written Summative Evaluation based on new evidence presented and discussed during the Summative Conference.

8.4.2 Summative Scoring for Comprehensive Evaluation

Teacher Input and Resolution of Disputes:

Teachers may provide additional artifacts and evidence to aid in the assessment of the teacher's professional performance at any time. **The evidence provided by the teacher shall be taken into consideration when determining the final evaluation score.**

*Should the evaluator and teacher not reach agreement on the summative scoring of a particular criterion; **the evaluator will provide the teacher with the opportunity to present additional evidence that supports the teacher's rating.*** Once the additional evidence has been presented if there is still disagreement, the evaluator's score will prevail. However, the teacher will have a right to write a rebuttal and attach it to the final summative evaluation.