

**Madison County Schools  
Richmond, Kentucky**

**Certified Personnel Performance Evaluation Plan**

The Madison County Board of Education at the regular meeting on March 8, 1984, approved the performance evaluation proposal.

In the spring of 2001, the evaluation committee revised the evaluation plan in order to keep it current with KRS 156.557 and 704 KAR 3:345. The plan has been reviewed and amended annually. The Madison County Board of Education has reviewed and approved the plan at the March 21, 2013 regularly scheduled Board meeting. The contact person is Dustin Brumbaugh, Director of Human Resources.

**I. INTRODUCTION**

Professional development and growth is an on-going, cooperative process designed to improve the performance of each certified person to become the best professional individual possible. This process includes assessing the accomplishments and areas for growth of the total staff to ensure that stated educational goals are achieved. Observations will be conducted openly and with full knowledge of the evaluatee.

**II. PURPOSE**

The purposes of a performance evaluation are the following:

- A. To improve the educational process and student achievement through effective instruction in the classroom;
- B. To encourage adherence to specific educational goals in order to provide a measure of performance accountability to citizens;
- C. To establish procedures for evaluating all certified personnel, based on the quality of their performance;
- D. To assist the individual in identifying areas of accomplishment as well as provide assistance for professional growth when corrective actions are necessary;
- E. To support individual personnel decisions;
- F. To keep evaluation a dynamic process, assess its effectiveness periodically, and revise it as necessary.

**III. DESIGN**

- A. Who shall be evaluated?  
All certified personnel
- B. The evaluation process and criteria for evaluation will be explained to and discussed with all certified personnel within one month of reporting for employment. (Annually)

C. The immediate supervisor, or designated administrator, shall be the primary evaluator.

D. Rating Scheme

### **EVALUATEE**

Superintendent  
Principal  
Assistant Superintendent  
Supervisor  
Federal Program Coordinator  
Director of Pupil Personnel  
Food Service Coordinator  
Director of Special Education  
Director of District-Wide Services  
Gifted and Talented Coordinator  
Director of Psychological Services  
Psychologist  
Psychometrist  
Assistant Principal  
Gifted Instructor  
Reading Recovery Teacher Leader  
Day Treatment/Alternative School  
School Social Worker  
Special Education Teacher Consultant  
Director of Testing  
Occupational Therapist  
Hearing Impaired Teacher  
Itinerant Speech Therapist  
Visually Impaired Teacher  
Physical Therapist  
Technology Resource Teacher  
Speech Therapist  
Homebound Teacher  
Classroom Teacher \*  
Guidance Counselors

### **EVALUATOR**

Board of Education  
Superintendent or Designated Administrator  
Superintendent  
Superintendent or Designated Administrator  
Superintendent or Designated Administrator  
Superintendent or Designated Administrator  
Superintendent or Designated Administrator  
Superintendent or Designated Administrator  
Superintendent or Designated Administrator  
Superintendent or Designated Administrator  
Superintendent or Designated Administrator  
Superintendent or Designated Administrator  
Superintendent or Designated Administrator  
Director of Psychological Services  
Director of Psychological Services  
Principal or Designated Administrator (Annually)  
Gifted/Talented Coordinator  
Superintendent or Designated Administrator  
Principal(s)  
Principal(s)  
Director of Special Education  
Superintendent or Designated Administrator  
Director of Special Education  
Director of Special Education  
Director of Special Education  
Director of Special Education  
Director of Special Education  
Superintendent or Designated Administrator  
Building Principals  
Director of Pupil Personnel  
Principal/Assistant Principal  
Principal(s) Annually

\* Classroom teachers include all certified personnel assigned to the building including: Librarians, Music Teachers, Physical Education Instructors, Title I, Migrant, Reading Recovery Teachers, Preschool, Art, Band, Speech and Special Education Teachers, Math Intervention Teachers.

## **IV. FREQUENCY OF RATINGS**

### **SUPERINTENDENT**

Superintendent will be evaluated every year as scheduled by evaluator.

### **ADMINISTRATORS/GUIDANCE COUNSELORS**

All administrators and Guidance Counselors will be signing annual summative evaluations based upon all data that was collected during the formative process.

All summative evaluations on administrators (except the Superintendent) are due in the Central Office by June 30 and shall be maintained in the employee’s personnel file.

All certified staff below the level of district superintendent will develop a Professional Growth Plan and will review it annually.

**TENURED**

Tenured teachers will be signing a summative evaluation a minimum of once every three (3) years. This includes one (1) formative observation. Additional observations may be conducted at the request of either the evaluatee or the evaluator.

All summative evaluations on tenured teachers are due in the Central office by April 30 and shall be maintained in the employee’s personnel file.

Multiple observations must be conducted for all tenured teachers who receive an unsatisfactory observation.

All summative evaluations on tenured teachers on assistance are due in the Central Office by April 30 and shall be maintained in the employee’s personnel file.

A Professional Growth Plan shall be developed and reviewed annually.

**NON-TENURED**

Non-tenured teachers will be evaluated annually and signing a summative evaluation with two (2) formative observations.

Additional observations may be conducted at the request of either the evaluatee or the evaluator.

All summative evaluations on non-tenured teachers and teachers on assistance are due in the Central Office by April 30 and shall be maintained in the employee’s personnel file.

A Professional Growth Plan shall be developed and reviewed annually.

**V. DISPOSITION OF RATINGS**

Copy – Superintendent’s Office	Personnel File (Summative Evaluation Form)
Copy – Evaluator	All Evaluation Forms
Copy – Evaluatee	All Evaluation Forms

**VI. EVALUATION**

Evaluation is the process of assessing or determining the effectiveness of the performance of the certified employee in a given teaching and learning or leadership and management situation, and based on predetermined criteria, through periodic observation and other documentation including a portfolio, peer review, product or performance. Evaluation shall also include the establishment and monitoring of a Professional Growth Plan.

## **FORMATIVE EVALUATION:**

“Formative Evaluation” means a continuous cycle of collecting evaluation information and interacting and providing feedback with suggestions regarding the certified employee’s professional growth and performance.

### **A. Pre-Observation Form**

Teachers and their evaluators shall have a pre-observation conference prior to a formal classroom observation. Pre-Observation worksheets should be completed by the teacher, prior to this conference.

During the pre-observation conference, discussion between the evaluator and evaluatee should take place regarding the lesson objectives and planned lesson procedures.

### **B. Formal Classroom Observation**

Classroom visits should be scheduled for the formal observation.

All professional courtesies shall be extended and the observation should not be disruptive (no interruptive phone calls or pagers). Please notify the evaluatee in advance if the observation has to be rescheduled.

### **C. Informal Observations**

Any informal observations may be made at the discretion of the evaluator. Informal visits may last for as little as five minutes. All monitoring or observations of performance of a certified school employee shall be conducted openly with full knowledge of the employee. Informal observations shall be documented if included as part of the Summative Evaluation.

### **D. Teacher Request**

At the request of a teacher, observations by other teachers trained in the teacher’s content area or by curriculum content specialists may be incorporated into the formative process for evaluating teachers.

The selection of the third-party observer shall, if possible, be determined through mutual agreement by evaluator and evaluatee. A teacher who exercises this option shall do so, in writing to the evaluator, by no later than February 15 of the academic year in which the summative evaluation occurs. If the evaluator and evaluatee have not agreed upon the selection of the third party observer within five (5) working days of the teacher’s written request, the evaluator shall select the third party observer.

### **E. Post-Observation Form**

The Post-Observation Form shall be discussed with the evaluator within five (5) working days of the formal observation. The conference form shall be completed with both parties in attendance. The comments and evaluations should be in accordance with predetermined goals, objectives, and job expectations. The evaluatee will have an opportunity to provide a written response which will become a part of the official personnel record.

## **F. Professional Growth Plan**

All certified staff below the level of district superintendent will develop a Professional Growth Plan and review it annually.

Building principals will assist teachers in developing an annual Professional Growth Plan. The Professional Growth Plan is a plan whereby the evaluatee is given assistance for becoming more proficient as a teacher or administrator. The individualized plan includes an objective, a plan for achieving the objectives and method for evaluating the success. The Professional Growth Plan shall be aligned with specific goals and objectives of the School Improvement Plan and/or District Improvement Plan.

Building principals will be responsible for monitoring a teacher's progress.

## **G. Individual Corrective Action Plans**

Corrective Action Plans for improving any deficiencies shall be developed by the evaluatee and evaluator at any time during the school year.

Specific timelines and follow-up observations shall be determined on the Corrective Action Plan form.

**H.** Accolades for outstanding performances should be recorded under the comments section of the Formative and Summative Evaluation forms.

## **I. Certified Assistance Program (CAP)**

In the event an individual corrective action plan proves unsuccessful in regard to an employee's performance, an evaluator may choose to initiate a Certified Assistance Program (CAP) for that employee.

### **Purpose**

The Certified Assistance Program is a systematic approach to provide additional support and feedback to certified employees whose performance evaluation is rated "does not meet" standard(s) and whose individual corrective action plan has proven unsuccessful. The goal of the program is to improve the evaluatee's skills to a "meets" rating on the district evaluation plan.

### **Composition of CAP Team**

The Certified Assistance program is a team effort with a focus on the teaching/coaching process. The comprised of the following individuals:

- The building level evaluator (principal)
- The superintendent or superintendent designee
- One peer teacher, who is appointed by the principal, after consultation with the evaluatee, during which the evaluatee gives written permission for the peer teacher's participation.

### **Overview**

The following plan, known as the Certified Assistance Plan (CAP) outlines the following:

- General Guidelines for CAP Process (Instructional Emphasis)

- Due Process for Evaluatee and CAP Team
- Outcomes of CAP
- Guidelines for CAP Team Related to "Does Not Meet" Rating

### **General Guidelines for CAP Process (Instructional Emphasis)**

1. Formal evaluation contacts increase to nine (9) visits during the school year by the CAP team (Three (3) visits for each committee member).
2. The CAP Team will meet with the employee and collaboratively identify areas of strength, as well as target areas for improvement. The Individual Corrective Action Plan will be reviewed/revised. (The CAP Team may determine that developing a new professional growth plan would be preferable to adding to or revising the Corrective Action Plan). (The area(s) targeted will relate to instruction and obstacles that are impeding student learning and achievement).
3. First collaborative meeting will occur prior to June 1.
4. The CAP Team will provide resources and ideas in the areas identified for professional growth.
5. The evaluatee will conference with the CAP Team member after each observation. After each round of observations (to be scheduled by Oct.1, Dec. 1, and Feb. 15 respectively), the team will jointly confer with the evaluatee concerning progress in targeted area(s).
6. The CAP team will require a teacher/administrator portfolio that addresses instructional needs and reflects application of ideas in the classroom setting. Samples of quality student work should be included in the teacher portfolio. Said portfolio should be available for review at all collaborative meetings.
7. A written summary will be provided to the employee at each of the joint conferences.

### **SUMMATIVE EVALUATION:**

“Summative Evaluation” means the summary of, and conclusions from, all data, including but not limited to the formative evaluation data. The summative evaluation occurs at the end of an evaluation cycle.

Summative evaluation includes a conference involving the evaluator and the evaluated certified employee, and a written evaluation report.

- A summative evaluation conference shall be held with each teacher evaluated. The summative evaluation conference includes all evaluation data, including formative evaluation data, and occurs at the end of an evaluation cycle.
- All summative evaluation conferences on non-tenured and tenured teachers on assistance shall be conducted by April 30.
- A summative evaluation conference shall be conducted with beginning interns by April 30.
- For tenured teachers, the summative evaluation conference shall be conducted by April 30.
- The Summative Evaluation form shall be discussed during the summative conference and placed in the employee's personnel file.
- The Summative Evaluation form shall be submitted to the Superintendent's Office and placed in the individual teacher's personnel file.

## **PROFESSIONAL GROWTH PLAN:**

### **“Professional Growth Plan” includes:**

- a) Goals for enrichment and development that are established by the person being evaluated with the assistance of an evaluator;
- b) Objectives, a plan for achieving the objectives, and a method for evaluating success; and
- c) Alignment with the specific goals and objectives of the School Improvement Plan or the District Improvement Plan; and
- d) Identification of school and district resources within available funds to accomplish the goals.
- e) Professional Growth Plans shall be developed and reviewed annually.

### **VII. SUPERINTENDENT’S PROFESSIONAL GROWTH PLAN – PURSUANT TO KRS 156.111**

Continuing education for superintendents shall include:

Completion of an annual individual personal growth training plan of at least twenty-one (21) hours.

Completion of continuing education of the superintendent shall be reported to the Kentucky Department of Education. The Kentucky Department of Education shall annually notify the local board of education chairperson of the status of the school district’s superintendent’s continuing education.

Failure to comply with the requirements of this administrative regulation shall result in referral of the matter to the Education Professional Standards Board for consideration of revocation of the superintendent certificate. (20 KY.R.3384; Am.21 Ky.R. 346; eff. 8-4-94).

### **VII. EVALUATORS:**

Evaluators shall be trained, tested, and approved in accordance with administrative regulations adopted by the Kentucky Board of Education in the proper techniques for effectively evaluating certified school employees and in the use of the school district evaluation system.

### **VIII. EVALUATION FORMS**

Employees shall receive copies of the following: Formative Evaluations, Summative Evaluation, Professional Growth Plan, and Corrective Action Plan. Opportunity for written response/become part of official file.

**IX. GRIEVANCE PROCEDURE AND PERSONNEL  
EVALUATION APPEALS PANEL**

**Evaluation Appeals Panel  
2013-2014**

As required by KRS 156.101 and 704 KAR 3:345, Madison County Schools shall elect annually two (2) certified members to serve on the Personnel Evaluation Appeals Panel. The terms of office shall be for one (1) year and run from October 1 to September 30. The following certified teachers were elected by a district-wide majority vote:

**Sharon Graves  
Daniel Rogers**

**Clark Moores Middle School  
Madison Central High School**

**Alternates**

**Rhonda Orttenburger  
Stephen Rupard**

**Kit Carson Elementary  
Glenn Marshall Elementary**

**Board Appointed Certified Employees:**

**Dustin Brumbaugh**

**Alternate:**

**Randy Neeley**

Any teacher dissatisfied with a rating can appeal following a summative evaluation, within five (5) working days of the receipt of the evaluation. The employee has a right to a hearing, opportunity to review all documentation submitted by both parties reasonably in advance, right to presence of chosen representative and the opportunity to appeal to the KY Board of Education. **Please review the Board policies and procedures below for more information.**



**PERSONNEL      03.18**

**-CERTIFIED PERSONNEL-**

**Evaluation**

**DEVELOPMENT OF SYSTEM**

The Superintendent shall recommend for approval of the Board and the Kentucky Department of Education an evaluation system, developed by an evaluation committee, for all certified employees below the level of District Superintendent, which is in compliance with applicable statute and regulation.<sup>1</sup>

**PURPOSES**

The purposes of the evaluation system shall be to: improve instruction, provide a measure of performance accountability to citizens, foster professional growth, and support individual personnel decisions.

**NOTIFICATION**

The evaluation criteria and evaluation process to be used shall be explained to and discussed with certified school personnel no later than the end of the first month of reporting for employment for each school year.

**REVIEW**

All employees shall be afforded an opportunity for a review of their evaluations. All written evaluations shall be discussed with the evaluatee, and he/she shall have the opportunity to attach a written statement to the evaluation instrument. Both the evaluator and evaluatee shall sign and date the evaluation instrument.

All evaluations shall be maintained in the employee's personnel file.<sup>2</sup>

**APPEAL PANEL**

The District shall establish a panel to hear appeals from summative evaluations as required by law.<sup>1</sup>

**ELECTION**

Two (2) members of the panel shall be elected by and from the certified employees of the District. Two (2) alternates shall also be elected by and from the certified employees, to serve in the event an elected member cannot serve. The Board shall appoint one (1) certified employee and one (1) alternate certified employee to the panel.

**TERMS**

All terms of panel members and alternates shall be for one (1) year and run from October 1 to September 30. Members may be reappointed or reelected.

**CHAIRPERSON**

The chairperson of the panel shall be the certified employee appointed by the Board.

**APPEAL TO PANEL**

Any certified employee who believes that he or she was not fairly evaluated on the summative evaluation may appeal to the panel within five (5) working days of the receipt of the summative evaluation.

The certified employee may review any evaluation material related to him/her. Both the evaluator and the evaluatee shall be given the opportunity to review documents to be given to the hearing committee reasonably in advance of the hearing and may have representation of their choosing.

**PERSONNEL 03.18****(Continued)****Evaluation****APPEAL FORM**

The appeal shall be signed and in writing on a form prescribed by the District evaluation committee. The form shall state that evaluation records may be presented to and reviewed by the panel.

**CONFLICTS OF INTEREST**

No panel member shall serve on any appeal panel considering an appeal for which s/he was the evaluator.

Whenever a panel member or a panel member's immediate family appeals to the panel, the member shall not serve for that appeal. Immediate family shall include father, mother, brother, sister, husband, wife, son, daughter, uncle, aunt, nephew, niece, grandparent, and corresponding in-laws.

A panel member shall not hear an appeal filed by his/her immediate supervisor.

**BURDEN OF PROOF**

The certified employee appealing to the panel has the burden of proof. The evaluator may respond to any statements made by the employee and may present written records which support the summative evaluation.

**HEARING**

The panel shall hold necessary hearings. The evaluation committee shall develop necessary procedures for conducting the hearings.

**PANEL DECISION**

The panel shall deliver its decision to the District Superintendent, who shall take whatever action is appropriate or necessary as permitted by law. The panel's written decision shall be issued within fifteen (15) working days from the date an appeal is filed. No extension of that deadline beyond April 25th shall be granted without written approval of the Superintendent.

**SUPERINTENDENT**

The Superintendent shall receive the panel's decision and shall take such action as permitted by law as s/he deems appropriate or necessary.

**HEARING**

The evaluation committee shall develop necessary procedures for conducting the hearing.

**REVISIONS**

The Superintendent shall submit proposed revisions to the evaluation plan to the Board for its review to ensure compliance with applicable statute and regulation. Upon adoption, all revisions to the plan shall be submitted to the Kentucky Department of Education for approval.

**REFERENCES:**

<sup>1</sup>[KRS 156.557, 704 KAR 003:345](#)

[OAG 92-135](#), Thompson v. Board of Educ., Ky., 838 S.W.2d 390 (1992)

**RELATED POLICIES:**

<sup>2</sup>03.15, 02.14, 03.16

Adopted/Amended: 09/14/2006

Order #: 6E.

**PERSONNEL 03.18 AP.11****-CERTIFIED PERSONNEL-****Appeals/Hearings****PURPOSE**

An Appeals Panel shall be established in accordance with KRS Chapter 156 and 704 KAR 3:345. Based on issues identified in an employee's appeal documentation, the Panel shall determine whether the employee has demonstrated that a procedural violation has occurred under the District's evaluation plan and whether the summative evaluation is supported by the evidence. The burden of proof that an employee was not fairly and/or correctly evaluated on the summative evaluation rests with the employee who appeals to the Panel.

**APPEALS**

Pursuant to Board Policy 03.18, any certified employee who believes that s/he was not fairly evaluated on the summative evaluation may appeal to the Evaluation Appeals Panel in accordance with the following procedures:

1. Both the evaluatee and evaluator shall submit copies of any appropriate documentation to be reviewed by members of the Appeals Panel in the presence of all three (3) members. The parties will exchange copies of documentation by or before the day it is submitted to the Panel. The members of the Appeals Panel will be the only persons to review the documentation. All documentation will be located in a secure place in the Central Office except during Appeals Panel meetings. Confidentiality will be maintained. Copies of the documentation as submitted to the Panel shall not be carried away from the established meeting by either parties involved or the Panel members.
2. The Panel will meet, review all documents, discuss, and prepare questions to be asked of each party by the Chairperson. Additional questions may be posed by Panel members during the hearing.
3. The Panel will set the time and place for the hearing, and the Chairperson will provide written notification to the appealing employee and his/her evaluator of the date, time, and place to appear before the Panel to answer questions.
4. Legal counsel and/or chosen representative (unless representative has a pending appeal) may be present during the hearing to represent either or both parties.
5. The hearing will be audio taped and a copy provided to both parties if requested in writing. The original will be maintained by the District.
6. Only Panel members, the evaluatee and evaluator, legal counsel, witnesses, and the employee's chosen representative will be present at the hearing.
7. Witnesses may be presented, but will be called one at a time and will not be allowed to observe the proceedings.
8. The Chairperson must receive written notice forty-eight (48) hours in advance if legal counsel will be present.

**PERSONNEL 03.18 AP.11****(Continued)****Appeals/Hearings****HEARINGS**

The following procedures will be implemented during the hearings:

1. The Chairperson of the Appeals Panel will convene the hearing, review procedures, and clarify the Panel's responsibilities.
2. Each party will be allowed to make a statement of claim. The evaluatee will begin.
3. The evaluatee may present relevant evidence in support of the appeal.
4. The evaluator may present evidence in support of the summative evaluation.
5. The Panel may question the evaluatee and evaluator.
6. The Chairperson may disallow materials and/or information to be presented or used in the hearing when s/he determines that such materials and/or information is not relevant to the appeal or when the materials were not exchanged between the parties as provided in this procedure.
7. Each party (evaluator and evaluatee) will be asked to make closing remarks.
8. The chairperson of the Panel will make closing remarks.
9. The decision of the Panel, after sufficiently reviewing all evidence, may include, but not be limited to, the following:
  10. Upholding all parts of the original evaluation.
  11. Voiding the original evaluation or parts of it.
  12. Ordering a new evaluation by a second certified employee who shall be a trained evaluator.
  13. The chairperson of the Panel shall present the Panel's decision to the evaluatee, evaluator, and the Superintendent within fifteen (15) working days from the date the appeal is filed.
  14. The Superintendent may take appropriate action consistent with the Panel's decision.
  15. The Panel's decision and the original summative evaluation form shall be placed in the employee's evaluation file. In the case of a new evaluation, both evaluations shall be included in the employee's personnel file
16. The Panel's decision may be appealed to the Kentucky Board of Education based on grounds and procedures contained in statute and regulation.

Review/Revised:6/28/07

**PERSONNEL 03.18 AP.21**

**- CERTIFIED PERSONNEL -**

**Evaluation Appeal Form**

**INSTRUCTIONS**

*This form is to be used by certified employees who wish to appeal their performance evaluations to the Appeal Panel.*

Employee's Name _____		
Home Address _____		
<b>Job Title</b>	<b>Building</b>	<b>Grade or Department</b>
_____	_____	_____

What specifically do you object to or why do you feel you were not fairly evaluated? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If additional space is needed, attach extra sheet.

Date you received the summative evaluation \_\_\_\_\_

Name of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

*I hereby give my consent for my evaluation records to be presented to the members of the Evaluation Appeal Panel for their study and review. I will appear before the Panel if requested.*

\_\_\_\_\_

*Employee's Signature*

*Date*

**RELATED PROCEDURES:**

- 03.18 AP.11
- 03.18 AP.12

Review/Revised:9/17/98

**CERTIFIED PERFORMANCE EVALUATION COMMITTEE**

**Dustin Brumbaugh, Director of Human Resources**  
**Gina Lakes, Director of Professional Development**  
**Laura Dedic, Assistant Principal, Madison Central**  
**Vickie Fritz, Principal, Clark Moores**  
**Lee Anne Browder, Principal, Shannon Johnson**

**Paula Adkins, teacher at Madison Central**  
**Rhonda Ortttenburger, teacher at Kit Carson**  
**Tiffany Johnson, teacher at Farristown**  
**Stephen Rupard, teacher at Glenn Marshall**  
**Lena Wilson, teacher at Mayfield**