

DECISIONS FROM THE JOINT
EVALUATION NEGOTIATIONS
COMMITTEE AFTER JULY 30,
2015 MEETING

The Joint Evaluation Negotiations Committee is comprised of Palm Beach County Classroom Teachers Association representatives and School District of Palm Beach County representatives. This team works together to construct contract language and the new Classroom Teacher Evaluation System (CTES). This newsletter will share tentative decisions and clarifications that have been made at this committee.

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This newsletter is a Joint Publication by the School District of Palm Beach County and Palm Beach County CTA

JENC Newsletter

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Implementation: Types of Observations

Formal Observation:

- ◆ 30 - 55 minutes (or until the completion of the lesson)
- ◆ Each employee must be notified of the week of the formal observation. Notification will be made no later than the last work day of the preceding week.
- ◆ Pre-Conference (may be face-to-face meeting, electronic meeting, or may be the submission of the employee's lesson plan)
- ◆ Post-Conference (either electronic or face-to-face, to provide feedback and coaching.)
- ◆ Observations should be scheduled at a time when Design Questions 2, 3, or 4 in Domain 1 can be observed.
- ◆ Written feedback is provided to the teacher. This may be provided electronically.

Informal Observation

- ◆ 10 - 29 minutes
- ◆ May be announced or unannounced.

Walkthroughs

- ◆ *Only walkthroughs* may be conducted during the employee's first 15 work days.
- ◆ 5 - 9 minutes
- ◆ May be announced or unannounced.

It is an expectation that for Category 1A Teachers, the final Instructional Practices Portion of the evaluation must contain a minimum of 15 data-marks. For all other employees, the final Instructional Practices Portion of the evaluation *shall contain a minimum of 10 data marks*.

The observation/evaluation protocols for instructional employees is set forth in the CTA Collective Bargaining Agreement (Article 2 Section G). Any teacher hired within the last 45 days of school will not be subject to an annual evaluation due to insufficient data.

Domain 1 information— All 41 elements are *not* required to be observed in one academic year. Only dominant elements should be coded during an observation.

Domain Reminders

Domain 1 Reminders:

- * Select Observation type in iObservation (Walkthrough, Informal, or Formal).
- * Refer to the Observation Schedule for clarifications and frequency.
- * The Observation will serve as evidence.
- * Innovating = When 100% of the students are monitored for the desired effect of the element. If 100% is not achieved, then adapt and create new strategies for unique students.

Domain 2 Reminders:

- * Do not select Observation type, but put the source of the data collection into the comments field. (For example: Data collected from Informal Observation conducted on 10/29/2015.)
- * Elements 42-49 should be coded utilizing any rating. They should NOT be coded based solely on the format or contents of a lesson plan.
- * Elements 42-49 should be coded when evidence of planning is present through observations and/or conversations.
- * The Observation or conversation will serve as evidence. (LTMs, Data Chats, Group Planning, Pre/Post Conferences, PLCs, etc.)
- * Innovating = Evidence is provided to show that the teacher is a recognized leader in helping their peers (individual or group setting) with an element. Evidence may be provided through conversations and/or documentation (agendas, meeting logs, videos, emails etc.) Portfolios are NOT required.

Domain 3 Reminders:

- * Do not select Observation type, but put the source of the data collection into the comments field. (For example: Data collected from conversation between administrator and teacher on 10/28/2015.)
- * For Elements 50-54, please refer to the scale for rating.
- * Elements 50-52 should be coded more than once a year.
- * Element 53 must be coded once per year.
- * Element 54 must be coded at least once per year.
- * Documentation and/or the Observer's first hand knowledge of the teacher's experience with the Element(s) shall serve as evidence.
- * Innovating = Evidence is provided to show that the teacher is a recognized leader in helping their peers (individual or group setting) with an element. Evidence may be provided through conversations and/or documentation (agendas, meeting logs, videos, emails etc.) Portfolios are NOT required.

Domain 4 Reminders:

- * Do not select Observation type, but put the source of the data collection into the comments field. (For example: Data collected from documentation given to administrator by teacher on 10/15/2015.)
- * For Elements 55, 56, 57, 58, and 60, may be coded at the request of the teacher or if the Observer has first hand knowledge of the teacher's experience with the Element(s). May only be coded at Applying or higher and should only be coded once per year.
- * Element 59 shall NOT be coded.
- * Evidence should be planned through iObservation and/or conversations. (LTMs, Data Chats, Group Planning, Pre/Post Conferences, PLCs, etc.)
- * Innovating = Evidence is provided to show that the teacher is a recognized leader in helping their peers (individual or group setting) with an element. Evidence may be provided through conversations and/or documentation (agendas, meeting logs, videos, emails etc.) Portfolios are NOT required.

FY16 REVISED TEACHER OBSERVATION SCHEDULE

IMPORTANT: This schedule highlights the minimum observation requirements for all teachers. Additional observations may be conducted. Please consult the CTES handbook for more information regarding the contractual requirements for teacher observations and evaluations.

CATEGORY 1A TEACHERS

Category 1A: Teachers in their first year of teaching with the District. This category also includes teachers who have transferred from an administrative position to a teacher position. Time starts on the contract date of their current teaching position and does not include administrative and/or previous teaching time with the district or time teaching in other counties/states.

1st Half of the Year

1 Walkthrough[‡]
(By the last instructional day of September)

1 Informal[‡]
(By the last instructional day of October)

1 Formal[‡]
(By the second week of December)

2nd Half of the Year

1 Walkthrough

1 Informal

1 Formal

(Paced throughout the second half of the year. To be completed by the last instructional day of April)

Mid-Year Evaluation*

Entered in iObservation by **12/18/2015**
(Minimum 15 Data-Marks^o)

Final Evaluation**

Entered in iObservation by **5/13/2016**
(Minimum 15 Data-Marks^o)

* Category 1A Teachers hired on or after **11/1/2015** are exempt from the **Mid-Year Evaluation** process and will follow the schedule for the 2nd Half of the Year.

** Category 1A Teachers hired on or after **2/12/2016** are exempt from the **Final Evaluation** process.

CATEGORY 1B & 2 TEACHERS

Category 1B: Teachers who have 2-3 years of teaching experience with the District. In other words, these teachers are in their second or third year of teaching with the District.

Category 2: Teachers who have completed three or more consecutive years of teaching in the District.

On or Before February 15th

1 Walkthrough[‡]

1 Informal[‡]

1 Formal[‡]

(Paced throughout the school year. To be completed by 15th day of February)

After February 15th

1 Informal and/or 1 Formal with Focused Feedback

(Only if Category 1B and 2 Teachers have an overall Instructional Practice Score of Needs Improvement or Unsatisfactory after 1 walkthrough, 1 informal, and 1 formal. To be completed by the last instructional day of April)

NO

Mid-Year Evaluation

Final Evaluation***

Entered in iObservation by **5/13/2016**
(Minimum 10 Data-Marks^o)

*** Category 1B and 2 Teachers hired on or after **2/12/2016** are exempt from the **Final Evaluation** process.

[‡] Informal and Formal observations may not be conducted during the first 15 workdays (prior to 9/1/2015) for teachers who begin work the first day of pre-school. Walkthrough observations may be conducted starting the first day of school.

^o The data marks are derived from the elements rated as a result of an observation and any elements rated in Domains 2, 3, & 4. Administrators can view the number of data marks scored by running the following report in iObservation: Evaluative Element Scoring by Learner.

