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| CavernaSchools | **Date:** August 24, 2020**Time:** **Location:**  |
| **Meeting Purpose:**  | Teacher Professional Growth and EffectivenessCertified Evaluation Plan Orientation |
| **Attendees (See Sign-in Sheet)** |
| **Agenda Items** | **Notes About This Topic and NEXT STEPS****(Who, What, When)** |
| 1. Certified Evaluation Plan-Webpage
2. Evaluation forms
3. 50/50 Committee pg. 3
4. CEP Special Notes pg. 9
5. Required and additional sources of evidence and use of professional judgement pg. 10
6. Professional Growth Planning and Self-reflection pg. 11
7. Evaluation timeline pg. 12
8. Observation Model and Conferencing pg. 12
9. Observer certification pg. 14
10. Peer Support/Feedback pg. 15
11. Student Voice pg. 15
12. Products of practice pg. 16
13. Letters/Memos pg. 16
14. Determining Overall Professional Practice Rating pg. 17

-review the professional practice matrix1. Professional Growth Plan and Summative Cycle pg. 18
2. Directed Growth Plan pg. 19
3. Corrective Action Plan pg. 19
4. Appeals Process for all certified pg. 33
5. Appeal Panel pg. 3

**In-depth details of each area can be found in the Board and KDE approved District Certified Evaluation Plan posted on the district webpage**  | 1. The complete certified evaluation plan can be found on the district webpage. Show teachers where it is located.
2. Evaluation forms are shared by the principal in a google drive
3. The 50/50 committee makes decisions around the certified evaluation plan (CEP). They meet yearly to discuss any changes. The CEP must be approved by the school board and KDE.
4. (Ensure each teacher clearly understands who will be assigned as their primary evaluator)
5. Explain the sources of evidence.
6. Self-reflection and PGP required. Explain the video component.
7. Review the timeline chart for evaluation
8. 2 minis and 1 full for a complete summative evaluation cycle (observations can be conducted on live virtual instruction)
9. Principals will calibrate yearly
10. Peer observation has changed to peer support/feedback with video segment in the PLC
11. Administered in fall and spring with at least one group of students
12. Ensure teachers understand that everything on the list of products of practice can be utilized as evidence for the professional practice rating. Also, student growth has been modified to be a product of practice instead of half of a teacher’s evaluation.
13. letter or memo is formal notification
14. Teachers will receive a rating for each performance measure (planning, environment, instruction, and professionalism) and the decision rules will be utilized to determine the overall rating. Review the decision rules charts
15. review the different growth plans for tenured teachers (non-tenured are automatically yearly)
16. review directed growth plan process
17. review the corrective action plan process
18. The complete appeals process is located in the district’s policies and procedures which is linked on the district webpage. (please stress this)
19. Members of the appeal panel

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