

Note: Added second paragraph due to HB 224  
Recommendation: Accept as written

The district will adopt criteria and procedures for evaluation of certificated employees, with input from those parties affected by the evaluation process (trustees, administrators, and teachers). The criteria and procedures will be attached to this policy and will be communicated to certificated employees.

The professional personal contracts entered into with certificated employees during the 2012-13 school year shall be governed by the laws of Idaho that existed at the time those professional personal contracts were signed, including the evaluation process. The following policy applies for the 2013-14 school year.

### **ANNUAL CONTRACTS**

There will be a minimum of one (1) written evaluation during each of the annual contract years of employment, which will be completed on or before May 1 of each year by the building principal or other designated administrator. At a minimum, the evaluation shall include two (2) documented observations, one (1) of which shall be completed prior to January 1 of each year. The requirement to provide at least one written evaluation does not exclude additional evaluations that may be performed at the discretion of the building administrator.

The district is not required to establish a period of probation for Category 1 or 2 employees whose performance is unsatisfactory. With regard to Category 3 employees, when any such employee's work is found to be unsatisfactory, a defined period of probation of no less than eight (8) weeks will be established by the board. After the probationary period, action shall be taken by the board as to whether the employee is to be retained, immediately discharged, discharged upon termination of the current contract or reemployed at the end of the contract term under a continued probationary status.

### **RENEWABLE CONTRACTS**

The performance of each certificated employee on a renewable contract will be evaluated at least once annually on or before May 1 of each year by the building principal or other designated administrator. At a minimum, the evaluation shall include two documented observations, one of which shall be completed prior to January 1 of each year. The requirement to provide at least one written evaluation does not exclude additional evaluations that may be performed at the discretion of the building administrator.

The board will establish a reasonable period of probation for the employee before determining that it will not renew a contract for a renewable contract employee due to a report of unsatisfactory performance. The period of probation will not affect the employee's renewable contract status.

If the board, for reasons other than unsatisfactory service, for the ensuing contract year, determines to change the length of the terms stated in the current contract, reduce the salary, or not renew the contract of a certificated person whose contract would otherwise be automatically renewed, no probationary period is required.

**PLACING A CERTIFICATED EMPLOYEE ON PROBATION**

Notwithstanding the open meeting law, the board will make decisions regarding placing a certificated employee on probation in executive session. The individual on probation will not be named in the minutes of the meeting, but a record of the board’s decision will be placed in the employee’s personnel file. Prior to the commencement of the probationary period, the board will provide written notice to the employee, stating the reasons for the probation, including areas of deficiency, and the conditions of probation, including provisions for adequate supervision and evaluation of the employee’s performance during the probationary period.

**EVALUATION STANDARDS FOR TEACHERS**

The district’s evaluation model for teachers will be aligned to the State of Idaho’s minimum standards that are based on Charlotte Danielson’s *Framework for Teaching*, Section Edition, domains and components of instruction, as set forth in IDAPA 08.02.02.120, or any subsequently adopted evaluation model mandated by the State of Idaho.



**LEGAL REFERENCE:**

Idaho Code Sections

33-513A

33-514

33-514A

33-515

IDAPA 08.02.02.120

*Gunter v. Board of Trustees*, 123 Idaho 910 (1993)

**ADOPTED: June 1, 2011**

**AMENDED: First Reading October 2, 2013**