

Lakeland Joint School District No 272

PERSONNEL

5340

Evaluation of Certificated Personnel

Each certificated staff member shall have an individualized professional development plan based on the Idaho framework for teaching evaluation outlined in IDAPA 08.02.02.120 and developed by the staff member and their evaluator. This plan shall include interventions based on the individual's strengths and areas the staff member and their evaluator seek to emphasize the needed growth.

Each certificated staff member shall receive at least one written evaluation to be completed by no later than June 1st for each annual contract year of employment and shall use multiple measures that are research based and aligned to the *Charlotte Danielson Framework for Teaching Second Edition* domains and components.

Written Evaluation

A written summative evaluation will be completed for each certificated employee by June 1st. A copy will be given to the employee. The original will be retained by the Immediate Supervisor. The evaluation should be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives.

The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school needs assessment in determining professional development offerings

Responsibility

The Superintendent or their designee shall have the overall responsibility for the administration and monitoring of the Performance Evaluation System and will ensure the fairness and efficiency of its execution, including:

1. Distributing proper evaluation forms in a timely manner;
2. Ensuring completed evaluations are returned for filing by a specified date;
3. Reviewing evaluations for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed evaluations;

6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the District's evaluation standards, forms, and processes and a plan for collecting and using data gathered from evaluations;
7. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action; and
8. Creating an individualized evaluation rating system for how evaluations will be used to identify proficiency and record growth over time with a minimum of four ratings used to differentiate performance of certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; proficient being equal to a rating of 3; and distinguished being equal to a rating of 4.

The Immediate Supervisor (Evaluator) is the employee's evaluator and is responsible for:

1. A minimum of 2 observations (required by Idaho Code) to complete summative evaluation
 - Formal Cycle: 1 scheduled formal observation by Dec 1st and 2 walk-through by April 1st
 - Informal Cycle: 2 walk-throughs; 1st walk-through by Dec 1st and 2nd walk-through by April 1st
2. Summative evaluation form is due on or before June 1 to the HR Director.
3. Completing Performance Evaluations as required; and
4. Completing training on the District's Performance Evaluation Program. The individuals assigned this responsibility shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five years of conducting any evaluations.

Evaluation Measures

Individualized Professional Growth Plan (IPLP) – No later than October 15th, all certified staff members will review the evaluation model and procedures and submit a written annual professional growth plan, based on the 22 components of Charlotte Danielson's Framework for Teaching to their supervisors. During this conference, the principal and teacher will determine which measures of student achievement will be considered using the identified measures in Section 33-1001 of the Idaho Code. The district has identified that student input will be used to inform the Professional Practice portion of the evaluation.

Observations: Periodic classroom observations will be included in the evaluation process with two documented observations annually for certificated personnel, one of which shall be completed prior to December 1st. If there are documented concerns, additional observations will be conducted after a conference with the teacher. In situations where certificated personnel are

unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable. A teacher-principal conference is to be held following each formal observation, and the observation instrument is to be dated and signed by the teacher and the principal. Frequent informal classroom observations are encouraged.

Professional Practice: A majority of the evaluation of certificated personnel will be comprised of Professional Practice based on the *Charlotte Danielson Framework for Teaching Second Edition*. The evaluation will include survey input.

Student Achievement:

Part of the evaluation of instructional personnel will be based on growth in student achievement as defined in Section 33-1001, Idaho Code, as applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators as defined in Section 33-1001, Idaho Code, as applicable to the position. A written formal evaluation for all certified staff is to be prepared by the principal and submitted to the Superintendent of Schools on or before June 1 of each year. All evaluation forms are to be dated and signed by the principal and the teacher during the conference held to review the evaluation. When any matter of a nature that could cause dismissal or non-renewal of a contract for a teacher is brought to the attention of the teacher, the principal shall assist the teacher toward correcting the situation.

Charlotte Danielson Framework: The evaluation will be aligned with minimum State standards and based upon the *Charlotte Danielson Framework for Teaching Second Edition* and will include, at a minimum, the following general criteria upon which the Professional Practice portion will be based. Individual domain and component ratings must be determined based on a combination of professional practice and student achievement as specified above. Individuals who hold a Professional or Advanced Professional Endorsement will be annually evaluated in at least two domains, including **Domain 2 or Domain 3**. All instructional or pupil service staff employees must be evaluated across all domains.

1. Planning and Preparation

- A. Demonstrating Knowledge of Content and Pedagogy;
- B. Demonstrating Knowledge of Students;
- C. Setting Instructional Outcomes;
- D. Demonstrating Knowledge of Resources;
- E. Designing Coherent Instruction; and
- F. Designing Student Assessments.

2. Classroom Learning Environment

- A. Creating an Environment of Respect and Rapport;
- B. Establishing a Culture for Learning;
- C. Managing Classroom Procedures;

- D. Managing Student Behavior; and
- E. Organizing Physical Space.

3. Instruction and Use of Assessment

- A. Communicating with Students;
- B. Using Questioning and Discussion Techniques;
- C. Engaging Students in Learning;
- D. Using Assessment in Instruction; and
- E. Demonstrating Flexibility and Responsiveness.

4. Professional Responsibilities

- A. Reflecting on Teaching;
- B. Maintaining Accurate Records;
- C. Communicating with Families;
- D. Participating in a Professional Community;
- E. Growing and Developing Professionally; and
- F. Showing Professionalism.

Student input will be utilized to inform professional practice for all certified staff members.

Meeting with the Employee

Conferences: Conferences between supervisors and employees may be scheduled periodically. During these conferences an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how he or she has performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. Conferences should include, but not be limited to, the following:

- A. Job responsibilities;
- B. Performance of duties; and
- C. Attendance.

Summative Evaluation Conference: A conference will occur in conjunction with the summative evaluation. During the scheduled conference with the employee, the Immediate Supervisor will:

1. Review individualized professional growth plan (IPLP).
2. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance.
3. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted.

4. Set mutual goals to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
5. Have employee sign the evaluation form indicating that he/she has been given a copy
6. Following the meeting, the supervisor will forward the original copy of the evaluation form to the Superintendent for review.
7. Allow the employee to make any written comments he or she desires. Inform the employee that he or she may turn in a written rebuttal of any portion of the evaluation within seven (7) days and outline the process for rebuttal. Have the employee sign the evaluation form indicating that he or she has been given a copy and initial after supervisor's comments.

Rebuttals/Appeal

Within seven (7) days from the date of the evaluation meeting with their supervisor, the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee then the amended copy of the evaluation will be provided to, and signed by, the employee. The original amended evaluation will then be forwarded to the Superintendent, or the designee. The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee then the evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee. The supervisor will also retain a copy of the completed evaluation including any rebuttal/appeal and responses.

Action

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

Records

Permanent records of each certificated personnel's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

Reporting

Any subsequent changes to the District's evaluation system shall be resubmitted to the State Department of Education for approval. The District shall report annually to the State Department of Education:

1. The summative rankings,
2. The number of components rated as unsatisfactory,
3. The percentage of the certificated personnel's students who met their measurable student achievement or growth targets or student success indicators as well as
4. The measures were used, and
5. Whether an individualized professional learning plan is in place for all certificated personnel evaluations, annually to the State Department of Education.

Legal References:	IC § 33-514	Issuance of Annual Contracts – Support Programs – Categories of Contracts – Optional Placement – Written Evaluation
	IC § 33-515	Issuance of Renewable Contracts
	IC § 33-518	Employee Personnel Files
	IC § 33-1001	Foundation Program — State Aid — Apportionment - Definitions
	IDAPA 08.02.02.120	Local District Evaluation Policy

Policy History:

Adopted on: 01/12/2015

Revised on: 07/23/2019

Revised on: 08/27/2019

PERSONNEL

5340

Evaluation of Certificated Personnel

~~The District has a firm commitment to performance evaluation of District personnel, whatever their category and level, through the medium of a formalized system. The primary purpose of such evaluation is to assist personnel in professional development, in achieving District goals, and to assist with decisions regarding personnel actions. This policy applies to certificated personnel, but the District shall differentiate between non-instructional and pupil instructional personnel. The Superintendent is hereby directed to create procedures that differentiate between certificated non-instructional and certificated pupil instructional personnel in a way that aligns with the *Charlotte Danielson Framework for Teaching Second Edition* to the extent possible and aligns to the pupil service staff's applicable national standards.~~

Each certificated staff member shall have an individualized professional development plan based on the Idaho framework for teaching evaluation outlined in IDAPA 08.02.02.120 and developed by the staff member and their evaluator. This plan shall include interventions based on the individual's strengths and areas the staff member and their evaluator seek to emphasize the needed growth.

Each certificated staff member shall receive at least one written evaluation to be completed by no later than June 1st for each annual contract year of employment and shall use multiple measures that are research based and aligned to the *Charlotte Danielson Framework for Teaching Second Edition* domains and components. ~~The evaluation of certificated personnel shall annually include a minimum of two documented observations, one of which shall be completed prior to January 1st. In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable.~~

Written Evaluation

A written summative evaluation will be completed for each certificated employee by June 1st. A copy will be given to the employee. The original will be retained by the Immediate Supervisor. The evaluation should be reviewed annually and revised as necessary to indicate any significant changes in duties or responsibilities. The evaluation is designed to increase planning and relate performance to assigned responsibilities through joint understanding between the evaluator and the employee as to the job description and major performance objectives.

The written evaluation will identify the sources of data used in conducting the evaluation. Aggregate data shall be considered as part of the District and individual school needs assessment in determining professional development offerings

Objectives

The formal performance evaluation system is designed to:

1. ~~Maintain or improve each employee's job satisfaction and morale by letting them know that the supervisor is interested in their job progress and personal development;~~
2. ~~Serve as a systematic guide for supervisors in planning each employee's further training;~~
3. ~~Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties;~~
4. ~~Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized;~~
5. ~~Assist in planning personnel moves and placements that will best utilize each employee's capabilities and to align to District goals;~~
6. ~~Provide an opportunity for each employee to discuss job problems and interests with their supervisor; and~~
7. ~~Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.~~

Responsibility

The Superintendent or their designee shall have the overall responsibility for the administration and monitoring of the Performance Evaluation System and will ensure the fairness and efficiency of its execution, including:

1. Distributing proper evaluation forms in a timely manner;
2. Ensuring completed evaluations are returned for filing by a specified date;
3. Reviewing evaluations for completeness;
4. Identifying discrepancies;
5. Ensuring proper safeguards and filing of completed evaluations;
6. Creating and implementing a plan for ongoing training for evaluators and certificated personnel on the District's evaluation standards, forms, and processes and a plan for collecting and using data gathered from evaluations;
7. ~~Creating a plan for ongoing review of the District's Performance Evaluation System that includes stakeholder input from teachers, Board Members, administrators, parents/guardians, and other interested parties;~~
8. Creating a procedure for remediation for employees that receive evaluations indicating that remediation would be an appropriate course of action; and

9. Creating an individualized evaluation rating system for how evaluations will be used to identify proficiency and record growth over time with a minimum of four **ratings** used to differentiate performance of certificate holders including: unsatisfactory being equal to a rating of 1; basic being equal to a rating of 2; proficient being equal to a rating of 3; and distinguished being equal to a rating of 4.

The Immediate Supervisor (Evaluator) is the employee's evaluator and is responsible for:

1. ~~Continuously observing and evaluating an employee's job performance including a minimum of two documented observations annually for certificated personnel, one of which shall be completed prior to January 1st of each year;~~
2. **A minimum of 2 observations (required by Idaho Code) to complete summative evaluation**
 - **Formal Cycle: 1 scheduled formal observation by Dec 1st and 2 walk-through by April 1st**
 - **Informal Cycle: 2 walk-throughs; 1st walk-through by Dec 1st and 2nd walk-through by April 1st**
3. **Summative evaluation form is due on or before June 1 to the HR Director.**
4. ~~Holding periodic counseling sessions **conferences** with each employee to discuss job performance;~~
5. Completing Performance Evaluations as required; and
6. Completing training on the District's Performance Evaluation Program. The individuals assigned this responsibility shall have received training in conducting evaluations based on the statewide framework for evaluations within the immediate previous five years of conducting any evaluations.

Evaluation Measures

Procedures

Individualized Professional Growth Plan (IPLP) – No later than October 15th, all certified staff members will review the evaluation model and procedures and submit a written annual professional growth plan, ~~which will include a self-reflection~~ based on the 22 components of Charlotte Danielson's Framework for Teaching to their supervisors. During this conference, the principal and teacher will determine which measures of student achievement will be considered using the identified measures in Section 33-1001 of the Idaho Code. The district has identified that student input will be used to inform the Professional Practice portion of the evaluation.

Observations: Periodic classroom observations will be included in the evaluation process with two documented observations annually for certificated personnel, one of which shall be completed prior to December 1st. **If there are documented concerns, additional observations will be conducted after a conference with the teacher.** In situations where certificated personnel are unavailable for two documented classroom observations, due to situations such as long-term illness, late year hire, etc., one documented classroom observation is acceptable. A teacher-principal conference is to be held following each formal observation, and the observation instrument is to be dated and signed by the teacher and the principal. Frequent informal classroom observations are encouraged.

Professional Practice: A majority of the evaluation of certificated personnel will be comprised of Professional Practice based on the *Charlotte Danielson Framework for Teaching Second Edition*. The evaluation will include ~~at least one of the following as a measure to inform the Professional Practice portion:~~ **survey** input received from parents/guardians, input received from students, and/or portfolios. The District has chosen ~~_____~~ as its measure(s) to inform the Professional Practice portion. **[Optional: Parental/guardian and/or student input forms will be made available on the main District webpage.]** ~~The Board shall determine the manner and weight of parental input, student input, and/or portfolios on the evaluation.~~

Student Achievement:

Part of the evaluation of instructional personnel will be based on growth in student achievement as defined in Section 33-1001, Idaho Code, as applicable to the subjects and grade ranges taught by the instructional staff. All other certificated staff evaluations must include measurable student achievement or student success indicators as defined in Section 33-1001, Idaho Code, as applicable to the position. ~~This portion of the evaluation may be calculated using current and/or the immediate past year's data and may use one (1) or both years' data. Growth in student achievement may be considered as an optional measure for all other school-based and district-based staff, as determined by the local board of trustees.~~ A written formal evaluation for all certified staff is to be prepared by the principal and submitted to the Superintendent of Schools on or before June 1 of each year. All evaluation forms are to be dated and signed by the principal and the teacher during the conference held to review the evaluation. When any matter of a nature that could cause dismissal or non-renewal of a contract for a teacher is brought to the attention of the teacher, the principal shall assist the teacher toward correcting the situation.

~~Each coach contracted for an interscholastic sport shall be evaluated following the end of the entire season. A written formal evaluation on a separate form provided by the district is to be prepared by the principal or athletic director and shall be forwarded to the Superintendent after a conference is held with the coach to review the evaluation.~~

Charlotte Danielson Framework: The evaluation will be aligned with minimum State standards and based upon the *Charlotte Danielson Framework for Teaching Second Edition* and will include, at a minimum, the following general criteria upon which the Professional Practice portion will be based. Individual domain and component ratings must be determined based on a combination of professional practice and student achievement as specified above.

Individuals who hold a Professional or Advanced Professional Endorsement will be annually evaluated in at least two domains, including **Domain 2 or Domain 3**. ~~Whether the District evaluates on only two domains or all domains is left to the discretion of the individual principal and may be decided on a case-by-case basis for each employee.~~ All other instructional or pupil service staff employees must be evaluated across all domains.

1. Planning and Preparation

- A. Demonstrating Knowledge of Content and Pedagogy;
- B. Demonstrating Knowledge of Students;
- C. Setting Instructional Outcomes;
- D. Demonstrating Knowledge of Resources;
- E. Designing Coherent Instruction; and
- F. Designing Student Assessments.

2. Classroom Learning Environment

- A. Creating an Environment of Respect and Rapport;
- B. Establishing a Culture for Learning;
- C. Managing Classroom Procedures;
- D. Managing Student Behavior; and
- E. Organizing Physical Space.

3. Instruction and Use of Assessment

- A. Communicating with Students;
- B. Using Questioning and Discussion Techniques;
- C. Engaging Students in Learning;
- D. Using Assessment in Instruction; and
- E. Demonstrating Flexibility and Responsiveness.

4. Professional Responsibilities

- A. Reflecting on Teaching;
- B. Maintaining Accurate Records;
- C. Communicating with Families;
- D. Participating in a Professional Community;
- E. Growing and Developing Professionally; and
- F. Showing Professionalism.

~~Additionally,~~ Student input will be utilized to inform professional practice for all certified staff members.

Meeting with the Employee

Conferences/Counseling Sessions: ~~Counseling sessions~~ **Conferences** between supervisors and employees may be scheduled periodically. During these ~~counseling sessions~~ **conferences**, an open dialogue should occur which allows the exchange of performance oriented information. The employee should be informed of how he or she has performed to date. If the employee is not meeting performance expectations, the employee should be informed of the steps necessary to improve performance to the desired level. ~~Counseling sessions~~ **Conferences** should include, but not be limited to, the following:

- A. Job responsibilities;
- B. Performance of duties; and
- C. Attendance.

~~A memorandum for record will be prepared following each counseling session and maintained by the supervisor.~~

Communication of Results: Each evaluation shall include a meeting with the affected employee to communicate evaluation results. ~~At the scheduled Evaluation Conference with the employee, the supervisor will:~~

- ~~1. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted. Set mutual goals for the employee to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.~~
- ~~2. Allow the employee to make any written comments he or she desires. Inform the employee that he or she may turn in a written rebuttal/appeal of any portion of the evaluation within seven days and outline the process for rebuttal/appeal. Have the employee sign the evaluation indicating that he or she has been given a copy and initial after the supervisor's comments.~~

~~No earlier than seven days following the meeting, if the supervisor has not received any written rebuttal/appeal, the supervisor will forward the original evaluation in a sealed envelope, marked "Personnel Evaluation" to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.~~

Summative Evaluation Conference: A conference will occur in conjunction with the summative evaluation. During the scheduled conference with the employee, the Immediate Supervisor will:

- 1. Review individualized professional growth plan (IPLP).
- 2. Discuss the evaluation with the employee, emphasizing strong and weak points in job performance.
- 3. Commend the employee for a job well done if applicable and discuss specific corrective action if warranted.

4. Set mutual goals to reach before the next performance evaluation. Recommendations should specifically state methods to correct weaknesses and/or prepare the employee for future promotions.
5. Have employee sign the evaluation form indicating that he/she has been given a copy
6. Following the meeting, the supervisor will forward the original copy of the evaluation form to the Superintendent for review.
7. Allow the employee to make any written comments he or she desires. Inform the employee that he or she may turn in a written rebuttal of any portion of the evaluation within seven (7) days and outline the process for rebuttal. Have the employee sign the evaluation form indicating that he or she has been given a copy and initial after supervisor's comments.
8. ~~No earlier than ten (10) days following the meeting, if the supervisor has not received any written rebuttal, the supervisor will forward the original evaluation form in a sealed envelope, marked Personnel Evaluation Form to the Superintendent, or the designee, for review. The supervisor will also retain a copy of the completed form.~~

Rebuttals/Appeal

Within seven (7) days from the date of the evaluation meeting with their supervisor, the employee may file a written rebuttal/appeal of any portion of the evaluation. The written rebuttal/appeal shall state the specific content of the evaluation with which the employee disagrees, a statement of the reason(s) for disagreement, and the amendment to the evaluation requested.

If a written rebuttal/appeal is received by the supervisor within seven (7) days, the supervisor may conduct additional meetings or investigative activities necessary to address the rebuttal/appeal. Subsequent to these activities, and within a period of ten working days, the supervisor may provide the employee with a written response either amending the evaluation as requested by the employee or stating the reason(s) why the supervisor will not be amending the evaluation as requested.

If the supervisor chooses to amend the evaluation as requested by the employee then the amended copy of the evaluation will be provided to, and signed by, the employee. The original amended evaluation will then be forwarded to the Superintendent, or the designee. ~~for review in a sealed envelope, marked Personnel Evaluation.~~ The supervisor will also retain a copy of the completed form.

If the supervisor chooses not to amend the evaluation as requested by the employee then the evaluation along with the written rebuttal/appeal, and the supervisor's response, if any, will be forwarded to the Superintendent, or the designee. ~~for review in a sealed envelope, marked Personnel Evaluation.~~ The supervisor will also retain a copy of the completed evaluation including any rebuttal/appeal and responses.

Action

Each evaluation will include identification of the actions, if any, available to the District as a result of the evaluation as well as the procedure(s) for implementing each action. Available actions include, but are not limited to, recommendations for renewal of employment, non-renewal of employment, probation, and others as determined. Should any action be taken as a result of an evaluation to not renew an individual's contract the District will comply with the requirements and procedures established by State law.

Teacher Evaluation Committee:

~~District evaluation committee will reconvene annually to review the teacher evaluation plan, the professional development plan and assess ongoing training needs. The Superintendent will review committee and staff input and conference twice annually with building administration to monitor and evaluate the teacher evaluation model.~~

Records

Permanent records of each certificated personnel's evaluation and any properly submitted rebuttal/appeal documentation will be maintained in the employee's personnel file. All evaluation records, including rebuttal/appeal documentation, will be kept confidential within the parameters identified in State and federal law regarding the right to privacy.

Reporting

Any subsequent changes to the District's evaluation system shall be resubmitted to the State Department of Education for approval. The District shall report [annually to the State Department of Education](#):

1. The summative rankings,
2. The number of components rated as unsatisfactory,
3. [The percentage](#) of the certificated personnel's students who met their measurable student achievement or growth targets or student success indicators as well as
4. The measures were used, and
5. Whether an individualized professional learning plan is in place for all certificated personnel evaluations, annually to the State Department of Education.

Legal References:	IC § 33-514	Issuance of Annual Contracts – Support Programs – Categories of Contracts – Optional Placement – Written Evaluation
	IC § 33-515	Issuance of Renewable Contracts
	IC § 33-518	Employee Personnel Files
	IC § 33-1001	Foundation Program — State Aid — Apportionment - Definitions
	IDAPA 08.02.02.120	Local District Evaluation Policy

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