

HANOVER PROFESSIONAL STAFF EVALUATION PLAN

The Hanover School Board expects administrators to evaluate all professional staff annually. Evaluations are to improve instruction through professional growth; enhance administrative management; document bases for individual contract decisions and awarding of step and base increases; recognize noteworthy performance; and, provide guidelines for remediation as needed.

There are five core elements of Hanover staff evaluation:

1. Professional Growth Plans. All certified staff will have a three-year Professional Growth Plan, as prescribed by New Hampshire Department of Education and in accordance with guidelines set forth in the SAU 70 Staff Development Master Plan. Professional Growth Plans should be consistent with District and School mission and building level and school district goals.

2. Annual Goal-Setting. By October 1, all certified staff will have annual goals and measurable outcomes developed in conjunction with building administrators. Individual goals must be consistent with board, building level, or administrative goals, and require administration approval. In most cases, these will have been developed through the summative evaluation process of the prior year.

3. Formal Evaluation. Evaluations will be as follows:

- All first-year non-continuing contract staff will have at least one formal observation, 10 “walk-throughs” (formative evaluations) with at least 4 per semester, and an annual final staff evaluation (summative);
- All continuing and non-continuing contract staff not in their first year will have at least 10 walk-throughs and an annual final evaluation; and
- Continuing-contract staff in their final (third) year of their re-certification cycle must have a coordinating recertification plan accompany the final evaluation.

In most cases, walk-throughs will be at least five minutes. Constructive feedback to teachers should occur within 48 hours, and may either be in oral or written form. Full Formal Evaluations will include, at a minimum, one or more formal classroom observations with pre-observation and post-observation conferences. Mentors will be provided as outlined in the applicable HEA Collective Bargaining Agreement.

Formal evaluations may occur at any time and for any of the following reasons:

- Teacher request;
- Walk-through indicators and trends; or
- Administratively directed interventions and supports.

4. Mid-Year Evaluation Status Report. By March 1, the Principal or designee will complete the Mid-Year Evaluation Status Report (GCO-E-1), documenting the teacher’s progress toward professional growth goals, fulfillment of performance expectations, and expectations of the employee development plan. The Principal will notify the Superintendent in writing that all Mid-Year Evaluations are complete.

5. End-of-Year Self-Evaluation Report:

Self-Evaluation: Between April 1 and April 30, the teacher will submit an End-of-Year Self-Evaluation Report (GCO-E-2) to the Principal or designee in advance of a goal review/summative. The Self-Evaluation Report will describe progress made toward the teacher's measurable annual goals and will also include the teacher's personal assessment of his/her performance in the eight performance factors listed on Form GCO-E-2.

6. Final Staff Evaluation: By June 30, Principals will submit to the superintendent a Final Staff Evaluation (GCO-E-3) on each staff member. The Final Staff Evaluation will include a copy of the teacher's completed End-of-Year Self-Evaluation Report (GCO-E-2) outlining that teacher's progress toward achieving designated goals and the Principal's formative observations and follow-up relative to the eight performance factors outlined in the Standards of Best Practice (GCO-E). For teachers requiring a Formal Evaluation, the summative evaluation documents, including classroom observations, will also be attached to the Final Staff Evaluation. A copy of the Final Staff Evaluation will be counter-signed by the employee and forwarded to the Superintendent by June 30.

Prior to submitting the Final Staff Evaluation, the Principal or designee and staff member will set the preliminary goals for the following year with the understanding that there may be some modifications to the goals within the first 30 days of the school year. These goals will be finalized by October 1 of the following year.

When concerns arise regarding an employee's performance in any year, the Principal or designee may impose an action plan that may incorporate an employee development plan as described in the HEA Collective Bargaining Agreement. The action plan or employee development plan will include specific, reasonable and verifiable performance behaviors agreed to by the Principal or designee and employee. The Principal or designee will determine when an action plan or the employee development plan is no longer necessary.

7. Timeline for development and submission of evaluation documents: The following timeline is derived from this policy, New Hampshire State law, and the Collective Bargaining Agreement with the Hanover Education Association:

- October 1 – Annual goals and measurable outcomes on file in Principal's Office.
- By February 28 – Deadline for the Principal's review of teachers placed on employee development plan.
- March 1 – Principal completes Mid-Year Evaluation Status Report for each teacher.
- March 1 – Written notification to the Superintendent of the status of any continuing contract teachers who are on employee development plans.
- March Board meetings – Superintendent submits formal renewal letters to Board; Superintendent submits recommendations on renewals, base pay increases, and step increases to Board.
- April 30 – End-of-Year Self-Evaluation Report due in Principal's Office.
- May 31 – Deadline for written notification of intent to place teacher on employee development plan.
- June 30 – Final Staff Evaluation Report due to Superintendent; employee development plans filed in Superintendent's Office.
- June 30 – Tentative goals for each teacher are established.

- Summer – At the earliest meeting of each board, the Superintendent provides written certification to the Board that each professional staff member has received a Final Evaluation Report.

Note:

Accompanying this regulation are the evaluation forms, also referred to as “exhibits”:

GCO-E: *SAU 70 Standards of Best Practice*

GCO-E-1: *Mid-Year Evaluation Status Report* (by the Principal or designee)

GCO-E-2: *End of Year Self-Evaluation Update* (by the staff member)

GCO-E-3: *Final Staff Evaluation* (by Principal or designee)

Hanover Board

Revised: 14 June 2011, 18 December 2012, 20 March 2013

Recorded from **GBI-R** to **GCO-R** May 2010