

EDMONDS SCHOOL DISTRICT
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EDMONDS EDUCATION ASSOCIATION
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Implementation Procedures

TEACHER EVALUATION

Washington State requires “classroom teachers,” as defined in Section 9.1 of the Collective Bargaining Agreement (CBA) be evaluated under the new system by 2015-2016.

In order to balance the workload for evaluators and teachers, it is the intent of the parties that approximately 25% of classroom teachers be evaluated at each school under the Comprehensive Evaluation process for each year of the phase in. Employees on the focused evaluation must cycle through the Comprehensive Evaluation process every 4 years from the date the new evaluation system is implemented.

For **2013-14**, the following classroom teachers will be evaluated using the comprehensive form:

- Provisional (first three years as a teacher);
- All teachers who were on Plans of Improvement or probation during the 2012-13 school year;
- Staff new to the Edmonds School District;
- Staff on non-continuing contracts;
- The remaining openings will be available to volunteers; if we have more volunteers than openings, a lottery of the volunteers will be conducted in August 2013 to determine who will be evaluated on a comprehensive form in 2013-14.
- If there are fewer volunteers than needed to bring it to 25% at a building, then a lottery of all staff in the building will be conducted in August 2013 to determine who will have a comprehensive evaluation in 2013-14.
- Library Information Specialists (LIS) will begin phase-in to the Comprehensive Evaluation in 2014-2015. All other eligible staff will be evaluated using the Focused Evaluation process.

In **2014-15**, the following staff will be evaluated using the comprehensive form:

- Provisional employees;
- All teachers on Plans of Improvement or probation during the 2013-14 school year;
- Staff new to the Edmonds School District;
- Staff on non-continuing contracts;
- Up to 33% of the LISs District wide may volunteer;
- Volunteers, following the process used in 2013-14;
- Lottery, as needed, following the process used in 2013-14.

All other eligible staff will be evaluated using the focused evaluation process.

In **2015-16**, the following staff will be evaluated using the comprehensive form:

- Provisional employees;

- All teachers on Plans of Improvement or probation during the 2014-15 school year;
- Staff new to the Edmonds School District;
- Staff on non-continuing contracts;
- Up to 33% of the LISs District wide may volunteer
- Volunteers following the process used in 2013-2014;
- Lottery, as needed, following the process used in 2015-2014.

All other eligible staff will be evaluated using the focused evaluation process, including LISs.

In **2016-2017**, the following staff will be evaluated using the comprehensive form:

- Provisional employees;
- All teachers on Plans of Improvement or probation during the 2015-2016 school year;
- Staff new to the Edmonds School District;
- Staff on non-continuing contracts;
- The remaining 25% of staff who have not been evaluated under the comprehensive evaluation process including LIS(s).

All other eligible staff will be evaluated using the focused evaluation process.

LOTTERY PROCESS

By the first supplemental contract day for certificated employee scheduled prior to the start of the 2013-14 school year, each evaluator will determine the number of employees needed at the site to equal Phase 1 of the agreed upon implementation schedule for comprehensive evaluations (approximately 25%). On the first supplemental day, the evaluator will communicate to staff the number of slots available. The evaluator will solicit volunteers to fill the available slots. Volunteers should indicate their interest in writing to the evaluator by the end of the first contracted day on August 27, 2013. If more volunteers have expressed interest greater than the number of slots available, the evaluator will notify the volunteers that a lottery will occur. The evaluator will put the names of all volunteers into a pool and will draw names until the required numbers of slots are filled. The remainder of the volunteers will start on a focused evaluation. The drawing will be held within 24 hours following the deadline set for employees to volunteer. A building EEA representative may be present at the drawing.

If there are not sufficient numbers of volunteers to fill the required number of slots, the evaluator will notify the staff that a lottery will occur among the staff members to determine who will fill the remaining slots for a comprehensive evaluation in 2013-14. The evaluator will put the names of all the available staff into a pool and will draw names until the required numbers of slots are filled. Employees, whose names are not drawn, will be evaluated on a focused evaluation. The drawing must be completed by the end of the contracted day on the third day of school. All affected employees will be immediately notified. A building EEA representative may be present at the drawing.