

STAFF RENEWAL PROCESS

Presented by:

Meredith Gatzke, Human Resources Officer
Tammy MacKay, Personnel Committee Chair

DISTRICT-WIDE PROCEDURES



CERTIFICATED STAFF MEMBERS

- Observed at least three times per year
- Observations are conducted by at least two different administrators
- *One summative evaluation - recommendation is made regarding employment in the following school year*

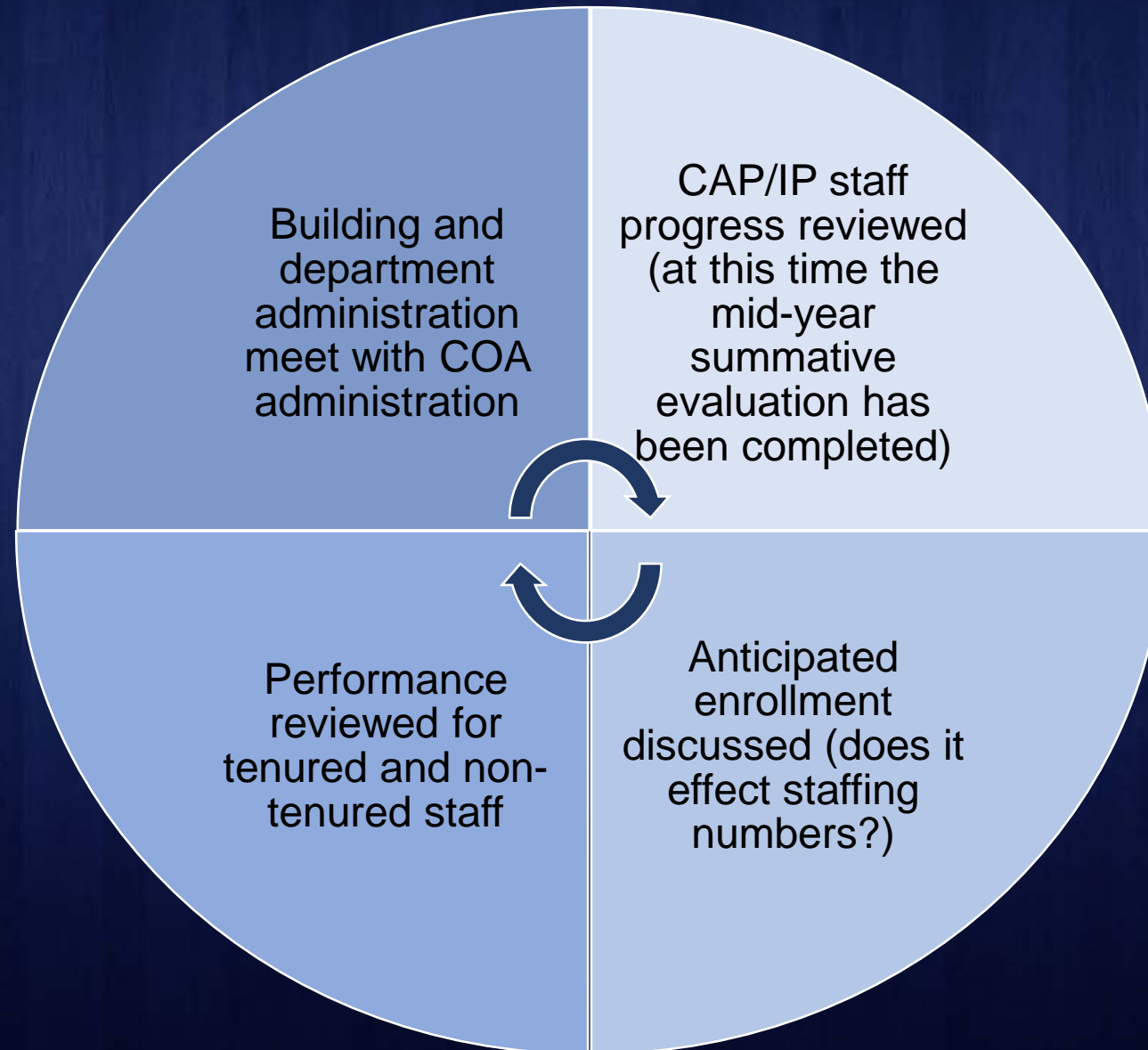
NON-CERTIFICATED STAFF

- A mid-year “check in” and a summative evaluation are completed
- *One summative evaluation - recommendation is made regarding employment in the following school year*

Upon completion of the summative evaluation, in all cases, a recommendation is made regarding employment for the following school year

Administrators make their recommendations to the Superintendent and provide evidence to support the renewal/non-renewal, gathered throughout the observation process and through staff documentation logs

MONTH-BY-MONTH: FEBRUARY



MONTH-BY-MONTH: MARCH



3rd and 4th round observations completed

Staff members on a Corrective Action Plan (CAP) or Improvement Plan

- Evaluating administrator completes the required 4th round observation and begins to determine if the staff member has made progress towards moving off of the CAP or Improvement plan

Continue to monitor enrollment numbers and how it will effect the number of staff needed in each building/department

MONTH-BY-MONTH: APRIL



SUMMATIVE EVALUATIONS ARE COMPLETED

Evidence of performance is documented by staff member and administrator

Staff members are made aware of their renewal/non-renewal status

Non-renewed staff members are made aware if it was based on performance or due to their position not being available (enrollment)

Staff members are made aware if they will be on a CAP or Improvement plan in following school year

RECOMMENDATIONS FOR RENEWAL OR NON-RENEWAL ARE MADE

Recommendations are made to the superintendent by the evaluating administrator

Superintendent notifies Personnel Committee and BOE of renewal/non-renewal recommendations

PER DISTRICT POLICY 8320 - PERSONNEL RECORDS

Board members may have access to confidential information in the personnel files of only:

- Those employees recommended for or subjected to an employment action requiring a vote of the Board
- Where access to the information is essential for the performance of the Board member's duties

CORRECTIVE ACTION PLANS AND IMPROVEMENT PLANS ARE COMPLETED

If an employee comes off of the CAP or Improvement Plan, no action is taken

If for a second consecutive year, an employee is rated Partially Effective or Ineffective in their summative evaluation, state law requires the district to file tenure charges

Tenure charges are approved by the Board of Education

MONTH-BY-MONTH: MAY



CERTIFICATED STAFF MEMBERS ARE TO BE NOTIFIED OF CONTRACT AND SALARY STATUTES NO LATER THAN MAY 30;
IF A TEACHER IS **NOT** GOING TO BE OFFERED A CONTRACT, THEY MUST BE NOTIFIED BY MAY 15;
NON-CERTIFICATED STAFF MUST BE NOTIFIED PRIOR TO JUNE 30

Superintendent notifies Board of Education of staff members being recommended for non-renewal and reasons for non-renewal

- Recommendations are made to Superintendent by evaluating administrator

Superintendent recommends staff being renewed, and Board takes action to accept the recommendations

Non-renewals do not require Board action, those staff members are not listed on renewal lists submitted to the Board for approval