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COLUMBUS CITY SCHOOLS
ANNUAL EMPLOYEE EVALUATIONS GUIDE
2022 - 2023

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EVALUATION CONTACTS

| | Name | Email |
|---|----------------|--------------------------------------|
| General Evaluation Questions | | hreevaluations@columbus.k12.oh.us |
| Non-School Based Administrator and Classified Evaluations Administrator | Courtney Hale | chale@columbus.k12.oh.us |
| Certificated Evaluations Administrator | Rhonda Rice | rrice2924@columbus.k12.oh.us |
| Lotus Notes Access | Chris Francia | cfrancia@columbus.k12.oh.us |
| OPES, OTES, OSCES, and LSP Evaluations | Wendy Jones | ileadadmin@columbus.k12.oh.us |
| Administrator Non Renewals | John Dean | jdean@columbus.k12.oh.us |
| Classified Performance Improvement Plans | Mary Anne Baum | mbaum@columbus.k12.oh.us |
| Certificated Special Evaluations | Mary Anne Baum | mbaum@columbus.k12.oh.us |
| Certificated Non Renewals | Mary Anne Baum | mbaum@columbus.k12.oh.us |
| Supervisor Updates | | SupervisorUpdates@columbus.k12.oh.us |



ADMINISTRATOR PERFORMANCE EVALUATIONS

NON-SCHOOL BASED (NSB) ONLY

YEAR CONTRACT *IS* EXPIRING:

All non-school based administrators who have a contract expiring **must** have a preliminary and a final evaluation done in the year the contract is set to expire, regardless of renewal status.

This Year, Complete:

1. Professional [growth plan/goal setting](#) conference
 - Complete by **October 28, 2022**
2. Preliminary evaluation
 - Evaluated employee completes the [Evidence Based Worksheet](#) and provides worksheet to the evaluator.
 - ****Copy & paste link into Lotus Notes address bar****
 - Submit signed evaluations to HR, Attention: *Evaluations*
 - Due by **January 27, 2023**
 - If recommendation is non-renewal, contact *John Dean*
3. Final evaluation
 - Evaluate completes the Evidence Based Worksheet and provides worksheet to the evaluator.
 - Evaluation Link: [2022 - 2023 Administrator Evaluation System](#)
 - ****Copy & paste link into Lotus Notes address bar****
 - Conduct final conference and;
 - Submit final evaluation document to HR, Attention: HR Evaluations
 - Due by April 14, 2023
 - If recommendation is non-renewal, contact *John Dean*
 - Due by **April 21, 2023**

You must have access to Lotus Notes to complete Non-School Based Administrators evaluations.

Contact Chris Francia at cfrancia@columbus.k12.oh.us



ADMINISTRATOR PERFORMANCE EVALUATIONS

NON-SCHOOL BASED (NSB) ONLY

YEAR CONTRACT *IS NOT* EXPIRING:

All non-school based administrators whose contract will not be expiring this year will have a final evaluation done in the year the contract does not expire.

This Year, Complete:

1. Professional [growth plan/goal setting](#) conference
 - Complete by **October 7, 2022**
2. Final evaluation
 - Evaluated employee completes the [Evidence Based Worksheet](#) and provides worksheet to the evaluator.
 - Evaluations are currently being moved into Munis. Please see updates later this school.
 - Conduct final conference and;
 - Submit final evaluation document to HR, Attention: *Evaluations*
 - Due by **April 14, 2023**
 - If recommendation is non-renewal, contact *John Dean*

You must have access to Lotus Notes to complete Non-School Based Administrators evaluations.

Contact Chris Francia at cfrancia@columbus.k12.oh.us



ADMINISTRATOR PERFORMANCE EVALUATIONS

EDUCATIONAL SERVICE CENTER (ESC) STAFF

ESC Evaluations Are Completed Annually:

The Education Service Center (ESC) requires that a final evaluation be completed for the ESC employees assigned to the district.

This Year, Complete:

1. Professional [growth plan/goal setting](#) conference
 - Complete by **October 7, 2022**
2. Final evaluation
 - Evaluated employee completes the [Evidence Based Worksheet](#) and provides worksheet to the evaluator.
 - Conduct final conference and;
 - Submit final evaluation document to HR, Attention: *Evaluations*
 - Due by **April 17, 2023**
 - **All forms are located on the website @** <https://www.ccsch.us/Page/8861>



ADMINISTRATOR PERFORMANCE EVALUATIONS

APPEALS PROCESS

Written Appeal During the Year Contract is Expiring

To appeal, an administrator shall submit an Administrator Performance Evaluation Appeals Form to his/her immediate supervisor and to Mary Anne Baum, Manager, Labor Management & Employee Relations, within SEVEN (7) CALENDAR DAYS of the FINAL CONFERENCE. The administrator must provide evidence WITH THE LETTER OF APPEAL that circumstances beyond the administrator's control (for example, an extended illness) or any other supporting documentation which would relate to circumstances adversely affecting the final rating.

Written Rebuttal During the Year Contract is Expiring

An administrator may submit an Administrator Performance Evaluation Rebuttal to Final Conference Form within SEVEN (7) Calendar days of the Final Performance Evaluation Conference to his/her immediate supervisor and to Mary Anne Baum, Manager, Labor Management & Employee Relations. The written rebuttal shall be attached to the summative performance evaluation report. THE IMMEDIATE SUPERVISOR SHALL RESPOND IN WRITING TO THE ADMINISTRATOR WITHIN 14 DAYS.

Written Appeal During the Year Contract is Not Expiring

To appeal, an administrator shall submit an Administrator Performance Evaluation Appeals Form to his/her immediate supervisor and to Mary Anne Baum, Manager, Labor Management & Employee Relations, within SEVEN (7) CALENDAR DAYS of the FINAL CONFERENCE. The administrator must provide evidence WITH THE LETTER OF APPEAL that circumstances beyond the administrator's control (for example, an extended illness) or any other supporting documentation which would relate to circumstances adversely affecting the final rating.

Written Rebuttal During the Year Contract is Not Expiring

An administrator may submit an Administrator Performance Evaluation Rebuttal to Final Conference Form within SEVEN (7) Calendar days of the Final Performance Evaluation Conference to his/her immediate supervisor and to Mary Anne Baum, Manager, Labor Management & Employee Relations. The written rebuttal shall be attached to the summative performance evaluation report. THE IMMEDIATE SUPERVISOR SHALL RESPOND IN WRITING TO THE ADMINISTRATOR WITHIN 14 DAYS.



CLASSIFIED PERFORMANCE

Classified Evaluation Link: Available in February 2023

Information and training for Classified Performance Evaluations will be provided in February 2023

SCHOOL BASED STAFF

This Year, Complete:

1. Annual Evaluation

- Conduct final conference and;
- Submit signed evaluations to HR, Attention: *Evaluations*
- Due by **May 19, 2023**
- Individual Development Plans - If an employee receives a “Does Not Meet Expectation” evaluation, complete an Individual Development Plan. Click [here](#) for the form. If you need assistance with your IDP, please reach out to *Mary Anne Baum* by **April 7, 2023**

NON - SCHOOL BASED STAFF AND YEAR-ROUND STAFF,

This Year, Complete:

1. Annual Evaluation

- Conduct final conference and;
- Submit signed evaluations to HR, Attention: *Evaluations*
- Due by **June 16, 2023**
- Individual Development Plans - If an employee receives a “Does Not Meet Expectation” evaluation, complete an Individual Development Plan. Click [here](#) for the form. If you need assistance with your IDP, please reach out to *Mary Anne Baum* by **April 7, 2023**

You must have access to Lotus Notes to complete Classified evaluations.

Contact Chris Francia at cfrancia@columbus.k12.oh.us



CLASSIFIED PERFORMANCE EVALUATIONS

*Information and training for Classified Performance Evaluations will be provided in
February 2023*

BUS DRIVERS AND FOOD SERVICES

This Year, Complete:

1. Annual Evaluation

- Prepare evaluations at the end of the 2022-2023 school year
- Conduct final conference and;
- Submit signed evaluations to HR, Attention: *HR Evaluations*
- Due by **September 30, 2023**
- Individual Development Plans - If an employee receives a “Does Not Meet Expectation” evaluation, complete an Individual Development Plan (IDP). Click [here](#) for the form. If you need assistance with your IDP, please reach out to *Mary Anne Baum* by **May 5, 2023**

You must have access to Lotus Notes to complete Classified evaluations.

Contact Chris Francia at cfrancia@columbus.k12.oh.us



CLASSIFIED PERFORMANCE EVALUATIONS

CHALLENGE PROCESS

If the employee refuses to sign the evaluation:

- DO NOT provide the employee a copy of the evaluation.
- If the employee does not sign - a copy may be obtained only from Labor Management & Employee Relations
- The Rater is to send an e-mail to Mary Anne Baum, Manager, Labor Management & Employee Relations indicating the refusal to sign.

PERFORMANCE EVALUATION CHALLENGE PROCESS

If an employee receives an "Unsatisfactory" on the Summative Evaluation Rating, the employee shall have the opportunity to challenge the evaluation. Individual ratings can not be challenged; only an "Unsatisfactory" on the Summative Evaluation Rating can be challenged. The Unsatisfactory Summative Evaluation Rating Challenge Form must be filed with Mary Anne Baum, Manager, Labor Management & Employee Relations, within three work days of the date of the final evaluation conference. A Performance Evaluation Challenge Conference will be held by Mary Anne Baum, Manager, Labor Management & Employee Relations or designee. Other participants in the conference shall include the employee, the Rater, and/or the Reviewer, and may include a Union representative, if so requested by the employee. The Manager of Labor Management & Employee Relations shall determine the final summative evaluation. The decision will be final and binding. There shall be no request for arbitration, or appeal to the Civil Service Commission, or to any other body.

Challenge conferences are to take place before or after the employee's work hours. Challenge conferences are to take place at a location designated by the Manager of Labor Management & Employee Relations or designee.



CERTIFICATED PERFORMANCE EVALUATIONS PRINCIPALS

OHIO PRINCIPAL EVALUATION SYSTEM (OPES)

This Year, Complete:

1. Professional growth plan/goal setting conference
 - Due by **September 29, 2022**
2. First observation cycle
 - Due by **January 13, 2023**
3. Second observation cycle
 - Due by **April 13, 2023**
 - If recommendation is non-renewal, conduct a conference and submit the observation document to HR, attention *Mary Anne Baum*.
4. Submit Recommendations
 - Renewal - Conduct final conference upon notification from ILEAD Admin (based on eTPES completion) - due by **May 8, 2023**
 - Non - Renewal - Conduct a conference and submit the observation document to HR, Attention: *Mary Anne Baum* - due by **April 24, 2023**

Information and resources can be found on the ILEAD
website: <https://www.ccsbh.us/Page/1177>



CERTIFICATED PERFORMANCE EVALUATIONS

TEACHERS, SCHOOL COUNSELORS, & LICENSED SUPPORT PROFESSIONALS

OTES, OSCES & LSP EVALUATIONS

**All teachers, school counselors, and licensed support professionals will follow the ILEAD schedule.*

SPECIAL EVALUATIONS

This Year, Complete:

1. Professional growth plan/goal setting conference
 - Due by **September 29, 2022**
2. Semester one (1) observation cycle
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by **January 13, 2023**
3. Second observation cycle
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by **April 13, 2023**
4. ***Third Observation***
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by **April 24, 2023**

Information and resources can be found on the ILEAD
website: <https://www.ccsbh.us/Page/1177>

