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EVALUATION CONTACTS

	Name	Email
General Evaluation Questions		hrevaluations@columbus.k12.oh.us
Non-School Based Administrator and Classified Evaluations Administrator	Terri Trigg	ttrigg@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		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:

2023-24 NSB Administrator Evaluation Database Link:

notes://cpsapps/85258A2E00568B1A

Copy and paste above link into address bar in Lotus Notes
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 27, 2023
- 2. Preliminary evaluation
 - Evaluated employee completes the <u>Evidence Based Worksheet</u> and provides worksheet to the evaluator.
 - Submit signed evaluations to HR, Attention: Evaluations
 - Due by January 25, 2024
 - If recommendation is non-renewal, contact John Dean
- 3. Final evaluation
 - Evaluate completes the Evidence Based Worksheet and provides worksheet to the evaluator.
 - Conduct final conference and;
 - If recommendation is non-renewal, contact John Dean by April 12, 2024.
 - Submit final evaluation document to HR, Attention: HR Evaluations by April 19, 2024.

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

ADMINISTRATOR PERFORMANCE EVALUATIONS NON-SCHOOL BASED (NSB) ONLY

YEAR CONTRACT IS NOT EXPIRING:

2023-24 NSB Administrator Evaluation Database Link:

notes://cpsapps/85258A2E00568B1A

Copy and paste above link into address bar in Lotus Notes

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 27, 2023

2. Final evaluation

- Evaluated employee completes the <u>Evidence Based Worksheet</u> and provides worksheet to the evaluator.
- Evaluations are currently being moved into Munis. Please see updates later this school.
- · Conduct final conference and;
- If there is a performance issue, contact John Dean by April 12, 2024

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



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 27, 2023

2. Final evaluation

- Evaluated employee completes the <u>Evidence Based Worksheet</u> and provides worksheet to the evaluator.
- · Conduct final conference and;
- Submit final evaluation document to HR, Attention: Evaluations
- Due by April 19, 2023
- All forms are located on the website @ https://www.ccsoh.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.

<u>Written Rebuttal During the Year Contract is Expiring</u>
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.

<u>Written Rebuttal During the Year Contract is Not Expiring</u>
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 2024

Information and training for Classified Performance Evaluations will be provided in February 2024

SCHOOL BASED STAFF

This Year, Complete:

- 1. Annual Evaluation
 - · Conduct final conference and;
 - Submit signed evaluations to HR, Attention: Evaluations
 - Due by May 17, 2024
 - Individual Development Plans If an employee receives a "Does Not Meet Expectation" evaluation, complete an Individual Development Plan. Click <u>here</u> for the form. If you need assistance with your IDP, please reach out to *Mary Anne Baum by* April 5, 2024

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 19, 2024
 - Individual Development Plans If an employee receives a "Does Not Meet Expectation" evaluation, complete an Individual Development Plan. Click <u>here</u> for the form. If you need assistance with your IDP, please reach out to *Mary Anne Baum by April 5*, 2024

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



CLASSIFIED PERFORMANCE EVALUATIONS

Information and training for Classified Performance Evaluations will be provided in February 2024

BUS DRIVERS AND FOOD SERVICES

This Year, Complete:

- 1. Annual Evaluation
 - Prepare evaluations at the end of the 2023-2024 school year
 - Conduct final conference and;
 - Submit signed evaluations to HR, Attention: HR Evaluations
 - Due by September 30, 2024
 - 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 May 3, 2024

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



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, 2023
- 2. First observation cycle
 - Due by January 12, 2024
- 3. Second observation cycle
 - Due by April 19, 2024
 - 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 9, 2024
 - Non Renewal Conduct a conference and submit the observation document to HR, Attention: Mary Anne Baum - due by April 25, 2024

Information and resources can be found on the ILEAD
website: https://www.ccsoh.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, 2023
- 2. Semester one (1) observation cycle
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by January 12, 2024
- 3. Second observation cycle
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by April 19, 2024

4. *Third Observation*

- Submit observation to HR, Attention Mary Anne Baum
- Due by April 29, 2024

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