COLUMBUS CITY SCHOOLS ANNUAL EMPLOYEE EVALUATIONS GUIDE 2024 - 2025

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EVALUATION CONTACTS

	Name	Email
General Evaluation Questions		hrevaluations@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:

2024-25 NSB Administrator Evaluation Database Link:

2024 - 2025 Administrator Evaluation System

Copy and paste above link into address bar in Lotus Notes All non-school based administrators who have a contract expiring <u>must</u> 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
- 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 24, 2025
 - 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 11, 2025.
 - Submit final evaluation document to HR, Attention: HR Evaluations by April 18, 2025.

You must have access to Lotus Notes to complete Non-School Based Administrators evaluations. Please open a help desk ticket for assistance.

ADMINISTRATOR PERFORMANCE EVALUATIONS NON-SCHOOL BASED (NSB) ONLY

YEAR CONTRACT *IS NOT* EXPIRING:

2024-25 NSB Administrator Evaluation Database Link:

2024 - 2025 Administrator Evaluation System

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
- 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 11, 2025
 - Submit final evaluation document to HR, Attention: Evaluations by April 18, 2025

You must have access to Lotus Notes to complete Non-School Based Administrators evaluations. Please open a help desk ticket for assistance

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

- 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 11, 2025
 - 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.

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 EVALUATIONS

Classified Evaluation Link: Will be available March 4, 2025

SCHOOL BASED STAFF

This Year, Complete:

- 1. Annual Evaluation
 - Conduct final conference and;
 - Submit signed evaluations via email to: HR@columbus.k12.oh.us
 - Due by:

Instructional Assistants Evaluations: May 1, 2025

All Other School-Based Staff Evaluations: May 30, 2025

NON - SCHOOL BASED STAFF AND YEAR-ROUND STAFF

This Year, Complete:

- 1. Annual Evaluation
 - Conduct final conference and;
 - Submit signed evaluations via email to: HR@columbus.k12.oh.us
 - Due by June 30, 2025

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 4, 2025

CLASSIFIED PERFORMANCE EVALUATIONS

Classified Evaluation Link: Will be available March 4, 2025

BUS DRIVERS AND FOOD SERVICE

This Year, Complete:

- 1. Annual Evaluation
 - Prepare evaluations at the end of the 2024-2025 school year
 - Conduct final conference and;
 - Submit signed evaluations via email to: HR@columbus.k12.oh.us
 - Due by: July 18, 2025

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 4, 2025



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.

You must have access to Lotus Notes to complete Non-School Based Administrators evaluations. Please open a help desk ticket for assistance

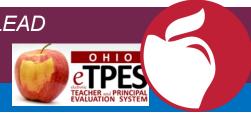
CERTIFICATED PERFORMANCE EVALUATIONS PRINCIPALS

OHIO PRINCIPAL EVALUATION SYSTEM (OPES)

This Year, Complete:

- 1. Professional growth plan/goal setting conference
 - Due by September 30, 2024
- 2. First observation cycle
 - Due by January 17, 2025
- 3. Second observation cycle
 - Due by April 10, 2025
 - 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, 2025
 - Non Renewal Conduct a conference and submit the observation document to HR, Attention: *Mary Anne Baum* - due by April 25, 2025

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 30, 2024
- 2. Semester one (1) observation cycle
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by January 17, 2025
- 3. Second observation cycle
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by April 10, 2025
- 4. *Third Observation*
 - Submit observation to HR, Attention Mary Anne Baum
 - Due by April 29, 2025

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

