

BOARD AGENDA ITEM

F-4

Meeting Date: October 26, 2010

Item Title: Evaluation Report of Staff, Principals, and Teachers
and Peer Assisted Review (PAR) Process

Item Type: Public

BACKGROUND: Each year AUSD employees are scheduled for evaluation based on the bargaining unit agreements. The presentation provides a summary of the 2009-2010 school year data on completed evaluations. The purpose of evaluations is to support satisfactory employee performance. The Human Resources Department is providing support for all managers to meet our goal of 100% completion and to ensure that the process provides support for employees to meet the goals of AUSD.

PAR is a support system for AEA members. It is an agreed upon process under Article 28 of the collective bargaining unit agreement.

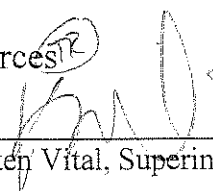
FISCAL IMPLICATIONS: None

RECOMMENDATION: Information only

AUSD Guiding Principle: Goal #5 – Accountability, transparency, and trust are necessary at all levels of the organization.

Submitted by: Thomas Rust, Director of Human Resources

Approved for Submission to Board of Education


Kirsten Vital, Superintendent

Evaluation Report of Staff, Principals, Managers and Teachers

Peer Assisted Review (PAR) Process

2009-2010

October 26, 2009

Employee Evaluation Review

Our goal is that 100% of all evaluations due each year will be completed in accordance with the bargaining unit agreements.

Procedures to ensure this goal is met:

- All managers participate in a workshop on evaluation at the beginning of the school year.
 - Small group and one on one follow up workshops are done in October and November.

- Each manager receives an updated HR manual in August with specific information regarding the evaluation process.
 - All managers receive a complete list of all employees to be evaluated by the end of September.
 - An Outlook reminder for evaluation due dates is sent to each manager by the Human Resources Department.
 - A reminder of all due dates is done in the weekly CSS.

Employee Evaluation Review

The goal of the evaluation process is to support our employees and to provide the opportunity for continued improvement.

The evaluation procedures for each unit member are followed according to the bargaining unit agreement (contract).

Employee Evaluation Review '09-'10

Classified and Certificated Managers

63% (5 of 8) of all Classified Management evaluations were completed. (Missing:2-Fiscal, ROP)

Previous year:100%

94% (32 of 34) of all Certificated Management evaluations were completed. (Missing: 2-EHS)

Previous year: 100%

Employee Evaluation Review '09-'10

AEA - (Alameda Education Association)

**Teachers (K-12, Adult School, WCDC, ROP),
Counselors, Speech Pathologists, School Nurse**

300 evaluations completed

100 % of all AEA evaluations were completed

Previous year 99%

Employee Evaluation Review '09-'10

CSEA 27 - (California School Employees Association) Office Technical and Paraprofessionals

79% completed (100 of 127) Previous year 74%

Evaluations not completed:

School Office Managers I and/or II	4	(ACLC,BF, EHS:2)
District Office:	6	(Ed Ser, Fiscal:2, HR:3)
Clerical Program Assistant	1	(WMS)
Health Office Assistant	2	(EHS, Haight)
Campus Supervisor	0	
Library/Media Tech	0	
Paraprofessionals	14	(AHS:2, ACLC, BF:3, CMS, WMS:5, Earhart: 2)

Employee Evaluation Review '09-'10

CSEA 860 – (California School Employees Association)
Maintenance, Operations and Food Service

Maintenance and Operations employees:

98.4% of all evaluations were completed 61 of 62

Previous year 100%

Food Service:

82% of all evaluations were completed 23 of 28

Previous year 100%

PAR- Peer Assistance and Review '09-'10

4 Total Participants in '09-'10: 1 volunteer, 3 referred

Article 28 of the collective bargaining agreement.

AEA and the District have established a teacher peer assistance and review program (PAR), making available the skills of exemplary teachers to help all teachers develop as professionals.

PAR is provided to permanent teachers who volunteer for assistance or who are referred to the program because of an unsatisfactory evaluation. Referred teachers (RT) are required to participate in the PAR program as an intervention.

PAR- Peer Assistance and Review '09-'10

- **There is a Joint Committee: The committee consists of 5 members. Three members shall be certificated classroom teachers selected by AEA. Two members shall be administrators selected by the district.**

- **The Joint Committee shall be responsible for the following:**
 - **Consulting Teachers (CT) to work with PAR teachers**
 - **Training of CT's**
 - **Review/direct the CT's services**
 - **Review reports prepared by the CT**
 - **Evaluate the CT 's**

PAR- Peer Assistance and Review '09-'10

- **The Joint committee shall expect and encourage a cooperative relationship between the consulting teacher and the principal in the peer assistance and review process.**
- **The Joint Committee shall review peer review reports prepared by CT's and make recommendations to the Board regarding the referred teacher's progress in PAR .**