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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

**FROM:** CONNI CARNLEY  
DIRECTOR, EMPLOYEE EVALUATIONS & ACCOUNTABILITY

**SUBJECT:** INSTRUCTIONAL PERSONNEL EVALUATION SYSTEM

**DATE:** 03/10/2015

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It is requested that in the School Board Meeting on March 10, 2015, you approve the revised Instructional Personnel Evaluation System.

If you have any questions concerning these changes, please call me at 983-5108.

## Santa Rosa County District Schools Instructional Evaluation System Changes 2014/15

Page 1	Change of Dates
Page 2	SRPE Letter Update
Page 3	Updated Table of Contents
Page 4-6	Additional Terminology
Page 7	Change of Committee Members Deletion of "old language"
Page 8-9	"Attachment" information <u>Observation:</u> Additional language on marking observations <u>Observation Ratings:</u> Additional language on clarifying observation comments
Page 10	<u>Domain Weights:</u> Addition of clarifying language Additional Language for 2015-16 FEAPS categories titles.
Page 10	<u>Proficiency Scale:</u> Change in Proficiency Level percentages for Highly Effective and deletion of "0%"
Page 11	<u>Surveys:</u> Deletion of site no longer in existence. Deletion of "Date Certain" paragraph. This is addressed under "Teachers On Leave, Interim Teachers, Teachers Working Less Than Full Time, Evaluation Assignment Date."
Page 11	<u>Professional Development Plan:</u> Additional language for professional development plan intent.
Page 11	<u>Administrator's Evaluation of the FEAPS:</u> Change in terminology
Page 12 - 14	<u>Student Performance:</u> Additional language to update classification of employees <u>Student Performance:</u> Additional language updating new student performance calculation process Deletion of "Defaults/ Reassignment/Redistribution language.
Page 14	<u>Overall Evaluation:</u> Additional language regarding timeline of evaluation completion. Deletion of reference to True North Logic in lieu of more generic language.
Page 14	<u>Instructional Personnel I- First Semester Evaluation:</u> deletion of language for clarity.
Page 14-15	<u>Teachers on Leave.....:</u> Additional language defining data attached to teachers.
Page 15	<u>Professional Improvement Plan:</u> Deletions and Additions in language for clarity

## **Santa Rosa County District Schools Instructional Evaluation System Changes 2014/15**

<b>Page 15</b>	<b><u>Training Requirement:</u> Deletion of obsolete language</b>
<b>Page 17</b>	<b>Revised Attachments Page</b>
<b>Page 75</b>	<b>Revised Proficiency Scale</b>
<b>Page 84 -110</b>	<b>Deletion of information due to revisions</b>
<b>Page 111-116</b>	<b>New Information (Replaces pages 85-110)</b>
<b>Page 117-119</b>	<b>New Attachment: Conversion Scales</b>
<b>Page 120–122</b>	<b>New Attachment describing Student Performance calculation</b>
<b>Page 123-124</b>	<b>New Attachment: student Performance Measures</b>
<b>Page 125</b>	<b>New Attachment Name</b>
<b>Page 127-128</b>	<b>Deletion of Attachment N</b>
<b>Page 129 – 130</b>	<b>Replacement for Attachment N</b>