

JENC NEWSLETTER

Decisions from the Joint Evaluation Negotiations Committee

Volume 2, Issue 07
February 2015

Happy New Year From the JENC Committee!!!! This January edition of this newsletter provides clarifications and important reminders.

Formal Observations: Notification and Pre-Observation Conferences

As outlined in the CTA Collective Bargaining Agreement all formal observations must be announced, and teachers must receive notification of the formal observations by Friday of the week before the observation is scheduled to occur. As outlined in the contract the teacher is only required to be notified of the week that the formal observation, but the observer may provide more specific scheduling details if desired.

Pre-observation conferences are required for all formal observations. These conferences are not required to occur in a face-to-face format. Other pre-observation conference options include:

- Conversations in an electronic format (i.e. e-mail or even iObservation).
- Highlighted Learning Map—Many administrators are asking teachers to highlight elements that they anticipate will be seen during the scheduled formal observation. This **OPTIONAL** pre-conference strategy works best when accompanied by a conversation. The **sole** submission of the Learning Map is not an ideal strategy to utilize unless the teacher knows the **exact day and time** of a given formal observation because the elements highlighted will vary based upon these factors. **Please note:** simply because an element is identified on the Learning Map ahead of time does not mean that it will be rated during the observation. If the elements are not “dominant” during the observation they cannot be rated by the observer.

Please note that as of SY2014 there are no District approved pre-observation forms. Refrain from creating or utilizing **mandatory** forms to identify or gather information pertaining to observations.

The Joint Evaluation Negotiations Committee is comprised of Palm Beach County Classroom Teachers Association representatives and School District of Palm Beach County representatives. This team works together to construct contract language and the new Classroom Teacher Evaluation System (CTES). This newsletter will share tentative decisions and clarifications that have been made by this committee.

Observation Calendar Update

Please be advised that the Observation Schedule for **Category 1B and Category 2** teachers has been updated for the second half of the year (Updated schedule provided on Page 2 of this newsletter). Twenty data marks are still required to complete the Instructional Practices Portion of the evaluation for Category 1B & 2 Teachers. The data marks are derived from the elements rated as a result of an observation and any elements rated in Domains 2, 3, and 4. Administrators can view the number of data marks scored by running the following report in iObservation: **Evaluative Element Scoring by Learner**.

Domain 4 Reminders

(In FY15 Domain 4 may be only be rated at the request of the teacher)

It's that time of year again....It is time to start thinking about Domain 4. Domain 4 (Elements 55, 56, 57, 58, and 60) may only be coded once per year. Ratings in this domain do contribute to the 20 data marks required to complete the Instructional Practices Portion of the evaluation. Specific rating criteria was negotiated by the JENC Committee. Please review page 2 of this newsletter to review negotiated information.

This Newsletter is a Joint Publication by:

The School District of Palm Beach County



&



Palm Beach County Classroom Teachers Association

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Updated Observations Schedule (Category 1B & 2 Only)

1 st Half of the Year	2 nd Half of the Year
1 Walkthrough (By the last instructional day of September)	1 Informal (Paced throughout the second half of the year. To be completed by the last instructional day of April)
1 Informal (By the second week of December)	1 Formal (Paced throughout the second half of the year. To be completed by the last instructional day of April)
No Mid-Year Evaluation	Evaluation (Instructional Practice by 5/15/15)

Please note that 20 data marks are still required to complete the Instructional Practices Portion of the evaluation for Category 1B & 2 Teachers. The data marks are derived from the observations and any elements rated in Domains 2, 3, and 4.

Domain 4 Reminders

(In FY15 Domain 4 may only be rated at the request of the teacher)

Domain 4*
<p>Do not select observation type, but put source of data collection into comments field.</p> <p><i>(Comments Field Example #2: Data collected from documentation provided to administrator by the teacher on 2/24/15.)</i></p>
<p>Elements 55-58 and 60 may only be coded at the request of the teacher.</p> <p>Element 59 must not be coded.</p>
<p>Elements 55, 56, 57, 58, 60 may only be coded once per year. Only Dominant Elements should be coded upon the request of the teacher.</p>
<p>Documentation must be presented to be eligible for an "Innovating" rating, but Elements may be coded at "Applying" if the observer has first-hand knowledge of teacher practice. No ratings other than "Innovating" and "Applying" may be utilized in FY15.</p>
<p>Documentation is provided to show that the teacher is a recognized leader in helping others with an element.</p>