



Michigan Online School

Performance Appraisals Policy

Administrator

The Michigan Online School Board of Directors delegates to the Superintendent the function of establishing and implementing a rigorous, transparent and fair performance evaluation system that does all of the following:

- A. evaluates the administrator's job performance at least annually in a year- end evaluation, while providing timely and constructive feedback;
- B. establishes clear approaches to measuring student growth and provides administrators with relevant data on student growth;
- C. evaluates an administrator's job performance as highly effective, effective, minimally effective or ineffective using multiple rating categories that take into account student growth and assessment data. Forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.
- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 1. the effectiveness of administrators so they are given ample opportunities for improvement;
 2. promotion, retention and development of administrators, including providing relevant coaching, instruction support or professional development;
 3. removing ineffective administrators after they have had ample opportunities to improve and providing that these decisions are made using rigorous standards and streamlined, transparent and fair procedures; and
- E. the portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on:
 1. The administrators' training and proficiency in conducting professional staff member's performance evaluations if s/he does so or his/her designee's proficiency and training if the administrator designates such duties.

2. The progress made by the school in the school improvement plan.
 3. Student, parent and professional staff member feedback.
- F. For purposes of conducting annual year-end evaluations under the performance evaluation system, Michigan Online School shall adopt and implement one or more of the evaluation tools for teachers, or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education (MDE). If Michigan Online School has one or more local evaluation tools for administrators of modifications of an evaluation tool on the list, and the District complies with G. below, Michigan Online School may~~y~~ conduct annual year-end evaluations for administrators using the local evaluation tool.
- G. Michigan Online School will post on its public website all of the following information about the measures it uses for its performance evaluation system for administrators:
1. The research base for the evaluation framework, instrument and process or, Michigan Online School modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 2. The identity and qualifications of the author or authors or, if Michigan Online School adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 3. Either evidence of reliability, validity and efficacy or a plan for developing that evidence or, if Michigan Online School adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity or efficacy of the evaluation tool or the evaluation process.
 4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
 5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings and developing performance improvement plans.
 6. A description of the plan for providing evaluators and observers with training.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective, the person(s) conducting the evaluation shall develop and require the administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on his/her next annual year-end evaluation.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged

for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by state law or any contractual rights consistent with state law.

Professional Staff

The Michigan Online School Board of Directors through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the professional staff member's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback;
- B. establishes clear approaches to measuring student growth and provides professional staff members with relevant data on student growth;
- C. evaluates a professional staff member's job performance, using rating categories of Highly Effective, Effective, Minimally Effective and Ineffective, which take into account student growth and assessment data. Forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.

For these purposes, student growth shall be measured by the following:

- 1. For core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
- 2. The portion of a professional staff member's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by Michigan Online School shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131.)

3. If there are student growth and assessment data available for a professional staff member for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive school-year period. If there are not student growth and assessment data available for a professional staff member for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the professional staff member.
- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. the effectiveness of professional staff members, so that they are given ample opportunities for improvement;
 2. promotion, retention, and development of professional staff members, including providing relevant coaching, instruction support or professional development;
- E. provides a mid-year progress report for every certificated professional staff member. This mid-year report shall not replace the annual year-end evaluation. The mid-year report shall:
1. be based, at least in part, on student achievement;
 2. be aligned with the professional staff member's individualized development plan;
 3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the professional staff member that incorporates the goals and training.
- F. includes classroom observations in accordance with the following:
1. must include review of the lesson plan, state curriculum standards being taught and student engagement in the lesson;
 2. must include multiple observations and or/walk-throughs
 3. the professional staff member is provided with timely feedback from the observation.
- G. For purposes of conducting annual year-end evaluations under the performance evaluation system, Michigan Online School will adopt and implement one or more of the evaluation tools for professional staff members that are included on the list established and maintained by the Michigan Department of Education (MDE).
- The evaluation tool(s) shall be used consistently used so that professional staff are evaluated using the same evaluation tool.
- H. Michigan Online School will post on its website all of the following information about the measures it uses for its performance evaluation for professional staff members:

1. The research base for the evaluation framework, instrument, and process or, if Michigan Online School adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if Michigan Online School adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in professional staff member evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if Michigan Online School adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

The District will provide training to evaluators, observers, and professional staff members on the evaluation tool(s) used by Michigan Online School in its performance evaluation system and how each evaluation tool is used.

The professional staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked.

A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by state law or contractual rights consistent with state law.