

**San Diego Education Association  
Proposal To  
Gompers Preparatory Academy**

**ARTICLE 6: EVALUATION**

**GPA Proposal Passed 4/25/19  
SDEA Counter Passed 7/16/19**

**6.1 Formal Evaluations**

6.1.1 Unit members will ~~typically~~ be formally evaluated on an annual basis on a variety of criteria including but not limited to the unit member's implementation of GPA's belief system, mission and vision; implementation of GPA's culture; implementation of areas of our professional development; and satisfactorily meeting the California Standards for the Teaching Profession.

6.1.2 GPA's Director and/or a designated leadership team member shall conduct the formal evaluation of unit members.

6.1.3 The evaluation process will consist of ~~one (1)~~ formal observation per semester and may include an evaluation meeting. GPA will use forms approved by GPA's Board of Directors. Copies of forms will be provided to unit members in advance of their evaluation.

6.1.2.1 Formal observations shall be scheduled at times that are mutually agreeable and will include lesson plans submitted by the unit member prior to the observation.

6.1.2.2 Formal observations shall be followed-up with a post-observation conference between the unit member and evaluator to provide verbal and written feedback.

~~At GPA's discretion, unit members who have been employed by GPA as a teacher of record for a minimum of three years may be eligible to prepare a State of Learning presentation in lieu of the formal observation.~~

6.1.4 Whenever the evaluator determines that any aspect of a unit member's evaluation may be inadequate or the composite evaluation may be developing or inadequate, the evaluator shall schedule a conference to discuss the unit member's performance. During this conference, the evaluator shall notify the unit member both in writing and verbally of the specific criteria where satisfactory progress is not being made.

6.1.4.1 Further, the evaluator shall develop a coaching and support plan which shall set forth:

a. The specific areas where improved performance is necessary.

b. The resources to be made available to assist the unit member, which may include peer coaching, the assistance of a mentor teacher, or released time to observe other unit members.

c. The evaluator's role in assisting the unit member in achieving necessary improved performance.

d. A timeline for monitoring the unit member's performance.

6.1.4.2 GPA reserves the right to conduct ~~more frequent~~additional formal evaluations, in accordance with Section 6.1.3, on any unit member who receives a coaching and support plan.~~based on concerns that the unit member is not satisfactorily meeting one or more of the criteria referenced in section 6.1.1.~~

6.1.4.1 In the event that an additional formal evaluation is conducted, unit members may receive prior notice of such evaluation.

6.1.5 With mutual agreement, unit members who have been employed by GPA as a teacher of record for a minimum of three years may prepare a State of Learning presentation in lieu of the formal observation.

## **6.2 Informal Observations~~Evaluations~~**

GPA's Director and/or a designated leadership team member shall conduct informal observations and provide feedback~~evaluations~~ on an ongoing and continuous basis.

## **6.3 Personnel Files**

### 6.3.1 Request to Review

Materials in a unit member's personnel file are to be made available for the unit member's review upon request, at a mutually agreed-upon non-instructional time.

### 6.3.2 Right of Representation

The unit member may be accompanied by a representative while reviewing the records, which will be done in the presence of the administrator responsible for safeguarding these. A representative of the unit member may, with written permission of the unit member, conduct a review of the personnel file.

### 6.3.3 Exclusions

The materials which may be reviewed shall not include ratings, reports, or records that were obtained prior to the unit member's employment.

## **6.4 Placement of Derogatory Materials in Personnel Files**

- 6.4.1 Derogatory material shall not be entered in a unit member's personnel file unless and until the unit member is notified and given an opportunity to review and comment thereon.
- 6.4.2 The unit member shall be given a copy of the material and shall acknowledge that he/she has read such material by signing and dating the original record. It is understood that his/her signature indicates only that the material has been read and does not necessarily indicate agreement with its contents.
- 6.4.3 The unit member's review of such derogatory material will take place during normal business hours, at a mutually agreed-upon time. The unit member shall be released from duty without loss of pay for this purpose, if necessary.
- 6.4.4 The unit member may, within ten (10) calendar days, submit written comments which shall be attached to such material and become a permanent part of the document.
- 6.4.5 Electronic mail (e-mail) is not a confidential medium. Therefore, performance evaluations or materials of a derogatory nature shall not be transmitted by electronic mail/internet.