

# USD 225 POLICY MANUAL

## **GAAF – Staff-Student Relations / Conflict of Interest in Evaluation**

*(Supplement to GAA – Goals and Objectives; GAG – Evaluation of Certified Personnel)*

### **GAAF – Conflict of Interest in Evaluation of Certified Personnel**

#### **Purpose**

The board recognizes that the evaluation of certified personnel must be conducted in a fair, impartial, and objective manner consistent with Kansas law and the district's adopted evaluation system. When a conflict of interest exists, alternative procedures shall be implemented to ensure the integrity of the evaluation process.

#### **Definition**

For purposes of this policy, a conflict of interest exists when the superintendent/principal responsible for evaluating certified personnel has a familial or close personal relationship with the employee being evaluated which could reasonably impair objectivity. This includes, but is not limited to:

- Spouse or domestic partner
- Child, stepchild, or ward
- Parent, grandparent, or in-law
- Sibling
- Any individual residing in the same household

#### **Designation of Alternate Evaluator**

In the event of a conflict of interest:

1. The superintendent shall notify the board president of the conflict.
2. The board president, in consultation with the board and superintendent, shall designate a qualified external evaluator.
3. The external evaluator shall be:
  - A licensed school administrator employed by another Kansas school district; or
  - A qualified representative from the Southwest Plains Regional Service Center (SWPRSC).
4. The external evaluator shall hold appropriate Kansas licensure and be trained in the district's board-approved evaluation system.
5. The superintendent/principal shall not conduct or participate in the formal evaluation of the employee but may provide operational or factual information upon request and may

be present during observation evaluation.

## **Evaluation Procedures**

The evaluation shall be conducted in accordance with board policy and Kansas law, including but not limited to:

- Adoption and use of a board-approved evaluation system
- Completion of required observations and documentation
- Timely written evaluation reports

All evaluation documents shall be submitted to the superintendent for placement in the employee's personnel file.

## **Notice of Deficiencies and Improvement Procedures**

When performance concerns arise, the following procedures shall be followed to ensure compliance with due process requirements:

### **1. Identification and Documentation**

- Performance concerns shall be documented in writing by the external evaluator. ● Documentation shall include specific examples, dates, and reference to applicable standards or board policy.

### **2. Written Notice**

- The employee shall receive written notice of deficiencies within a reasonable time following documentation.
- The notice shall include:
  - A clear statement of the deficiency
  - Reference to expected performance standards
  - Required corrective actions

### **3. Conference**

- A conference between the evaluator and the employee shall be held following issuance of the written notice.
- The employee shall have the opportunity to respond and provide additional information.

### **4. Plan of Improvement**

- If warranted, a written plan of improvement shall be developed which includes:
  - Measurable goals
  - Specific recommendations for improvement

- Assistance and resources to be provided
- A timeline for completion
- A method for evaluating progress

### **5. Follow-Up**

- The evaluator shall monitor progress and provide written feedback.
- Additional observations may be conducted as necessary.

### **6. Failure to Improve**

- If the employee fails to demonstrate adequate improvement, the evaluator may recommend further action to the superintendent and board, consistent with Kansas law and board policy.

## **Confidentiality**

All evaluation records and personnel matters shall be treated as confidential and maintained in accordance with applicable law.

**Adopted:** \_\_\_\_\_

**Revised:** \_\_\_\_\_

## **USD 225 – FORM GAAF-1**

### **Notice of Performance Concern / Deficiency (Certified Staff)**

**Employee Name:** \_\_\_\_\_

**Position/Assignment:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Date of Notice:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

(External Evaluator – District/Organization: \_\_\_\_\_)

### **Description of Concern(s)**

(Include specific, factual descriptions with dates, times, and examples.)

## Applicable Standard(s) / Expectation(s) Not Met

(Check or list applicable domains/standards)

- Planning and Preparation
- Classroom Environment
- Instruction
- Professional Responsibilities
- District Policy/Expectation: \_\_\_\_\_

Details:

## Required Corrective Action(s)

(Describe clearly what the employee must do to correct the concern.)

### Timeline for Improvement

- Improvement must begin immediately.
- Progress review date: \_\_\_\_\_
- Target date for satisfactory improvement: \_\_\_\_\_

## Conference Information

A conference to discuss this notice will be held:

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

## Acknowledgment

My signature indicates that I have received this notice. It does not necessarily indicate agreement.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee comments (optional):

## USD 225 – FORM GAAF-2

### Plan of Improvement (Certified Staff)

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date Initiated: \_\_\_\_\_

### Area(s) of Deficiency

(Reference prior notice(s) and summarize concerns.)

### Improvement Goals

(Goals should be specific, measurable, and aligned to standards.)

- 1.
- 2.
- 3.

### Action Steps / Strategies

(What the employee will do to improve.)

### Support to be Provided by District

(Check all that apply)

- Instructional coaching
- Mentoring
- Professional development

- Modeling/observation opportunities
- Curriculum/resources provided
- Other: \_\_\_\_\_

Details: \_\_\_\_\_

## Timeline

Start Date: \_\_\_\_\_

Review Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Completion Date: \_\_\_\_\_

## Monitoring and Evidence

(How progress will be measured—observations, artifacts, student data, etc.)

## Consequences for Lack of Improvement

Failure to demonstrate sufficient improvement may result in further action, up to and including non-renewal or dismissal, in accordance with Kansas law and board policy.

## Signatures

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

## USD 225 – FORM GAAF-3 Follow-Up Observation / Progress

### Review

Employee Name: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date of Observation/Review: \_\_\_\_\_

## Focus Area(s)

## Summary of Observation / Evidence

### Progress Toward Goals

- Satisfactory Progress
- Partial Progress
- Insufficient Progress

### Feedback / Recommendations

### Next Steps

- Continue Plan of Improvement
- Modify Plan of Improvement
- Conclude Plan – Satisfactory Improvement Achieved
- Recommend Further Action

### Signatures

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Employee comments (optional):

## USD 225 – FORM GAAF-4

### Conflict of Interest Disclosure & External Evaluator Assignment

Employee Being Evaluated: \_\_\_\_\_  
Position: \_\_\_\_\_

### Disclosure

I, \_\_\_\_\_ (Superintendent/Principal), acknowledge that a conflict of interest exists in the evaluation of the above-named employee due to:

- Familial relationship
- Household relationship
- Other close personal relationship

Explanation (if necessary):

## External Evaluator Assignment

The Board President, on behalf of the Board of Education, designates:

**Evaluator Name:** \_\_\_\_\_

**District/Organization:** \_\_\_\_\_

(Example: neighboring Kansas district or Southwest Plains Regional Service Center)

**Licensure Verified:**  Yes

## Scope of Responsibility

The external evaluator shall be responsible for:

- All formal observations
- Written evaluations
- Recommendations regarding performance

## Signatures

**Superintendent/Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**External Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# USD 225 – FORM GAAF-5

## Pre-Observation Conference Form (Certified Staff Evaluation)

**Employee Name:** \_\_\_\_\_

**Position/Assignment:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_  
(External Evaluator – District/Organization: \_\_\_\_\_)  
**Date of Conference:** \_\_\_\_\_

## Lesson/Observation Information

**Date of Scheduled Observation:** \_\_\_\_\_  
**Grade Level/Subject:** \_\_\_\_\_  
**Lesson Topic/Objective:** \_\_\_\_\_

## Instructional Planning

1. **Learning Objective(s):**
  
2. **Standards Addressed:**
  
3. **Instructional Strategies to be Used:**
  
4. **Differentiation / Accommodations:**  
(Include supports for diverse learners, IEP/504, etc.)

## Assessment of Student Learning

- How will student learning be measured during/after the lesson?

## Classroom Environment / Management Plan

- Expectations, procedures, and behavior supports:

## Areas of Focus for Observation

(Teacher may request specific feedback areas)

- Student engagement

- Questioning techniques
- Classroom management
- Differentiation
- Assessment strategies
- Other: \_\_\_\_\_

Details:

### **Additional Information / Context**

(Anything the evaluator should know prior to the observation)

### **Signatures**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

## **USD 225 – FORM GAAF-6**

### **Summative Evaluation Report (Certified Staff)**

Employee Name: \_\_\_\_\_  
Position/Assignment: \_\_\_\_\_  
Building: \_\_\_\_\_  
Evaluation Period: \_\_\_\_\_  
Evaluator: \_\_\_\_\_  
(External Evaluator – District/Organization: \_\_\_\_\_)

### **Evaluation Summary**

This summative evaluation is based on formal observations, informal observations, documentation, and professional responsibilities demonstrated during the evaluation period.

### **Performance Ratings**

(Align with your district's evaluation framework)

	<b>Domain/Standard Rating (✓)</b>	<b>Comments</b>
Planning and Preparation <input type="checkbox"/> Exceeds <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory	Developing <input type="checkbox"/> Unsatisfactory	_____-
Classroom Environment <input type="checkbox"/> Exceeds <input type="checkbox"/> Effective <input type="checkbox"/> Developing <input type="checkbox"/> Unsatisfactory		_____-
Instruction <input type="checkbox"/> Exceeds <input type="checkbox"/> Effective <input type="checkbox"/>		_____-
Professional Responsibilities		_____-

**Areas for Growth**

- Exceeds  Effective   
 Developing  Unsatisfactory

**Strengths**

**Summary of Progress on Prior Plan(s) of Improvement (if applicable)**

**Overall Performance Rating**

- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

**Recommendation**

- Continued Employment
- Continued Employment with Recommendations
- Continued Employment with Plan of Improvement
- Recommend Further Action (per board policy and Kansas law)

**Evaluator Comments**

**Employee Comments (Optional)**

**Conference Information**

A summative evaluation conference was held:

**Date:** \_\_\_\_\_

**Signatures**

**Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Signature indicates receipt, not necessarily agreement.)*