

Non-Probationary Summative Evaluation Pre-Planning Worksheet

For: **PACKARD, KATHLEEN**

Completed By: Employee - KATHLEEN PACKARD

Sent On: 8/14/2014 11:10am CT

Sent By: jerry.anderson

Completed: 9/12/2014 3:43pm CT

[Print Form](#)

BVSD/BVEA Negotiated Agreement:

D-8 NON-PROBATIONARY EMPLOYEES: LEVEL I

Level one is designated to encourage risk taking, reduce the stress often attached to the evaluation process and build a sense of collaboration between the employee and the evaluator. The process should be meaningful and relevant while allowing for a great deal of flexibility and streamlining. The employee in collaboration with the designated evaluator is responsible for orchestrating his/her own evaluation.

D-8.1 STEP 1: General Meeting

By October 1st, the evaluator will hold a general meeting with all employees who will be on the Level I cycle to outline the nature of the evaluation process, clarify roles and discuss how the parties involved will work with one another throughout the process.

D-8.2 STEP 2: Employee Pre-Planning

The employee being evaluated will draft an evaluation plan, which will include goals, outcomes to validate reaching those goals, plans for the process to collect data and measure progress.

D-8.3 STEP 3: Individual Meeting

The evaluator and employee will meet to collaboratively review and finalize the proposed goals, overall plan and what the end product will look like.

D-8.3.1 Strategies for conducting the evaluation process and collecting data to document progress are flexible. The following options and/or a combination of several might be considered:

- * structured approach using the five performance standards
- * classroom observations with pre and post conferences
- * portfolio approach ' possibly utilizing peer, parent and/or student input
- * involvement of peers, parents and/or students in a team approach
- * self-evaluation coupled with one or more of the above
- * peer appraisal with information and updates shared with the evaluator of record
- * self-designated process, which is mutually agreed up on by the employee and evaluator

D-8.3.2 Length of the evaluation process is determined by mutual agreement, but must be concluded by May 1st.

D-8.4 STEP 4: Evaluation Draft

Upon completion of the agreed upon process, a written draft of the final evaluation is discussed and edited by the employee and evaluator. Such draft will include a growth ad improvement plan as required by state statute.

Goals: Be specific and measurable.

I will implement more reading strategies in my classroom so that students have a deeper-level understanding of chemistry.
I will use a flipped classroom in order to provide more opportunities for differentiated instruction as well as more time in the classroom to work individually with students.

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Goals: Be specific and measurable.

I will incorporate common pretest questions on the unit test to compare data on how much students have learned.

Outcomes: What will be achieved?

I will be better able to meet the learning needs of each individual student by allowing more time to work with each student in a one on one situation.
Students will be able to diagram some of the concepts in chemistry.

How to validate reaching goals: How do you and administration know what/how goals are achieved?

Students will demonstrate growth between pre and post tests in each unit.
At least 75% of my students will score 60% or better on the final exam.

Plan for the process to collect data and measure progress: What data will be collected and provided to demonstrate achievement of goals?

I will provide pre-test questions with each unit and use those same questions in the actual unit test. I will compare statistics on those common questions to show improvement.
Mrs. Ellis will compare common assessment questions to see if the flipped classroom is working.

What are the timelines for data collected/provided?

With each unit, I will collect data on pre and post learning tests.

Observations

Dr. Anderson will observe a normal day in Advanced Chemistry, not a lab day and evaluate for student interaction and that students are staying on task and them if the flipped classroom is working.

Any other documentation for evaluation?

Video online at schoology.

Upload Additional Artifacts
Employee's Signature

X

Signed: **Kathleen Packard**

Stamped: 9/12/2014 3:42:41 PM; 161.97.140.40; Employee - #6232 - KATHLEEN PACKARD;