VUSD to VUEA Initial Proposal 11.13.25
VUEA to VUSD Counter #1 11.13.25

ARTICLE 13
EVALUATIONS

A. The purposes of evaluations are to inform, guide, and enhance staff's instructional practices to improve student learning. Evaluation processes and instruments provide staff with meaningful feedback on areas of strength and areas requiring improvement and professional growth. District management shall direct the evaluation of all permanent bargaining unit members no less than once every two years and probationary bargaining unit members no less than twice per year. Bargaining unit members who have been employed with VUSD for at least ten (10) years and whose previous evaluation rated the employee as meeting or exceeding standards, may be evaluated at least every five (5) years from the last evaluation date (while maintaining the same evaluation cycle), if the administrative evaluator and certificated employee being evaluated agree. The certificated employee or the administrative evaluator may withdraw consent of this agreement at any time (EC 44664 (a) (3)).

B. The written procedures for evaluations that are currently in effect shall be maintained by the District until the bargaining unit negotiates and ratifies new procedures. The present procedures are in Appendix A. They include:

1. The evaluator shall be an immediate supervisor or any other management or supervisory employee, who is designated by District management.

2. Bargaining unit members may utilize peer review in lieu of management evaluation with principal approval.

3. Those bargaining unit members who are regularly scheduled to be evaluated will be notified by the evaluator no later than October 1st of each school year. Such notice will contain a brief explanation as to the procedures for evaluations

4. One-half of the permanent staff will be formally evaluated each year.

a. Pre-Conference Guidelines (for Temporary, Probationary and Permanent Bargaining Unit Members)

1. A pre-conference for bargaining unit members to be evaluated will be held by October 31. The purpose of the pre-conference is to review the Standards for Bargaining Unit Members assignment and to determine the evaluation focus. At that time the evaluator and the bargaining unit member may agree that some elements of the standards are not applicable (NA) to the employee's assignment and may mark them NA at that time.

2. If there is disagreement about which of the elements is not applicable (NA), the parties may invite the Assistant Superintendent of Certificated Human Resources to assist in resolving the differences. The Assistant Superintendent shall recommend alternatives to the unit member and evaluator.

b. Probationary/Temporary Bargaining Unit Members – A minimum of three conferences between the bargaining unit member and the evaluator shall be held each year.

1. The pre-conference shall be held by October 31st.

2. The fall evaluation conference shall be held on or before November 30th.

3. The spring evaluation conference shall be held on or before March 1st.

   a. A written copy of the evaluation will be provided to the probationary/temporary bargaining unit member on or before March 15th.

c. Permanent Bargaining Unit Members – A minimum of two conferences between the bargaining unit member and the evaluator shall be held during the year the employee is to be formally evaluated.

1. The pre-conference shall be held by October 31st.

2. The final evaluation conference shall be held 60 days prior to the last regular school day. A written copy of the evaluation will be provided to the permanent bargaining unit member +60 days prior to the last regular school day.

3. Permanent personnel may elect to have another permanent bargaining unit member participate in their evaluation with site administration approval (see checklist for Peer Review Process). Peer Review must be completed by April 1 ~~13~~, if not, the process reverts back to site administrator who has until May 30 to complete the evaluation process.

4. For permanent employees, the final evaluation conference will be held no later than sixty (60) calendar days prior to the end of the last regular school day. The evaluator will present the written evaluation and discuss the evaluation with the bargaining unit member. The bargaining unit member must sign the evaluation signifying only that the bargaining unit member has read the document and has been provided the opportunity to attach a written response which shall become part of the permanent record.

5. Bargaining unit members will, as a part of the evaluation process, be made aware of any negative or derogatory material that may be used in their evaluation and will be allowed to respond in writing to the material which will become a part of the personnel file. After four years the material shall be removed from this file only at the request of the bargaining unit member. The completed evaluation form shall stay in the employee's personnel file.

C. Probationary Teachers

1. May be non-reelected in either their first or second year of teaching even if they have a positive evaluation.

2. ~~In the year that the District decides it will non-reelect a teacher, the administration shall have completed the evaluation procedures for that teacher. If the evaluation procedures have not been completed, the District may not non-reelect that teacher that year. The evaluation shall not be invalid based upon non-substantive procedural errors committed by the school district or Governing Board of Education unless the errors are prejudicial errors.~~

D. Written Assistance Plan

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1. Bargaining unit members receiving an unsatisfactory or needs improvement for any CSTP will be required to have a Written Assistance Plan which will include specific resources, supports, goals, and progress indicators for the CSTP indicated by the administrative evaluator. The Written Assistance Plan will indicate the next formal evaluation date. The Written Assistance Plan will be written collaboratively between the administrative evaluator and the bargaining unit member.

E. Violations of evaluation procedures are grievable under Article 15 but the sole remedy for differences about unsatisfactory evaluations shall be those provided in the California Education Code.

F. The full text of the evaluation procedure appears in Appendix "A" entitled EVALUATION OF CERTIFICATED PERSONNEL, REFERENCE COPY.

G. Complaints

1. In the case of complaints that may affect the bargaining unit member's evaluation, the following steps must apply:
2. The site administrator shall evaluate the veracity and/or legitimacy of complaints and determine if further action is necessary.
3. If the site administrator determines a conference should be held, then the conference ~~should~~ may include the bargaining unit member, parent(s), and/or guardian(s), the prime evaluator, the site administrator, and/or relevant parties deemed necessary. With the bargaining unit member's consent, the bargaining unit member may opt out of attending the conference. If the bargaining unit member does not attend the conference, the administration shall hold a follow-up meeting with the bargaining unit member (at the request of the bargaining unit member).
~~4. The signed complaint must be submitted in writing by the complaining party.~~

If 1, 2, and 3 are not completed, then the complaint is dropped. If 1, 2, and 3 are completed and if the Certificated Human Resources Department Administrator decides that such a written complaint should be placed in a bargaining unit member's personnel file, ~~then the complaint must be signed by the complainant, and~~ the bargaining unit member must be notified of this decision and be given an opportunity to attach a written statement to it before the written complaint is placed in the bargaining unit member's personnel file for the purpose of evaluation.