



Leadership Action Plan (LAP) & Leadership Appraisal and Development (LAD)

This Leadership Plan Calendar for UASF represented administrators is clarified below and mutually agreed to in accordance with Article 10.2 of the Collective Bargaining Agreement.

Item	Date
The District's Mission, Goals, and Objectives are communicated to all administrators. <i>(Art. 10.2.1)</i>	By the last Friday of August, Human Resources will publish the evaluation timeline in consultation with the Union 8/28/2020
Previously notified administrators and supervisors will meet with their evaluating supervisor to discuss an improvement plan to address the needs identified in Article 9.6.1	By 9/30/2020
At the start of each school year, after reviewing the district Leadership Competencies through self-assessment and/or reflection, the administrator and his/her/their evaluating supervisor will meet to develop a leadership plan. In accordance with the evaluation timeline, the administrator will submit a draft leadership plan using the District provided template. <i>(Art. 10.2.2)</i> - The administrator will select one or more competencies that will support the District's Mission, Goals and Objectives, the school site academic plan (PreK-12) to become part of the leadership plan. <i>(Art. 10.2.2.1)</i> - The Supervisor will also select one or more competencies for the administrator to focus on that will support the District's Mission, Goals and Objectives, the school site academic plan (PreK-12) as well as the growth of the administrator. <i>(Art. 10.2.2.2)</i> - All administrators who require more than three (3) competencies will also be participating in an improvement plan as per Article 9.6.1 and 10.2.2.2 - The evaluating supervisor may require the administrator to revise the draft leadership plan if there is no consensus regarding the content of the plan. <i>(Art. 10.2.2.3)</i> - Administrators, if approved by their evaluating supervisor, may be granted an option for a Leadership Plan "Short Form." <i>(Art. 10.2.3)</i>	By last Friday in October 10/30/20
All bargaining unit members who have met standards in all competency elements in their prior Leadership Action Plan (LAP) or prior Leadership Appraisal and Development Plan (LAD), and are not on an improvement plan by December 1, 2020, shall be evaluated using a Leadership Plan "Short Form". All bargaining unit members who had a short form evaluation in 2019-20 shall be evaluated with a short form again unless they are on an improvement plan. Short Forms require the last rating evaluation rating be used for the current evaluation cycle. The rating cannot be changed.	12/18/20
The administrator and the evaluating supervisor will meet periodically during the first semester to review progress of completing the identified needs. A written summary of said meeting will be given to the member. <i>(Art. 9.6.3)</i>	By End of Fall Semester 12/18/20
The supervisor will communicate to the unit member his/her recommendation for contract non-renewal or demotion prior to the date the recommendation will be voted on by the Board of Education. <i>(Art. 9.6.4)</i>	This depends on Board of Ed date - prior to March 15th
The evaluating supervisor and the administrator will meet to assess the progress toward successful demonstration of each of the competencies in the leadership plan. <i>(Art. 10.2.4)</i> At this meeting, the supervisor may require additional evidence to be submitted per management calendar in the event that sufficient evidence has not been observed/documented. <i>(Art. 10.2.4)</i>	By Last Work Day in February 2/26/21

An employee who receives a negative performance evaluation letter by date set in the evaluation calendar, which may include information as to the possibility of non-renewal at the end of the next school year or end of his/her contract, shall jointly develop with the appropriate supervisor a Remediation plan for the following year which include the specific recommendation for improvement(s) that the supervisor believes are necessary. <i>(Art. 9.6.1)</i>	By May 1, 2021
The evaluating supervisor will meet with the administrator to review, discuss and assess the competencies of the leadership plan, which will be part of the final evaluation. <i>(Art. 10.2.5)</i>	By Last Work Day in May 5/28/21
The supervisor's evaluation of the administrator will become part of the administrator's personnel file. <i>(Art. 10.2.6)</i>	By Last Work Day in June 6/9/21