APPENDIX IV – 60
Plan for Improvement for Certified Employees

Once the evaluation process is complete and the employee signs their evaluation, principal informs teacher deficiencies exist and that a Plan for Improvement will be written.

Principal informs Leadership of the Plan for Improvement (PFI).

Principal drafts the Plan. The teacher is allowed to provide their input. The director stands ready to assist the principal.

As Leadership is notified, principal will send a copy of the evaluation and PFI instrument for review.

If Assistant Superintendent agrees with the principal's recommendation:

Teacher and Principal finalize Plan for Improvement.

If Assistant Superintendent disagrees with the principal's recommendation:

Principal will receive a notice of inadequate findings with supporting documentation.

Notice of Inadequate Performance (NIP) will be drafted and forwarded to HR along with Plan and Evaluation. Richard Foster will then assign an Improvement Coach to the employee.

Once the NIP is sent to the principal:
- Formal notification is given to employee and PFI is implemented,
- Principal provides employee with Improvement Coach's contact information,
- 45-day process begins the day after the employee is formally notified

After 45 days, a formal observation is completed using Doman 1, 2, 3, and 4.

Pending the outcome of the second observation, the principal will:
- Evaluate employee as 'proficient' and recommend contract renewal, or
- Evaluate employee as 'ineffective' or 'Developing' resulting in non-renewal and dismissal process will begin.

More information will be forthcoming regarding the dismissal process.

Commented [WN1]: Before a plan for improvement can be done we need to check a few other boxes, 1) Performance Improvement Conversations 2) Check that teacher rates as either Developing for two years or Ineffective and has not changed grade level or content area.

Commented [WN2]: This cannot be completed until you know the date the Principal will meet with the teacher to give the Notice and the plan. The plan starts the day after the meeting at which the teacher gets the notice. The notice itself must include the plan begin and end dates.