

The Lincoln Education Association wants members to be successful and for students to have the best learning experiences possible in the Lincoln Public Schools. With the implementation of the new LPS Appraisal Process, LEA believes

if used correctly, *the new appraisal process puts teachers in the driver's seat*, and reading the work of Charlotte Danielson, upon whose books the new appraisal process is based, it is clear that Danielson believes teachers should be and benefit the most when they are in the driver's seat when it comes to evaluation and good teaching practices.

As members move through the new appraisal process, they are encouraged to send questions to the LEA for inclusion in future issues of the newsletter.

All issues of the newsletter will also be available on the LEA web so that members can consult back issues as needed.



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## **What Did LEA Agree to in regards to the New LPS Appraisal Process... and What Should Members Expect?**

### **LEA Board of Directors Combined Motion**

**(Includes substituted language for item # 2 passed by the Board of Directors on May 19, 2011)**

**Passed by the LEA Board of Directors May 16 and 18, 2011**

The LEA Board of Directors goes on record of approving the new appraisal process to be implemented district-wide in 2011-2012 provided LPS signs off on and agrees to implement the following:

1. LPS shall provide 3.5 hours of contractual staff development time during the first week of duty in August 2011 dedicated solely to the new appraisal process.
2. LPS shall provide a copy of Charlotte Danielson's *Enhancing Professional Practice: A Framework for Teaching* to be distributed to 25% of the certificated staff at each site to members of the LEA bargaining unit at the beginning of the 2011-2012 school year." [SEE ARTICLE AT THE END OF THIS ISSUE.]
3. LPS shall direct all site administrators to commit their seven hours of building FLEX and regularly scheduled PLC time for 2011-2012 to the extent possible to the reading, study, and discussion of Danielson's *Enhancing Professional Practice: A Framework for Teaching*. The intent of this item is to make clear that reading, studying, discussing, and learning about the Danielson frameworks is not to become an additional burden to teachers' already existing workload or to be done outside of contract time.
4. LPS shall direct an administrator with an administrative certificate in each area who is both familiar with the Danielson frameworks and the specific curricular area in question to work with one or more educators, one of which will be named by the Association, for each area, to develop

rubrics, appropriate appraisal forms, handbook language, and a summative appraisal instrument for each of the nine “Positions with Unique Performance Expectations” listed on page eight of the proposed LPS Appraisal Manual.

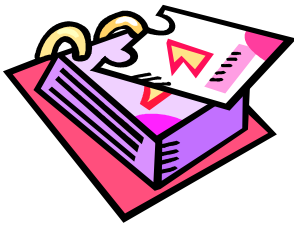
5. Teacher participants working on developing the rubrics, appropriate appraisal forms, handbook language, and a summative appraisal instrument for each of the nine “Positions with Unique Performance Expectations” will be paid a stipend for their time and/or be given release time during the school day during contract time to work on developing the rubrics, appropriate appraisal forms, handbook language, and a summative appraisal instrument for each of the nine “Positions with Unique Performance Expectations.”
6. The above nine rubrics, appropriate appraisal forms, handbook language, and summative appraisal instruments for each of the “Positions with Unique Performance Expectations” must be completed and submitted to the LEA and LPS leadership in August 2011 for input and revision as deemed appropriate and jointly agreed upon. Finalized drafts of the rubrics, appropriate appraisal forms, handbook language, and summative appraisal instrument for each of the nine “Positions with Unique Performance Expectations” shall be submitted to the LEA Board of Directors no later than the end of August, 2011, for their consideration and pending approval.
7. Jointly developed and agreed upon LEA-LPS surveys will be sent to all certificated staff, including those in the nine “Positions with Unique Performance Expectations,” in April of 2012 regarding the new appraisal process. Complete results will be shared with both parties and the LEA and LPS leadership will make adjustments and revisions to the new appraisal process as deemed appropriate and jointly agreed upon.
8. LPS shall maintain a blog on its web site where Frequently Asked Questions (FAQ) can be posted regarding the on-line process of entering information about or resolving problems with the electronic appraisal templates and where answers and solutions to the FAQ can easily be accessed by certificated employees.
9. LPS consultants and building administrators shall strictly adhere to the *LEA-LPS Professional Agreement* in regards to all mandatory staff development being provided on contract time.

Should LPS not be willing or able to agree to the above conditions, the LEA Board of Directors withdraws its approval of the proposed new LPS appraisal process and tables action on the new appraisal process until such time as the LEA and LPS leadership agree on language regarding the above concepts and that language is presented in writing to the LEA Board of Directors for its consideration and reconsideration of the new LPS appraisal process.

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## **What Hasn't Changed?**

1. Final appraisal documents must be “signed” when requested (signatures will be “electronic”).
2. Appraiser who disagree with any portion of the appraisal may still write and attach a rebuttal (members facing this situation are strongly advised to contact a member of the LEA professional staff before filing a response).
3. An inappropriately performed appraisal (i.e. process is not followed, timelines are not met, appropriate forms are not used, etc.) can be challenged using the grievance procedure in the *LEA-LPS Professional Agreement* [“Any person who believes that his/her appraisal report is not accurate or has not been fairly done should use the LPS/LEA grievance procedure to resolve the problem. The grievance procedure requires the certificated staff member to begin with an informal meeting with the supervisor at which both the appraisee and the appraiser have the right to have a representative attend.”]



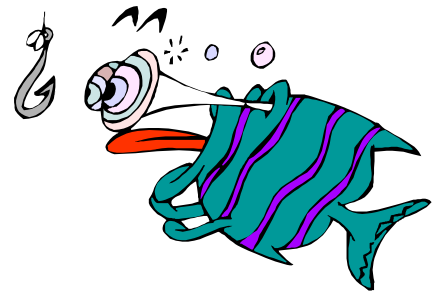
4. Appraisers (who “must be identified to the appraisee on or about October 1<sup>st</sup> of every year”) “must hold an administrative certificate from the State of Nebraska.” Additionally, “In addition to meeting the course requirements for the administration and supervisor certificate issued by the Nebraska State Department of Education, the administrator must also have participated in district professional development plus relevant sessions sponsored by state and national organizations.”

5. Professional growth activities are designed to meet the needs of teachers who are working to sharpen skills or learn new material. Attendance at professional growth activities is a valid way of documenting achievement of goals.

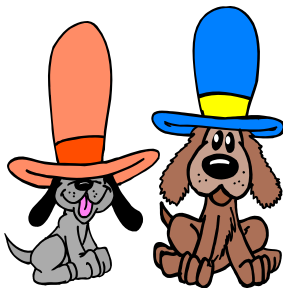
*a.* Members need to keep track of their professional growth points. Domain 4 of the new appraisal process, “Professional Responsibilities” addresses maintaining accurate records, participating in a professional community, growing and developing professionally, and demonstrating professionalism. ***Be organized: don’t let this become a mountain when it shouldn’t even be a molehill!***

6. The final summative report is the responsibility of the school principal or designee and/or immediate supervisor.

7. Appraisers with performance concerns regarding any certificated employee can place the employee on a **Notice of Performance Concern (NPC)**. This two-step process as well as the Intensive Assistance process has NOT changed. HOWEVER, new language has been added to the process at the insistence of LEA: “If your principal sees something serious which requires a Notice of Performance Concerns, there must be a conference. The intent of the conference should be identified at the time it is scheduled so the teacher may bring representation.” **Expect and do not allow any more surprise attacks!**

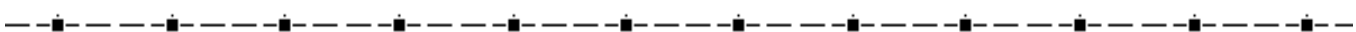


8. Any member who is informed that they are going to be placed on an NPC is strongly advised to contact the professional staff at LEA and take a professional staff member from the LEA office with them for any NPC meeting and future follow-ups. This is not a job for faculty representatives or other colleagues!



9. **Members are strongly encouraged to print copies of all of their appraisal documents and to file them.** This is especially true now since *documents will be on-line and once the “submit” button has been pushed, the documents cannot be edited.* A member’s goal setting documents, pre and post observation forms, reflections, informal and formal written observations, etc., all are essential pieces of an employee’s records and evidence of their performance. File and retain copies of these puppies!

“File us?”



## Accessing the Charlotte Danielson Book On-Line:

Below is the link to *Charlotte Danielson's Enhancing Professional Practice: A Framework for Teaching* which is available on the LPS web:

<http://go.galegroup.com/ps/infomark.do?action=interpret&u=linc74673&eisbn=9781416606208&authCount=1&prodId=GVRL&userGroupName=linc74673&type=aboutBook&version=1.0&selfRedirect=true>

After clicking on the link you should:

- 1) click "e" Table of Contents.
- 2) Once you are in the table of contents, you can click on any area you wish to look at.
- 3) Click the content you wish to see.
- 4) Click download.
- 5) Choose format pdf.

You may save to a folder, zip drive, desktop, or just bookmark it. You may also choose to save to an MP3, etc.

Your building Media Specialist should be able to help you with any questions.

To access the Danielson eBook when not on the LPS server you will need a password.

To learn the password:

- 1) Click on this link: <http://www.lps.org/post/detail.cfm?id=1086>
- 2) Log in with your LPS account information.
- 3) Scroll down to "Gale Collection" and the password is listed.

***It Could Be Worse (An actual quotation from an individual's evaluation—NOT an LPS certificated employee, needless to say): "Donated his body to science before he was done using it."***