

## Evaluation FAQ

This situation around COVID-19 continues to evolve and we want to ensure guidance with the information we have on hand. We will continue to update this FAQ as appropriate.

If you want to receive timely updates, please text LWEAINFO to 41-411. We currently have just over half our membership on this text line. Help us get to 100% of our members on this text line. Sign up today!

Please see our website for all our past communications: [LWEA COVID 19 Info](#)

The term “teacher” or “staff” used in this FAQ refers to staff represented by the LWEA in the bargaining unit as defined in the Recognition Clause of the LWEA-LWSD Collective Bargaining Agreement.

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### **1. What is the best way to interpret this document?**

Start with your **contract** status.

Are you provisional or on a non-continuing contract?

Scroll to the bottom portion of the LOU and look for the gray bars. They will be titled with either **Provisional and Non-Continuing Contract Employees** or **Continuing Contract Employees**. There are foot notes included for clarity at the bottom of the document.

Are you on a continuing contract?

You will find information relevant to continuing contract staff at the top portion of the LOU. Determine if you are Focused or Comprehensive.

- If you had a **Focused** evaluation for the 19-20 SY, your last comprehensive score will carry over regardless of any observations or not.
- If you are **Comprehensive**, you should have had at least two formal observations for a total of sixty (60) minutes for the evaluation to be complete. You should have received two formal observation reports and had a pre- and post-observation conference with each observation.

### **2. How do I know if I am on a continuing or provisional contract this year?**

You can locate your contractual status by reviewing the contract you signed for this school year. If you are unable to locate that document, check with your administrator to confirm if you are provisional, non-continuing, or continuing.

- General rule - if you have taught less than 4 years in LWSD or in Washington state, you are more than likely provisional.
- Out-of-state experience can count toward salary schedule placement but not toward continuing contract status.
- The PGE Online Tool (Frontline) will tell you if you are on a comprehensive or focused evaluation cycle.

### **3. Does this pause in evaluations and new LOU on evaluations interrupt my ability to go into a Focused evaluation next year?**

- Provisional or non-continuing staff are not be eligible for a Focused evaluation until they are off provisional or non-continuing status.
- Staff on their last year of Comprehensive, or on a comprehensive evaluation this year, may be eligible to move onto a Focused next year.
- As previously outlined in our CBA, an evaluator can move staff from Focused to Comprehensive, but they must tell the staff member by December 15 of that school year.

**4. Are summative conferences required this year?**

Summative conferences are only required for first year educators this year. For staff with more than one year, an evaluator can request a summative conference if they want, though it is not required they do so; or a staff member can request a summative conference with the evaluator, but it is not required they do so.

**5. I am one of the staff getting a statement attached to my summative evaluation. What will it say?**

LWEA and LWSD have agreed that a simple 1-2 statement will be attached to those evaluations where a staff person was not observed. The statement will indicate only that the observations were not completed because of the COVID-19 school closures.

**6. Where in the contract can I find out if my annual evaluations are complete?**

Section 26 outlines all the information about the contract.

- Page 45, Section 26.7 Outlines the Overview and Process
- Page 45, Section 26.8.2 Outlines Informal Observations
- Page 46, Section 26.8.3 Outlines Formal Observations
- Contract Link: [https://www.lakewashingtonea.org/file\\_viewer.php?id=6896](https://www.lakewashingtonea.org/file_viewer.php?id=6896)

**7. Am I required to turn in any more evidence or lesson plans to finalize my evaluation?**

No. All evaluations were paused on March 11, and they are considered complete from the March 11 date.

❖ **No evaluator should be asking you to submit formal lesson plans or materials for remote learning in exchange for a completed evaluation or to guarantee a continuing contract.**

**8. What does it mean when we say evaluations have been “paused” during the closure? Are they still paused?**

All scenarios start with the evaluation being deemed complete. Your evaluation is done for the school year.

- Paused means that we stopped all evaluations while we worked on an agreement for how to complete evaluations during the COVID closure and received guidance from OSPI. **You should not be turning in lesson plans or evidence at this point.**
- Review the chart to see the “Action” that will occur because of your scenario.

**9. Can I submit additional evidence?**

At this point, you do not need to. Your evaluation is deemed done for this year.

**10. Will I be getting a contract next year?**

If you are in your final year of provisional, per OSPI and state WAC, unless you are notified by May 15<sup>th</sup> of non-renewal, you can assume you will be moving onto a continuing contract.

**11. Can the materials/assignments I post for remote instruction be included as a part of my evaluation in other domains?**

No, remote learning materials/assignments/instructional methods are not evaluated. Because evaluations are complete as of March 11, the materials, assignments, and instruction you provide for remote learning are NOT included in evaluations. [Teachers can submit by June 15 a written statement, to be attached to their evaluation, that captures their efforts in remote learning.](#)

**12. Do we need to complete log 4 and continue working in PGE groups or report/collect student growth data?**

Evaluations for the year are complete as of March 11. You do not need to complete log 4. **If you are interested in completing the Wednesday LEAP Course for clock hours**, please review the Professional Learning Digest sent by Stephen Bryant on April 30, 2020 for details on how to end the course and receive some clock hours.