

XI.

INSTRUCTIONAL PERSONNEL
PERFORMANCE IMPROVEMENT

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INITIAL 97-DAY PROBATIONARY PERIOD

Pursuant to Florida Statute 1012.33(3)(a) 4, teachers receiving an initial Annual Contract are placed on an initial 97-day probationary term of employment. This probation requires adherence to the following:

1. The initial 97-day probationary period begins with the first day of paid employment.
2. Termination of the employee's contract can occur at any time during the initial 97-day probationary period without cause.
 - An **employment conference** must be conducted by the principal prior to a recommendation for termination of employment. The employee shall be afforded the opportunity to have a union representative at the employment conference.
 - The **recommendation for termination** must be forwarded to the appropriate Region Center/District Superintendent for review and recommendation.
 - If the recommendation is endorsed, the appropriate Region Center/District Superintendent will **forward it to the Assistant Superintendent**, for review and recommendation for termination of employment contract by the School Board, if appropriate.

Reminder: Evaluation procedures and timelines for professionals new to the school site must be adhered to, i.e., **at least one observation must be completed by the end of the first grading period, excluding the first 10 days of student contact.**

PROCEDURES FOR THE 90-CALENDAR DAY PERFORMANCE PROBATION

Pursuant to Florida Statute 1012.34, the procedures for the 90-Calendar Day Performance Probation may be found in the Instructional Performance Evaluation and Growth System, ***IPEGS Procedural Handbook.***



MIAMI-DADE COUNTY PUBLIC SCHOOLS

**TRANSMITTAL OF RECOMMENDATION FOR TERMINATION
INSTRUCTIONAL PERSONNEL
INITIAL 97 DAY PROBATIONARY PERIOD**

TO: _____
Region Center/District Assistant Superintendent

FROM: _____
Administrator

Work Location

**SUBJECT: RECOMMENDATION FOR TERMINATION (97 DAY PROBATIONARY EMPLOYEE) PURSUANT
TO CHAPTER 1012.33, FLORIDA STATUTE**

I am recommending that _____ be _____
(Name of Employee) terminated
from employment with Miami-Dade County Public Schools, during the initial probation.

(Signature of Administrator)

SAMPLE

I am aware of this recommendation _____

(Signature of Employee) (Employee Number) (Date)

Approval Disapproval _____

(Comments)

(Signature of Region/District Assistant Superintendent) (Date)

Approval Disapproval _____

(Comments)

Assistant Superintendent (Date)
Office of Professional Standards

IMPROVING PROFESSIONAL PERFORMANCE

Two tools are provided in Instructional Performance Evaluation and Growth System, *IPEGS* to improve performance. The first is the *Support Dialogue (SD)*, a school/worksite-level discussion between the administrator and the professional. The second is the *Improvement Plan*, which has a more formal structure and meets the requirements of the Florida Statute related to notifying a professional of unsatisfactory performance.

SUPPORT DIALOGUE

The *Support Dialogue (SD)* is initiated by the professional or the assessor at any point during the school year. Professionals may request a support dialogue when they would like additional support. The support dialogue is designed to facilitate discussion about identified performance standard(s) and ways to address improvement. During the SD, both parties share what each will do to support the professional's growth. Supportive assistance activities will be identified on the *Support Dialogue Discussion Form*, which must be completed collaboratively.

If as a result of an observation, the professional's performance is below proficient on one or more standard(s), the first step must be a SD held within 10 calendar days of the observation. The professional has the right to union representation and/or may request a peer support professional who is mutually agreed upon by the professional and the assessor. The SD process is intended to be completed within a 21 calendar day period, while the professional receives support and implements changes in his/her performance. After the 21 calendar day period has elapsed, the same assessor must observe the professional again.

Sample Prompts for the Initial SD Conversation

1. Tell me about your instructional setting.
2. What challenges have you encountered in addressing _____ (tell specific concern)?
3. What strategies have you tried to implement to address the concern of _____ (tell specific concern)?
4. What support can I or others provide you? (May include the following types of assistance to the professional in your discussion: professional development/professional growth activities, shadowing, mentoring, peer review, and/or modeling, support from the school site/regional center and/or district curriculum specialists.)

The assessor shares some support ideas and asks,

1. What do you think of these ideas?
2. Do you have any new suggestions for change?

Any subsequent observation to an unsatisfactory observation must start at the beginning of the class and last for the complete lesson. However, for classes extending beyond the standard elementary/secondary scheduled class/subject (e.g., block schedules, 3 hour auto mechanics, etc.), the assessor must have observed a lesson from the beginning of the class and remain for a minimum of one hour.

**Step 1 to Improve Professional Performance
AC/PSC/CC**

Developing/Needs Improvement Status	
Purpose	For professionals who are in need of additional support, SD is initiated.
Initiator	Assessor or Professional Assessor must contact the Regional Center and the Office of Professional Standards.
Documentation	Observation of Standards Form (OSF) <ul style="list-style-type: none"> ◦ Examples/evidence ◦ The SD box indicated yes ◦ The specific standards that are less than proficient must be identified
Assistance	Assistance that may be offered, but is not limited to: <ul style="list-style-type: none"> ◦ Use sample prompts for initial conversation. ◦ Professional growth activities. ◦ Shadowing, mentoring, peer review, and/or modeling.
Outcomes	<ul style="list-style-type: none"> • Performance improves to proficient — no additional support required or • Professional has demonstrated some progress and the assessor may extend the time of the SD, or • No progress — the professional is placed on an Improvement Plan (IP).

The desired outcome would be that the professional's practice has improved. However, in the event that improvements in performance have been made, the assessor may extend the timeline of the Support Dialogue. If the professional's performance is unsatisfactory, the professional must be placed on an Improvement Plan (IP). Once placed on an IP the professional will have a 90-Calendar Day Probation to demonstrate that identified deficiencies have been corrected.

If an assessor and a professional have completed Step 1 Support Dialogue, and performance is unsatisfactory, Step 2 is initiated. Step 2 is defined when a professional's performance is unsatisfactory in any standard and the professional is placed on a 90-Calendar Day Probation and an Improvement Plan (IP). (See *Improvement Plan* form in Part III). The desired outcome of an IP is to improve the professional's performance to a proficient level. If the professional's performance does not improve to a developing or proficient level, it will result in not being recommended for continued employment.

**IMPROVEMENT PLAN (IP)
90-CALENDAR DAY
PROBATION**

**STEP 2 to Improve Professional Performance
AC/PSC**

Unsatisfactory Assessment	
Purpose	For professionals whose performance is unsatisfactory on one or more performance standards an IP is initiated.
Initiator	Assessor (s) Assessor(s) must contact the Regional Center and Office of Professional Standards
Documentation	<ul style="list-style-type: none"> • Minimum of two (2) Observation of Standards Forms (OSF); • Examples/Evidence; • The IP box indicated yes; • The specific standards that are unsatisfactory must be identified; • Conference for the Record (CFR)-Notification and Summary; and • Improvement Plan (IP). <p align="center">90-Calendar Day Probation begins (See Chart, page 34)</p>
Assistance	Assistance may include, but is not limited to: <ul style="list-style-type: none"> ◦ support from school site/ regional center and/or district curriculum specialist; ◦ continued support dialogue; ◦ peer/mentor assistance; ◦ professional development and/or other professional growth activities on specific topics; and/or ◦ other resources to be identified.
Outcomes	<ul style="list-style-type: none"> • Performance improves to proficient – recommended for continued employment, or • Performance improves to developing – recommended for continued employment, or • Performance is unsatisfactory – not recommended for continued employment.

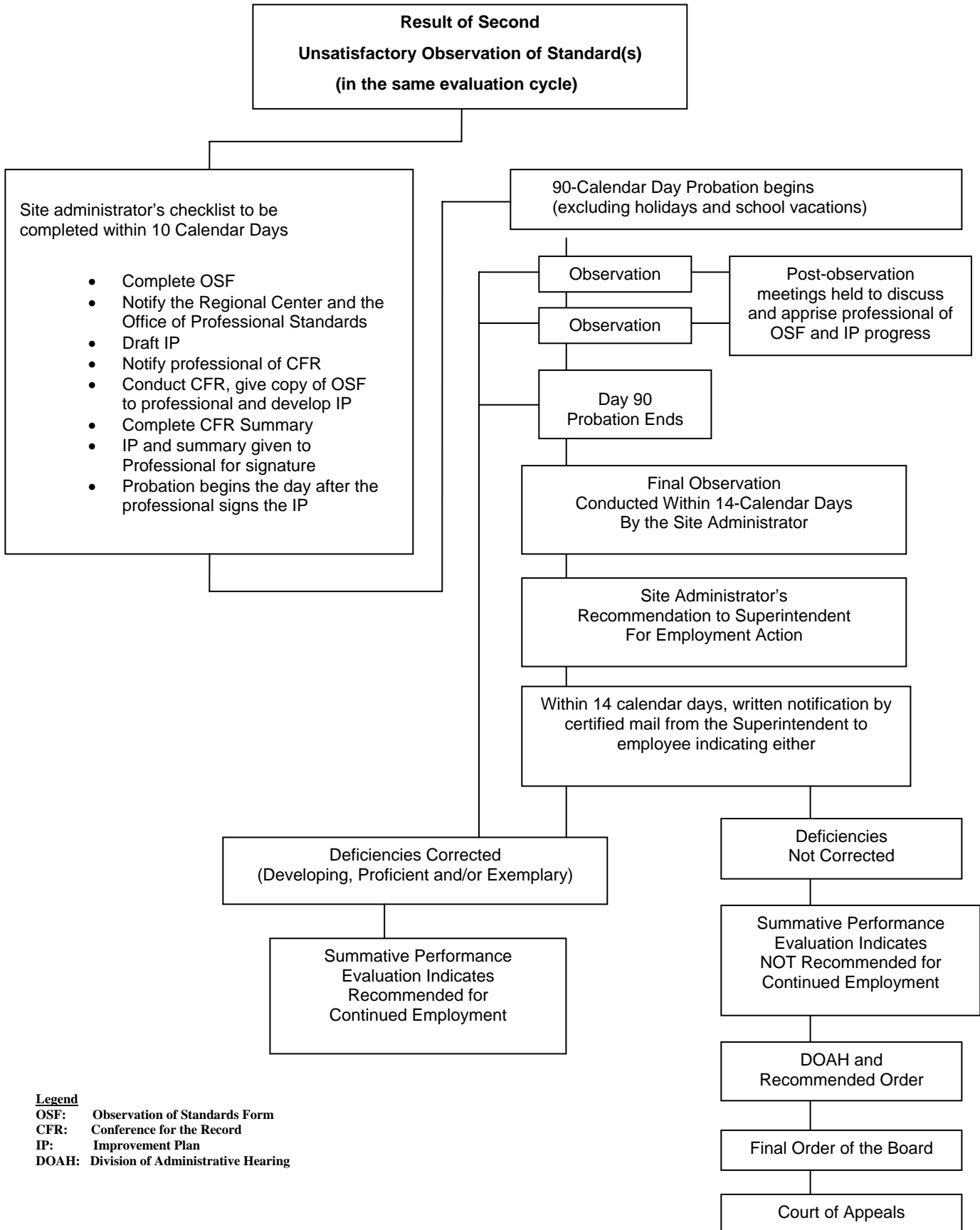
An IP may be implemented at any point during the year provided that the professional has had SD and a minimum of two (2) observations. It is designed to guide a professional in addressing areas of concern through targeted assistance with additional resources. If a professional's performance is being observed by the site administrator designee, he/she consults with the site administrator on the need for an IP. During the Conference-for-the-Record (CFR), the site administrator, the assessor (if different), the professional, and the union representative (if applicable) may advance suggestions to the IP. At a subsequent meeting, when the summary of the CFR is signed, the IP will be explained and signed. (The CFR meeting, CFR Summary meeting, and the IP initiation must be completed with signatures within ten (10) calendar days). The day after the IP is signed by the site administrator and the professional, the official start of the 90-Calendar Day Probation begins.

Florida Statute §1012.34 provides guidance on the activities that occur in conjunction with the IP (See summary in Appendix A).

90-Calendar Day Probation/Improvement Plan (IP)

The following chart, which delineates the procedures as a result of unsatisfactory performance on one or more standard(s), is used for professional service contract and annual contract professionals. In accordance with Florida Statute §1012.33, the first 97 days of initial employment constitute a probationary period during which the annual contract employee may resign without breach of contract or be dismissed without cause.

90-Calendar Day Probation
Annual Contract / Professional Service Contract



Legend

OSF: Observation of Standards Form

CFR: Conference for the Record

IP: Improvement Plan

DOAH: Division of Administrative Hearing

Improvement Plan (IP) for CC Professionals

CONTRACT STATUS	PERSON(S) RESPONSIBLE	PROCEDURES
Continuing Contract (CC) Professionals	Site administrator Professional Site administrator	<p>If the examples/evidence of the second observation conducted by the same assessor of the current school year results in unsatisfactory performance, an Observation of Standards Form (OSF) is completed and a Conference for the Record (CFR) must take place within 10 calendar days excluding employee absence(s), holidays and recess. The professional has a right to union representation. At that meeting, the following occurs:</p> <ul style="list-style-type: none"> The site administrator and professional discuss the results of the observation in terms of all performance standards. The site administrator and the professional shall sign the Observation of Standards Form (OSF) and a copy must be provided to the professional. The site administrator develops the Improvement Plan (IP). During the development and review of the IP, the professional and the union representative, if applicable, may advance suggestions. Any changes resulting from clarifications made at the meeting must be reflected in the completed IP. The site administrator then issues the IP. The professional's signature on the OSF and IP merely signifies receipt and does not necessarily indicate agreement with its contents. The site administrator and the professional shall discuss an approximate date for the next observation, which must be no later than 30 calendar days from the CFR. The site administrator advises the professional of various resources in order to assist the professional and to complete IP requirements, prior to the next observation. Take corrective action to correct deficiencies. The site administrator must conduct the first observation prior to the third quarter and a minimum of three (3) observations with examples and evidence of unsatisfactory performance standards required for the Summative Evaluation in order to not meet recommendation for continued employment. However, if only two (2) observations with unsatisfactory performance standard(s) are conducted by the end of the school year, the Summative Evaluation is withheld and carried over pending completion of the observation process the following school year. <p>The "Carry Over" Process (CC Professionals)</p> <ul style="list-style-type: none"> The site administrator must conduct one (1) additional subsequent observation required to complete the process and must be conducted during the first 30 work days with student contact, excluding the first ten working days with student contact. Upon completion of the carry-over observation a Summative Evaluation for the previous school year is rendered. In the subsequent year, the assessor must conduct two (2) observations within the first 60 work days of student contact, excluding the first 10 working days with students. Three additional (3) observations with examples and evidence of unsatisfactory performance standards are required to render a decision on an accelerated summative evaluation in order to not meet recommendation for continued employment. <p>The site administrator must forward a recommendation to the superintendent upon completion of the summative evaluation, who within 14 calendar days of receipt of the site administrator's recommendations notifies the employee of the final recommendation. The final recommendation will be one of the following:</p> <ol style="list-style-type: none"> The performance deficiencies have been satisfactorily corrected: The professional is no longer on an Improvement Plan (IP). The deficiencies were not corrected: The professional is recommended for dismissal.

Improvement Plan (IP) for CC Professionals continued

CONTRACT STATUS	PERSON(S) RESPONSIBLE	PROCEDURES
	Professional Office of Professional Standards/UTD/ Professional	<p>Professionals may use provisions specified in Article XIII, Section 6 of the M-DCPS/UTD contract to address compliance issues. The professional may request a transfer to another appropriate position with a different supervising administrator. However, a transfer does not extend the period for correcting performance standard(s) deficiencies.</p> <p>If the professional wishes to contest the Superintendent's recommendation, the professional must, within 15 calendar days after receipt of the Superintendent's recommendation, submit to the School Board clerk a written request for a hearing.</p> <p>The Union, upon the professional's request, may meet with personnel from the Office of Professional Standards to review all pertinent documents and administrative actions relative to the observation(s) and IP procedures.</p>

Observation Procedures – Interim Teacher Incumbents (3100s)

EMPLOYMENT STATUS	ASSESSOR(S) RESPONSIBLE	OBSERVATION SCHEDULE
Interim Teacher Incumbents – 3100s	Employed in one assignment and one work location for 45 consecutive workdays	Assessor <ul style="list-style-type: none"> • One observation, if performance standards observed during the observation are proficient or above. • One observation, if a performance standard observed during the observation is less than proficient; the 97 Day Initial Probation procedures apply. (See OPS manual) <p align="center"><i>No Summative Evaluation form is completed.</i></p>
Interim Teacher Incumbents – 3100s	Employed in one assignment and one work location for 46 – 99 consecutive workdays	Assessor <p>Teacher Observation Procedures for Annual 1 Contract professionals apply, except no Summative Performance Evaluation form is completed.</p> <ul style="list-style-type: none"> • Two observations, when performance standards observed during both observations are proficient or above. • Two observations, if a performance standard observed during either observation is less than proficient; the 97 Day Initial Probation apply unless subsequent to the 97 day probation ending. In this case, the 90-Calendar Day Probation procedure is applicable. (See OPS manual)
Interim Teacher Incumbents – 3100s	Employed in one assignment and one work location for 100 or more consecutive workdays	Assessor <ul style="list-style-type: none"> • Two observations, when performance standards observed during both observations are proficient or above. • Two observations, if a performance standard observed during either observation is less than proficient; the 97 Day Initial Probation apply unless subsequent to the 97 day probation ending. In this case, the 90-Calendar Day Probation procedure is applicable. (See OPS manual) <p align="center"><i>Summative Evaluation form is completed.</i></p>

* Please refer to the above charts when addressing School Support and Student Service Personnel

**BELOW PROFICIENT OBSERVATION
90 CALENDAR DAY PERFORMANCE PROBATION
DOCUMENTATION CALENDAR 2011-2012**

	Date		Date
Observation #1 (Initial)		Post observation mtg./issuance of IP	
Post Observation Mtg. (initial)		Observation #4	
Evidence of Support Dialogue O Yes O No		Post observation mtg./ issuance of IP	
Observation #2 (Follow-up)		Day 90	
Issuance of IP/CFR Summary (90 Day begins 1 day after)		Confirmatory Observation	
Observation #3		Carry Over	

2011

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

2012

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29				25	26	27	28	29	30	31
April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

**TEMPLATE
NOTICE OF CONFERENCE-FOR-THE-RECORD
90-CALENDAR DAY PERFORMANCE PROBATION**

MEMORANDUM

Date _____

TO: _____, Employee (Instructional and School Support/
Resource Personnel)

FROM: _____, Principal/Supervisor

_____, School/Worksite

**SUBJECT: CONFERENCE-FOR-THE-RECORD, 90-CALENDAR DAY PERFORMANCE
PROBATION**

You are directed to report for a conference in the principal's/supervisor's office on **(date, time)**. This meeting is held in accordance with Article XXI, Section 1 of the Miami-Dade County Public Schools (M-DCPS)/United Teachers of Dade (UTD) Contract and will address your performance assessments-to-date, your 90-Calendar Day Performance Probation, and your future employment status with M-DCPS.

Failure to attend this conference will not preclude it from taking place or disciplinary action from ensuing.

You are contractually entitled to have up to two Union Representatives from the UTD Union attend the conference. If you are not a union member, you are entitled to have up to two representatives.

cc: Assistant Superintendent, OPS
Region Center Superintendent
Region Center Administrative Director
Administrative/District Director, OPS
United Teachers of Dade

I AM IN RECEIPT OF THIS MEMORANDUM.

Employee Signature

Date

**TEMPLATE
SUMMARY CONFERENCE-FOR-THE-RECORD
90-CALENDAR DAY PERFORMANCE PROBATION**

MEMORANDUM

TO:

FROM:

SUBJECT: SUMMARY OF CONFERENCE-FOR-THE-RECORD

A conference-for-the-record was held with you in my office on date, time. Present at the conference were _____, Assistant Principal, _____ UTD Union Representatives, and this administrator.

_____ You were provided the option for union representation, but the union declined because you are not a member.

_____ You were provided the option for union representation, but you declined.

The purpose of this conference is to recount the procedures relating to the 90-Calendar Day Performance Probation. A formal observation, was conducted on (Date) , and revealed below proficient performance on one or more standard(s). These standard(s) were reviewed with you on (Date) in a post observation meeting and Support Dialogue was initiated. At that meeting, you were advised that you would be again formally observed at a later date.

Subsequent to the initial observation, a second observation was conducted on _____ (Date) which identified below proficient performance on one or more IPEGS performance standard(s) as follows: _____ . At this scheduled conference-for-record, your input was solicited, resulting in the attached Improvement Plan (IP). It is your professional responsibility to complete the requirements of the IP within the noted timelines.

You were reminded that the 90-Day Calendar Day Probation period commences the day after receipt of the written IP as evidenced by your signature and the date.

Subsequent to the conclusion of the 90-Calendar Day Performance Probation, a determination will be made as to whether performance deficiencies have been satisfactorily corrected within the probation period. A recommendation by the principal will be made to the Superintendent that may lead to termination of your employment contract as stipulated in Chapter 1012. 33, Florida Statute.

You were apprised of your right to clarify or explain any information recorded in this conference by this summary.

cc: Assistant Superintendent, OPS
Region Center Superintendent
Region Center Administrative Director
Administrative/District Director, OPS
United Teachers of Dade

I AM IN RECEIPT OF THIS MEMORANDUM.

Employee Signature

Date

**TEMPLATE
NOTICE OF CONFERENCE-FOR-THE-RECORD
ISSUANCE OF A IMPROVEMENT PLAN (IP) FOR
CONTINUING CONTRACT TEACHERS**

MEMORANDUM

Date _____

TO: _____, Employee (Instructional and School Support/
Resource Personnel)

FROM: _____, Principal/Supervisor
_____, School/Worksite

**SUBJECT: CONFERENCE-FOR-THE-RECORD FOR CONTINUING CONTRACT
TEACHERS**

You are directed to report for a conference in the principal's/supervisor's office on **(date, time)**. This meeting is held in accordance with Article XXI, Section 1 of the Miami-Dade County Public Schools (M-DCPS)/United Teachers of Dade (UTD) Contract and will address your performance assessments-to-date, the issuance of an Improvement Plan (IP), and your future employment status with M-DCPS.

Failure to attend this conference will not preclude it from taking place or disciplinary action from ensuing.

You are contractually entitled to have up to two Union Representatives from the UTD Union attend the conference. If you are not a union member, you are entitled to have up to two representatives.

cc: Assistant Superintendent, OPS
Region Center Superintendent
Region Center Administrative Director for Personnel
Administrative/District Director, OPS
United Teachers of Dade

I AM IN RECEIPT OF THIS MEMORANDUM.

Employee Signature

Date

**TEMPLATE
CONFERENCE-FOR-THE-RECORD SUMMARY
IMPROVEMENT PLAN (IP)
FOR CONTINUING CONTRACT TEACHERS**

MEMORANDUM

TO:

FROM:

SUBJECT: SUMMARY OF CONFERENCE-FOR-THE-RECORD FOR CONTINUING CONTRACT TEACHERS

A conference-for-the-record was held with you in my office on date, time. Present at the conference were _____, Assistant Principal, _____ UTD Union Representatives, and this administrator.

_____ You were provided the option for union representation, but the union declined because you are not a member.

_____ You were provided the option for union representation, but you declined.

The purpose of this conference is to recount the procedures relating to your demonstrated below proficient performance on one or more standard(s) within the ***Instructional Performance Evaluation and Growth System (IPEGS)***. A formal observation was conducted on (Date) and revealed below proficient performance on one or more ***IPEGS*** standard(s). These standards were reviewed with you in a post-observation meeting and Support Dialogue was initiated. At that meeting, you were advised that you would again be formally observed at a later date.

Subsequent to the initial observation, a second observation was conducted on (Date) which identified below proficient performance on one or more ***IPEGS*** standard(s) as follows:

_____.

At this scheduled conference-for-the-record, your input was solicited, resulting in the attached Improvement Plan (IP). It is your professional responsibility to complete the requirements of the IP within the noted timelines.

Formal observations will continue and if necessary an IP will be issued subsequent to future observations. This process will continue until you satisfactorily correct your performance deficiencies.

You were apprised of your right to clarify or explain any information recorded in this conference by this summary.

cc: Assistant Superintendent, OPS
Region Center Superintendent
Region Center Administrative Director
Administrative/District Director, OPS
United Teachers of Dade

I AM IN RECEIPT OF THIS MEMORANDUM.

Employee Signature

Date

MEMORANDUM

Date _____

TO: Region Center Superintendent
Region Center Administrative Director

FROM: Principal
School Name

**SUBJECT: 90-CALENDAR DAY PERFORMANCE PROBATION EMPLOYEE
RECOMMENDATION FOR EMPLOYMENT CONTRACT TERMINATION**

EMPLOYEE:
CONTRACT STATUS: **EMPLOYEE #**
AREAS OF CERTIFICATION:

A chronology of observations and results and/or investigative cases for the above employee is provided for your review. Data indicate that this employee has not demonstrated corrective action. Of particular concern during the confirmatory observation in _____ was:

subject area/grade*

(Provide a brief narrative of specific deficiencies.) _____

	Date		Date
Observation (Initial)		Observation #3	
Post Observation Mtg. (Initial)		Post observation mtg./issuance of IP	
Evidence of Support Dialogue <input type="radio"/> Yes <input type="radio"/> No		Observation #4	
Observation #2 (Follow-up)		Post observation mtg./issuance of IP	
Issuance of IP/CFR Summary (90 Day begins 1 day after)		Day 90	
		Confirmatory Observation	
		Carry Over	

Complete the Recommendation Transmittal and forward to the Office of Professional Standards. OPS will send all documentation to the Superintendent for his review and approval.

cc: Region Center Administrative Director

90-CALENDAR DAY PERFORMANCE PROBATION CHECKLIST FOR PRINCIPALS

- ___ Verify the **eligibility (contract)** status of the professional.
- ___ Conduct a first formal observation. Complete Observation of Standards Form (OSF).
- ___ Notify the Region Center and the Office of Professional Standards.
- ___ Initiate Support Dialogue within 10 calendar days of the observation. The Support Dialogue (SD) Process is to be completed within a 21 calendar day period.
- ___ Conduct second formal observation. If the second formal observation indicates below proficient performance, begin the 90-Calendar Day Performance Probation.
- ___ DRAFT the Improvement Plan (IP).
- ___ Share the IP with the Region Center Administrative/District Director for Personnel and OPS before obtaining employee's signature.
- ___ Keep in contact with OPS and the Region Center Administrative/District Director for help at each step of the process.
- ___ Notify the professional in writing of a **conference-for-the-record** at least 2 days in advance of the conference.
- ___ Conduct a **conference-for-the-record** in which:
 1. The site administrator and professional discuss the results of the observation in terms of all performance standards.
 2. The site administrator and the professional shall sign the Observation of Standards Form (OSF) and a copy must be provided to the professional.
 3. The site administrator develops the Improvement Plan (IP). During the development and review of the IP, the professional and the union representative, if applicable, may advance suggestions. Any changes resulting from clarifications made at the meeting must be reflected in the completed IP.
 4. The site administrator and the professional shall discuss an approximate date for the next observation, which must be no later than 30 calendar days from the CFR.
 5. Two (2) additional observations during the 90- Calendar Day Probation are required. After each additional observation, if deficiencies continue, a post observation meeting must be held within 10 calendar days excluding employee absence(s) and a revised/new IP is developed and provided to the professional. The same procedures apply to all subsequent IPs.
- ___ At a subsequent meeting:
 1. The site administrator issues the IP. The professional's signature on the IP and CFR summary merely signifies receipt and does not necessarily indicate agreement with its contents.
 2. **The IP and the CFR summary should be signed at a subsequent meeting (at the same time) no later than 10 calendar days after the second formal observation.**
 3. The site administrator advises the professional of specific support and resources in order to assist the professional to complete IP requirements, prior to the next observation.
- ___ Obtain the teacher's **signature** on the **summary** and the **IP**.
(DAY #1 OF THE 90-CALENDAR DAY PERFORMANCE PROBATION BEGINS THE DAY AFTER THE EMPLOYEE SIGNS RECEIPT OF THE IP and CFR Summary)
- ___ Provide copies of the signed summary and IP to the Region Center Administrative/District Director and OPS.
- ___ Schedule, in collaboration with OPS, the next **two observations** that must occur within the 90-Calendar Day Performance Probation.

- _____ Prepare an IP after each observation, if performance continues to be below proficient. A post-observation meeting is conducted after each subsequent evaluation, but an additional conference-for-the-record is **not** required. Remember: contact the Region Center Administrative/District Director and OPS to review the IP before it is issued to the professional.
- _____ Monitor the IP and timelines and continue to **provide assistance**.
- _____ Keep in contact with the Regional Center Administrative/District Director and OPS.
- _____ Verify the need for a **confirmatory observation** after the 90 days with OPS and the Region Center Administrative/District Director. (This is required if last assessment is below standards within the 90 day period.) **Remember: Only the principal may conduct the confirmatory observation.**
- _____ Maintain **clear records and logs of assistance** for possible administrative hearing.

Remember: The **NEAT** process is as necessary in improving teaching and learning as in any due process situation.

- N-** **Notify** the employee of what you observed that did not meet standard during the class.
- E-** **Explain** why this practice/method or absence had an adverse impact or did not promote learning.
- A-** **Assist** the teacher to understand through relevant PIP activities how the required indicator standard(s) can be met.
- T-** **Timeline** provided in which to complete the IP activity as well as fit within the suggested timeframe for the 90-Calendar Day Performance Probation.

****All IP documents must be reviewed by Region Center Administrative/District Director prior to 10-day time limit and submitted to the Office of Professional Standards.***



MEMORANDUM

TO: _____ Date
(Regional Center/District Assistant Superintendent)

FROM: _____
(Principal)

(Work Location)

SUBJECT: 90-CALENDAR DAY PERFORMANCE PROBATION EMPLOYEE RECOMMENDATION FOR EMPLOYMENT CONTRACT CONTINUATION/TERMINATION

(Employee Name) _____
(Employee Number)
Pursuant to Section 1012.34, Florida Statutes, the above-named employee was placed on a 90-Calendar Day Performance Probation, commencing _____, 20____. During _____ probationary period, the employee was provided assistance. The employee has/has not satisfactorily corrected the noted performance deficiencies within the provided timeframe. Therefore, I am/ am not recommending _____ the employee's contract be terminated. _____
(Signature of Administrator)

SAMPLE

(Title) _____
(Date)

I am aware of this recommendation and _____

(Signature of Employee) _____
(Employee Number) _____
(Date)

I am supportive/non-supportive of the site administrator's recommendation.

(Comments)

(Signature of Regional Center/District Assistant Superintendent) _____
(Date)

I am supportive/non-supportive of this employment recommendation and am herein transmitting this record to the Superintendent of Schools for **approval or disapproval**.

(Comments)

Assistant Superintendent _____
Office of Professional Standards _____
(Date)

Superintendent of Schools Approval Disapproval _____
(Date)

**END-OF-YEAR GUIDELINES
10-MONTH PERSONNEL
(INSTRUCTIONAL AND SCHOOL SUPPORT/RESOURCE PERSONNEL)
WITH BELOW PROFICIENT PERFORMANCE OR PENDING PERSONNEL
INVESTIGATIONS**

1. All official observations of Annual Contract (AC) and Professional Service Contract Professionals must be concluded by the end of the third grading period.
2. All official observations of Continuing Contract Professionals must be concluded by the date of the last interim progress report in the fourth grading period.
3. If there is an outstanding Personnel Investigation (PI), withhold the annual evaluation. Send a memorandum to the Office of Professional Standards (OPS) and the Regional Center Administrative/District Director stating that the annual evaluation of employee is being withheld because of a pending PI. The professional must sign the memorandum to indicate his/her awareness of this fact. If possible, Administrative Reviews must be completed before the end of the year. If that is not possible, contact the Regional Center Administrative/District Director for further administrative actions to be taken.
4. For those **employees absent or on leave** and with an incomplete IP, do an end-of-the-year meeting summary by mail.
 - ✓ **Send** a summary of the meeting that would have been conducted had the employee been present, and send an annual evaluation completed and marked below standards.
 - ✓ **Mail** both regular mail and certified with return receipt requested.
 - ✓ **Include** two sets of the below standards end of year summative evaluation and support documentation in each packet with a stamped envelope addressed to the principal.
 - ✓ **Direct** the employee in the mailed correspondence to sign and return one copy of the annual evaluations and keep a duplicate set of support documentation for his/her personal record.
5. The Office of Professional Standards will forward notification regarding the freezing of salary and also will notify personnel regarding preclusion from working summer school.

NOTE:

- a. If the employee receives a below standards annual evaluation or is on an alternate assignment pending an open investigation, **NO SUMMER EMPLOYMENT MAY BE OFFERED.**
- b. If control of re-entry from absence/leave is effected by OPS, **DO NOT ACCEPT EMPLOYEE'S RETURN WITHOUT CLEARANCE FROM OPS.**



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
IPEGS ANNUAL OBSERVATION SCHEDULE**

Work Location Name _____

Year _____

Employee Name	Contract Status	AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
		Date	*Observer	Date	Observer	Date	Observer	Date	Observer	Date	Observer

XI-22

SAMPLE

*Observer = Name of Anticipated Observer

- List employees in the following order
1. Previous year below standard
 2. Employees new to the work location
 3. Annual I, II, III, IV, etc., 3100
 4. Professional Service Contract (by April 1)
 5. Continuing Contract (by week of May 2-6)

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MIAMI-DADE COUNTY PUBLIC SCHOOLS
IPEGS ANNUAL OBSERVATION SCHEDULE (continued)

Work Location Name _____

Year _____

Employee Name	Contract Status	JANUARY		FEBRUARY		MARCH		APRIL		MAY	
		Date	*Observer	Date	Observer	Date	Observer	Date	Observer	Date	Observer
											**

XI-23

SAMPLE

*Observer = Name of Anticipated Observer
 ** All observations other than teachers with IPs, must be completed by (Week of May 2-6)

- List employees in the following order
1. Previous year below standard
 2. Employees new to the work location
 3. Annual I, II, III, IV, etc., 3100
 4. Professional Service Contract (by April 1)
 5. Continuing Contract (by week of May 2-6)

