



Cleveland Heights-University Heights City Schools Intervention Support Program

Nothing herein shall be construed to limit or waive the contractual or statutory rights of a teacher or the Cleveland Heights Teacher's Union, pertaining to the nonrenewal or termination of any member of the bargaining unit; or to limit the right of the Superintendent to recommend to the School Board the non-renewal or termination of an employee.

The Teacher Evaluation Program offers a support system for limited contract teachers who may be in jeopardy of contract non-renewal. If, after the first observation, the teacher is at risk of non-renewal, then the evaluator shall indicate so on form 3:18 under Domain 4. The evaluator shall then share the information with the appropriate supervisor, no later than December 15, who shall then inform the Director of Human Resources. The ARC committee or sub-committee of ARC (which includes 2 administrators and 2 Union members) shall meet to review the findings and select an Intervention Coach. The coach, teacher, and evaluator, and an ARC representative shall then meet to develop a Plan of Action. This plan shall be submitted to the subcommittee for final approval. A log shall be maintained by the evaluator and teacher. Two *Plan of Action* conferences shall be held during the intervention period with the coach, teacher, and evaluator in attendance to discuss progress. A summary of the conferences shall be forwarded to ARC or a subcommittee of ARC c/o the Director of Human Resources.

**Section 5 of the Addendum to the Union/Board Letter of Understanding reads as follows:
"A limited contract teacher who participates in the Intervention Support Program and who receives performance feedback that indicates that he/she may be in jeopardy of non-renewal, shall be provided with a specific plan for improvement to include coaching support as developed and agreed upon by the Appraisal Review Committee. If the plan for improvement is not administered, the limited contract teacher shall be eligible for a subsequent contract the following school year. If the summative assessment report issued to the teacher by May 1st indicates that the teacher's performance has improved since the first observation report issued December 15th, the teacher, subject to approval of the Superintendent, shall be recommended for a one year limited contract for the subsequent school year and shall receive intervention support with a coach approved by the Appraisal Review Committee."**

The steps of the Intervention Program are as follows:

- 1. The Director of Human Resources shall inform ARC (or a sub-committee comprised of two Union and two administrators) of any limited contract teacher who has been identified as at-risk of contract non-renewal on the first evaluation report which must be completed by December 15th.**
- 2. The Director of Human Resources shall inform the teacher identified as at-risk and offer the Intervention Support Program.**
- 3. Upon acceptance of the Intervention Support Program, ARC (or said subcommittee) will assign an intervention coach to the teacher. (A partial supplemental will be paid as the program runs from January 15th to May 1st, subject to an agreement of the Board of Education and the Union).**
- 4. The intervention coach shall, within five days of assignment, meet with the evaluator and the teacher to determine a plan for improvement. A copy of the Plan of Action shall be forwarded to ARC or the subcommittee of ARC c/o Human Resources. The plan for improvement must specifically identify the domains and components in which improved performance is needed, the objectives for performance improvement, and the time frame for the implementation. Roles and responsibilities will also be decided.**
- 5. The intervention coach shall establish a schedule of at least 3-4 observations and follow-up meetings with the identified teacher for purposes of assistance and support. The coach shall be allocated 6 half-days of professional leave for this purpose.**
- 6. A meeting log will be maintained and signed by both the coach and the teacher and shall be submitted to ARC c/o the Director of Human Resources at the conclusion of the intervention. In addition, two triad conferences, including evaluator, teacher, and coach, will be necessary...the first by February 20th, and the second by March 15th. These Conferences provide an opportunity to assess progress and plan accordingly. The Conference summary form must be submitted to ARC c/o the Director of Human Resources. In the event that the evaluator and intervention coach cannot agree on the progress, each may write a separate summary. The summary form must be signed by the coach, the teacher, and the evaluator and submitted to ARC c/o the Director of Human Resources.**
- 7. The teacher identified as at-risk who has accepted the coaching-support program shall be entitled to at least 4 half-days of professional leave for the purpose of professional development or consultation with their coach or observations of exemplary teachers. Professional Leave used for these purposes must be consistent and applicable to the goals set forth in the plan for improvement, and must be approved by the assigned coach and evaluator.**

8. No later than April 20th the intervention coach shall provide written confirmation to ARC c/o the Director of Human Resources that the intervention program has been completed, and submit the meeting log.

9. Copies of the second observation and Final Summative Assessment Report (3:21) of the teacher identified as at-risk shall be forwarded to the Superintendent and Union President no later than April 28th.