

Appendix 3

CHAR-EM ISD EMPLOYEE: PERFORMANCE EVALUATION

Letter of Agreement

Char-Em ISD Education Association & Char-Em ISD Administration

This Appendix applies to all bargaining unit members, including employees who are not subject to the Teachers' Tenure Act.

Beginning with the 2024-25 school year, the teacher performance evaluation system shall be consistent with the [Revised School Code Section 1249](#) and the [Teacher Tenure Act](#).

Each employee will be evaluated pursuant to the 5D+ Performance Evaluation System within the following critical dimensions:

- Purpose Engagement
- Professional Knowledge & Practices
- Assessment for Learning Environment & Culture
- Professional Collaboration & Communication

For classroom teachers, the District will measure student growth as 20% of the evaluation in a manner determined in consultation between administration and each individual teacher. As part of this determination process the teacher and administration will consider any anomalies in the data and collaboratively decide if the data in question should be included or excluded (i.e. excessive absences, partial year transfers into/out of the teacher's classroom, etc.).

The performance evaluation process is designed to provide each Professional Instructional Employee with a review of their annual job performance. The process begins with an opportunity for each employee to review their own performance by conducting a self-assessment utilizing the evaluation rubric to identify an area of focus. When completing the self-assessment, the employee is asked to rate their performance in each dimension as Effective, Developing, or Needing Support. The employee is asked to submit the self-assessment to their supervisor for review. The performance evaluation will then include a supervisor's assessment utilizing evaluation rubrics with an opportunity for dialogue between the supervisor and the employee for additional feedback. As part of the final performance evaluation, employees will receive one of the following performance ratings in each dimension, as well as an overall performance evaluation rating: Effective, Developing, or Needing Support. One copy of the final performance evaluation will be returned to the employee, and one will be entered into the employee's personnel file. The performance evaluation will be revisited annually unless [District Board Policy 4403-R](#) permits otherwise.

Any changes in the performance evaluation system shall be mutually agreed upon between the ISD and the Association.

This Letter of Agreement shall go into effect on July 1, 2024.

For the Char-Em ISD Scott Kazial Date: June 28, 2024

For the Association Erin Broughman Date: June 28, 2024

Certificate Of Completion

Envelope Id: 171CAB7A7D4B467CA5D21B95C1C11362

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Envelope Originator:
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Status: Original
8/2/2024 1:11:25 PM

Holder: Scott Koziol
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Location: DocuSign

Signer Events	Signature	Timestamp
Scott Koziol koziols@charemisd.org Superintendent Charlevoix-Emmet ISD Security Level: Email, Account Authentication (None)	<i>Scott Koziol</i> Signature Adoption: Pre-selected Style Using IP Address: 104.225.166.70	Sent: 8/2/2024 1:12:50 PM Viewed: 8/2/2024 1:12:57 PM Signed: 8/2/2024 1:13:06 PM

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Erin Broughman broughmane@charemisd.org Teacher Consultant Charlevoix-Emmet ISD Security Level: Email, Account Authentication (None)	<i>Erin Broughman</i> Signature Adoption: Pre-selected Style Using IP Address: 149.19.54.195	Sent: 8/2/2024 1:13:07 PM Viewed: 8/9/2024 9:47:24 AM Signed: 8/9/2024 9:49:16 AM
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Jessica Fettig
fettigj@charemisd.org
Human Resource Coordinator
Charlevoix-Emmet ISD
Security Level: Email, Account Authentication (None)

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Carbon Copy Events	Status	Timestamp
LISA M. KROSNICKI krosnickil@charemisd.org Chief Financial Officer Charlevoix-Emmet ISD Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 8/9/2024 9:49:18 AM Viewed: 8/9/2024 1:19:29 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	8/9/2024 9:49:16 AM
Completed	Security Checked	8/9/2024 9:49:18 AM

Payment Events	Status	Timestamps
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