**TEACHER EVALUATION AND RETENTION**

**Board Policy TA5118**

**Board Approved 1-14-16**

1. Certified Contracted Teaching Staff
   1. Contracted Teaching Staff: Over the course of the school year, it is the Timpanogos Academy Board of Directors’ responsibility to make decisions regarding the retention and compensation of the school’s teaching staff. The following information describes criteria for periodic evaluation and contract renewal.
   2. Effectiveness

1.1.1 Adherence to curriculum

1.1.2 Mastery of the curriculum

1.1.3 Uses Effective Teaching and Leadership Standards (Board Rule R277-530)

1.1.4 Teacher Enthusiasm

1.1.5 Clear Student Expectations

1.1.6 Accessibility/Availability to students and parents

1.1.7 Ability to respond to challenges

1.1.8 Teacher certification/recertification

1.1.9 State licensing rules (UT Code 53A-6-104)

1.1.10 National Board for Professional Teaching Standards (NBPTS)

* 1. Student Progress (high standards)

1.2.1 Students are learning curriculum

1.2.2 Students are engaged in learning process

1.2.3 Students are building character

1.2.4 Experience is leading to Love of Learning

1.0 To support teachers with less than three years’ experience teaching at Timpanogos Academy, the Principal will act as the EYE mentor for the purpose of making sure all of the state requirements are being met for licensure and to provide support implementation of effective teaching and leadership standards. An additional mentor will be assigned to support these teachers with the day to day operations of the school

1. The Board will make informed retention decisions based upon the best information available regarding teacher performance. This assessment of teacher performance will be based upon information gathered from various sources. Following is a list of information sources:
   1. **The Principal**--The principal has primary responsibility for conducting periodic reviews, monitoring progress and improvement and reporting findings to the Board. Teachers with less than three years’ experience at Timpanogos Academy or who have been given a low rating on the summary evaluation, will be evaluated a minimum of three times annually. Teachers receiving a medium rating on the summary evaluation will be evaluated a minimum of two times annually. Teachers with more than three years’ experience at Timpanogos Academy will be evaluated at least 1 time annually. All findings will be provided to the Board in advance of any teacher retention/renewal discussions. The principal may, at their discretion or at the request of the Board, give recommendations to the Board as to renewal/non-renewal of teaching staff. Any such recommendation shall include reasons, arguments, and evidence supporting the recommendation.
   2. **Parents/Students**--Opinions, comments, and general feedback will be solicited in the form of a survey to parents at least once prior to Board action on contract offers. Emails or letters to the principal, any individual board member or subset of the full board will be disregarded unless those communications are shared in their entire original form with all of the board members and the principal. Anonymous non-survey feedback will be rejected and omitted from discussion.
   3. **Outside, Independent Reviews** (as deemed necessary)--A majority of the Board may solicit an outside, independent review as it deems necessary. Such reviews may include, but are not limited to: Teacher evaluations undertaken by an outside source and investigations by appropriate authorities in the unlikely event of any criminal allegations.
2. All contract renewal discussions will be held in closed meetings, the timing of which are a left to the

Board’s discretion. At the contract renewal meetings, the Board will evaluate the information

collected from the above-listed sources, and make ~~its~~ contract renewal decisions. Information gained

through unofficial channels will not be considered, unless the board member propounding it has

verified it through documented personal observation.

1. The Board has the authority to deviate from the above-delineated procedures when a majority of the

members find that an exigent circumstance requires immediate action. Exigent circumstances

include but are not limited to: danger or threat of danger to the students, personnel, or properties of

Timpanogos Academy, criminal actions or the threat of criminal activity, or the discovery of

misrepresentation in information presented for hiring and retention decisions.

1. The Board has the authority to add positions, delete positions, and change personnel requirements at

any time in its management of Timpanogos Academy. This may result in contracts not being

renewed, or in being renewed contingent upon the teacher accepting the new job requirements to

meet changing needs. Such decisions are not a part of, are not a result of, and are not to be

considered a deviation from the evaluation and retention procedures outlined above.

7.0 A summary Evaluation will be given to each teaching staff member. The summary evaluation will include at least two components of the effective teaching and leadership standards identified by Board Rule R277-530. The summary evaluation will be held between the Principal and Teacher.