

PROFESSIONAL STAFF MEMBER REMEDIATION PROCEDURE

The Evansville Community School District believes that professional staff members should be given an opportunity to meet District requirements, and reach their professional potential. If a professional staff member is determined to be deficient by his/her supervisor, he or she will generally be given an opportunity to remediate any deficiencies. A supervisor should act promptly when concerns about performance arise. The District retains the right to end the remediation procedure, and proceed to nonrenewal or termination at any time, in its sole discretion.

When an employee's performance is judged to be deficient, the supervisor will generally notify the employee in writing that a remediation procedure is beginning during a conference held for that purpose. At or shortly after the conference, the employee will receive a written remediation plan. The remediation plan will generally follow the policy, Professional Staff Member Plan of Remediation Form. A plan of remediation for a teacher will be drafted by the supervising administrator, reviewed by members of the administrative team and approved by the District Administrator. A plan of remediation for an administrator will be drafted by the District Administrator. The Board may be advised during executive session of professional staff members who have been placed on a plan of remediation.

A remediation plan will generally include the following:

1. Statement of Deficiency: This section includes a statement pertaining to the deficiencies.
2. Statement of Plan of Remediation: This section includes the purpose of the plan, activities for improvement, the role of the supervisor, resources available, time lines for improvement, and what action may occur if desired improvements are not achieved.
3. Monitoring System: The Plan should describe/schedule observations, activities, review conferences, etc., and a timeline for final assessment of performance.
4. Final Evaluation: This section includes the final assessment of the satisfactory or unsatisfactory completion of the plan.
5. Recommendation: This section includes the supervisor's recommendation regarding the future status of the employee.
6. Teacher Representation: A teacher will be notified that he or she may bring a colleague or employee group representative to each meeting related to the remediation procedure.

Nothing in this policy is intended to create any contractual rights or establish a procedure that must be followed or standard that must be met prior to consideration of nonrenewal or termination of any of any teacher or administrator.

Legal Ref.: Sections 118.43(3)(d) Wisconsin Statutes (Achievement Guarantee Contracts)
121.02(1)(q) (School District Standards)
PI 8.01(2)(q) Wisconsin Administrative Code

Local Ref.: Policy #526.2 Form – Professional Staff Member Plan of Remediation Form