

**PROBATION OF CONTINUING
CONTRACT PERSONNEL PROCEDURES****Recommendation and Notification**

1. If a current written evaluation of a Certified Professional Employee (CPE) indicates unsatisfactory performance and upon recommendation of the principal, the Superintendent/designee shall submit a recommendation to place the CPE on probation to the Board of Trustees.
2. The Board will consider such recommendation at an executive session.
3. Upon decision of the Board to place the CPE on formal probation, the Superintendent/designee will convey notice of such action (see form#5140F7) to the employee. Such notice shall include the following:
 - a. reasons for probation and the areas in which the CPE's work is deficient,
 - b. the specific acts or omissions which support the reasons, and
 - c. the recommended program of supervision and evaluation.
4. Copies of following will be placed in the employee's personnel file at the District Office.
 - a. Record of Decision Form #5140F8
 - b. Recommendation to place the CPE on probation Form #5140F6
 - c. Minutes of executive session placing the CPE on probation
 - d. Notice of Probation Form 5140F7
 - e. The approved program of supervision and evaluation.
5. The CPE will be sent notification indicating that the above documents will be placed in his/her personnel file.
6. The CPE will be given the opportunity to acknowledge placement of documents regarding probation in his/her personnel file.

Probationary Period

1. The probationary period shall be established by the Board.

2. A remediation team will be formed consisting of the Superintendent/designee, a principal an advocate of the CPE's choice, and if needed a Learning Specialist. The responsibilities of each team member are as follows:
 - a. Superintendent/designee
 - 1) Serves as chairperson of the remediation team.
 - 2) Schedules and attends needed review meetings.
 - 3) Writes minutes and gives copies to the CPE and the team members.
 - 4) Writes the final team report and gives copies to the CPE, Board of Trustees, and the remediation team members.
 - b. Principal
 - 1) Observes the CPE using walk through and formal evaluations giving copies to the CPE.
 - 2) Attends support meetings.
 - 3) Assists the CPE as outlined in the Plan of Evaluation and Supervision.
 - 4) Assists in making the final determination regarding the outcome of probation.
 - d. CPE Advocate and/or Learning Specialist
 - 1) Observes and assists the CPE as outlined in the Plan of Supervision and Evaluation.
 - 2) Attends all support meetings.
3. During the probation, a minimum of three (3) remediation team meetings will be held with the CPE.
 - a. These meetings will be held at regularly scheduled intervals.
 - b. A report of the progress will be discussed by the team and minutes will be recorded.
 - c. Copies of the minutes will be given to the CPE and team members.
4. Should the probation process be determined to be unsuccessful, the remediation team may recommend an additional period of probation.
5. At the end of the probationary period, the Superintendent/designee will make a recommendation to the Board to renew, or terminate the employee based on supporting evidence.

DEFINITION:

Probation: The formal procedure for helping CPE's improve teaching performance, utilizing a remediation team.

Adopted 10-12-2005 Reviewed _____ Revised 9-14-2011
02-12-2014

Legal Reference: Idaho Code § 33-513 Professional Personnel
Idaho Code § 33-514 Issuance of Annual Contract – Support programs –
Categories of Contracts – Optional Placement
Idaho Code § 33-514A Issuance of Limited contract
Idaho Code § 33-515 Issuance of Renewable Contracts
Idaho Code § 33-515A Supplemental contracts
Idaho Code § 33-518 Employee Personnel Files
IDAPA 08.02.02.120 Local District Evaluation Policy