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## EVALUATION CONTACTS

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<tr>
<th>Department</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Evaluation Questions</td>
<td>Michelle Jones</td>
<td><a href="mailto:micjones@columbus.k12.oh.us">micjones@columbus.k12.oh.us</a></td>
</tr>
<tr>
<td>Non-School Based Administrator and Classified</td>
<td>Courtney Hale</td>
<td><a href="mailto:chale@columbus.k12.oh.us">chale@columbus.k12.oh.us</a></td>
</tr>
<tr>
<td>Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificated Evaluations Administrator</td>
<td>Rhonda Rice</td>
<td><a href="mailto:rrice2924@columbus.k12.oh.us">rrice2924@columbus.k12.oh.us</a></td>
</tr>
<tr>
<td>Lotus Notes Access</td>
<td>Chris Francia</td>
<td><a href="mailto:cfrancia@columbus.k12.oh.us">cfrancia@columbus.k12.oh.us</a></td>
</tr>
<tr>
<td>OPES, OTES, OSCES, and LSP Evaluations</td>
<td>Wendy Jones</td>
<td><a href="mailto:ileadadmin@columbus.k12.oh.us">ileadadmin@columbus.k12.oh.us</a></td>
</tr>
<tr>
<td>Administrator</td>
<td>John Dean</td>
<td><a href="mailto:jdean@columbus.k12.oh.us">jdean@columbus.k12.oh.us</a></td>
</tr>
<tr>
<td>Non Renewals</td>
<td>Mary Anne Baum</td>
<td><a href="mailto:mbaum@columbus.k12.oh.us">mbaum@columbus.k12.oh.us</a></td>
</tr>
<tr>
<td>Classified Performance Improvement Plans</td>
<td>Mary Anne Baum</td>
<td><a href="mailto:mbaum@columbus.k12.oh.us">mbaum@columbus.k12.oh.us</a></td>
</tr>
<tr>
<td>Certificated Special Evaluations</td>
<td>Mary Anne Baum</td>
<td><a href="mailto:mbaum@columbus.k12.oh.us">mbaum@columbus.k12.oh.us</a></td>
</tr>
<tr>
<td>Certificated Non Renewals</td>
<td>Mary Anne Baum</td>
<td><a href="mailto:mbaum@columbus.k12.oh.us">mbaum@columbus.k12.oh.us</a></td>
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</table>
ADMINISTRATOR PERFORMANCE EVALUATIONS

NON-SCHOOL BASED (NSB) ONLY

YEAR CONTRACT IS EXPIRING:
All non-school based administrators who have a contract expiring must have a preliminary and a final evaluation done in the year the contract is set to expire, regardless of renewal status.

This Year, Complete:

1. Professional growth plan/goal setting conference
   - Complete by October 8, 2021

2. Preliminary evaluation
   - Evaluatee completes the Evidence Based Worksheet and provides worksheet to the evaluator.
   - Evaluation Link: 2021-2022 Administrator Evaluation System
     **Copy & paste link into Lotus Notes address bar**
   - Submit signed evaluations to HR, Attention: Michelle Jones
   - Due by January 14, 2022
   - If recommendation is non-renewal, contact John Dean

3. Final evaluation
   - Evaluatee completes the Evidence Based Worksheet and provides worksheet to the evaluator.
   - Evaluation Link: 2021 - 2022 Administrator Evaluation System
     **Copy & paste link into Lotus Notes address bar**
   - Conduct final conference and;
   - Submit final evaluation document to HR, Attention: Michelle Jones
   - Due by April 14, 2022
   - If recommendation is non-renewal, contact John Dean

You must have access to Lotus Notes to complete Non-School Based Administrators evaluations.
Contact Chris Francia at cfrancia@columbus.k12.oh.us
1. Professional growth plan/goal setting conference
   - Complete by October 8, 2021

2. Final evaluation
   - Evaluatee completes the Evidence Based Worksheet and provides worksheet to the evaluator.
   - Evaluation Link: 2021-2022 Administrator Evaluation System
     **Copy & paste link into Lotus Notes address bar**
   - Conduct final conference and;
   - Submit final evaluation document to HR, Attention: Michelle Jones
   - Due by April 14, 2022
   - If recommendation is non-renewal, contact John Dean

You must have access to Lotus Notes to complete Non-School Based Administrators evaluations.
Contact Chris Francia at cfrancia@columbus.k12.oh.us
This Year, Complete:

1. Professional growth plan/goal setting conference
   - Complete by October 8, 2021

2. Final evaluation
   - Evaluatee completes the Evidence Based Worksheet and provides worksheet to the evaluator.
   - Conduct final conference and;
   - Submit final evaluation document to HR, Attention: Michelle Jones
   - Due by April 14, 2022
   - All forms are located on the website @ https://www.ccsoh.us/Page/8861

You must have access to Lotus Notes to complete Non-School Based Administrators evaluations.
Contact Chris Francia at cfrancia@columbus.k12.oh.us
CLASSIFIED PERFORMANCE

Classified Evaluation Link: Available in February 2022

Information and training for Classified Performance Evaluations will be provided in February 2021

SCHOOL BASED STAFF

This Year, Complete:

1. Annual Evaluation
   - Conduct final conference and;
   - Submit signed evaluations to HR, Attention: Michelle Jones
   - Due by May 20, 2022
   - Individual Development Plans - If an employee receives a “Does Not Meet Expectation” evaluation, complete an Individual Development Plan. Click here for the form. If you need assistance with your IDP, please reach out to Mary Anne Baum by April 8, 2022

NON - SCHOOL BASED STAFF AND YEAR-ROUND STAFF,

This Year, Complete:

1. Annual Evaluation
   - Conduct final conference and;
   - Submit signed evaluations to HR, Attention: Michelle Jones
   - Due by June 17, 2022
   - Individual Development Plans - If an employee receives a “Does Not Meet Expectation” evaluation, complete an Individual Development Plan. Click here for the form. If you need assistance with your IDP, please reach out to Mary Anne Baum by April 8, 2022

You must have access to Lotus Notes to complete Classified evaluations.

Contact Chris Francia at cfrancia@columbus.k12.oh.us
CLASSIFIED PERFORMANCE EVALUATIONS

Information and training for Classified Performance Evaluations will be provided in February 2022

BUS DRIVERS AND FOOD SERVICES

This Year, Complete:

1. Annual Evaluation
   - Prepare evaluations at the end of the 2021-2022 school year
   - Conduct final conference and;
   - Submit signed evaluations to HR, Attention: Michelle Jones
   - Due by September 30, 2022
   - Individual Development Plans - If an employee receives a “Does Not Meet Expectation” evaluation, complete an Individual Development Plan (IDP). Click here for the form. If you need assistance with your IDP, please reach out to Mary Anne Baum by May 6, 2022

You must have access to Lotus Notes to complete Classified evaluations.
Contact Chris Francia at cfrancia@columbus.k12.oh.us
CERTIFICATED PERFORMANCE EVALUATIONS

PRINCIPALS

OHIO PRINCIPAL EVALUATION SYSTEM (OPES)

This Year, Complete:
1. Professional growth plan/goal setting conference
   • Due by September 30, 2021

2. First observation cycle
   • Due by January 14, 2022

3. Second observation cycle
   • Due by April 14, 2022
   • If recommendation is non-renewal, conduct a conference and submit the observation document to HR, attention Mary Anne Baum.

4. Submit Recommendations
   • Renewal - Conduct final conference upon notification from ILEAD Admin (based on eTPES completion) - due by May 9, 2022
   • Non - Renewal - Conduct a conference and submit the observation document to HR, Attention: Mary Anne Baum - due by April 25, 2022

Information and resources can be found on the ILEAD website: https://www.ccsoh.us/Page/1177
CERTIFICATED PERFORMANCE EVALUATIONS

TEACHERS, SCHOOL COUNSELORS, & LICENSED SUPPORT PROFESSIONALS

OTES, OSCES & LSP EVALUATIONS

*All teachers, school counselors, and licensed support professionals will follow the ILEAD schedule.

SPECIAL EVALUATIONS

This Year, Complete:

1. Professional growth plan/goal setting conference
   - Due by September 30, 2021

2. Semester one (1) observation cycle
   - Submit observation to HR, Attention Mary Anne Baum
   - Due by January 14, 2022

3. Second observation cycle
   - Submit observation to HR, Attention Mary Anne Baum
   - Due by April 14, 2022

4. *Third Observation*
   - Submit observation to HR, Attention Mary Anne Baum
   - Due by April 25, 2022

Information and resources can be found on the ILEAD website: https://www.ccsoh.us/Page/1177