

# MINNETONKA PUBLIC SCHOOLS

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## POLICY # 452: ADMINISTRATIVE SUPERVISION OF TEACHERS

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### 1.0 PHILOSOPHY

- 1.1 The community, parents, School Board members and staff of the Minnetonka Public Schools are committed to the continuation of the District's strong educational program.
  - 1.1.1 The primary responsibility for high quality instruction rests with the individual teacher.
  - 1.1.2 A systematic program for the improvement of instruction is critical to strengthening the overall education program.
  - 1.1.3 Ongoing supervision of employees in the performance of their work, including appropriate discipline for just cause, is a management responsibility in maintaining a strong educational program.
  - 1.1.4 Formal evaluation, with possible termination, is an additional management responsibility in maintaining a strong educational program.
  - 1.1.5 The conduct of supervision and evaluation activities shall be consistent with relevant provisions of the teacher master agreement and state statutes.

### 2.0 PURPOSES

- 2.1 The major purpose of supervision and formal evaluation is to ensure that performance expectations are being met on a consistent basis.
- 2.2 Ongoing supervision also supplies information for possible modification of responsibilities such as selection for a leadership position or adjustment of the teaching assignment.
- 2.3 Minnesota Statute 122A.40 requires that teachers not meeting professional teaching standards must be given support to improve through a process with established goals and timelines.

### 3.0 SUPERVISION REQUIREMENTS

- 3.1 Ongoing supervision shall occur through regular contact and interaction in school activities.

3.2 Periodic intervention and appropriate discipline for just cause shall occur when necessary to ensure that performance expectations are met.

3.2.1 In most instances, a problem that is identified in a performance area, may be appropriately addressed as part of the Teacher Assistance Plan (TAP).

3.2.2 In some instances, disciplinary action may be deemed appropriate in addition to or in lieu of addressing the problem under TAP. As provided in the teacher master agreement, disciplinary action may include:

3.2.2.1 Verbal warning

3.2.2.2 Written warning

3.2.2.3 Suspension with or without pay, by action of the Board of Education.

#### **4.0 EVALUATION**

4.1 Formal evaluation involving intensive assistance shall occur in the unlikely event of serious violations of minimum expectations, and when termination is being considered.

4.2 Actions taken shall be consistent with appropriate provisions of law.

4.3 Minnesota Statute 122A.40 requires districts to discipline a teacher for not making adequate progress in the process. Discipline may include a last chance warning, termination, discharge, nonrenewal, transfer to a different position, a leave of absence, or other discipline a school administrator determines is appropriate.

#### **5.0 WRITTEN RECORDS**

5.1 Written reports developed under this policy shall be clearly identified as occurring under this policy. A copy of any reports submitted for inclusion in the teacher's District personnel folder shall also be given to the teacher. Written comments by the teacher shall be attached to the file copy, if submitted.

5.2 Documentation shall align with levels of support articulated in the Teacher Assistance Plan.

#### **6.0 ASSISTANCE IN SUPERVISION AND EVALUATION**

6.1 The Superintendent, in consultation with the teaching and administrative staff, shall develop and initiate rules and procedures to implement this policy.

- 6.2 The Administration shall provide leadership in orienting teachers and principals to the policy and procedures and shall provide appropriate training for principals to carry out supervision and evaluation requirements.

## **7.0 REVIEW OF POLICY**

- 7.1 Once in operation, the supervision and evaluation policy will be reviewed on an annual basis by the teacher evaluation committee to ensure consistency with the process.
- 7.2 The Administration and teachers shall be involved in and may contribute to the review of the policy.

*Approved October 7, 2004, June 2, 2016*