

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 23, 2026

**NUMBER:** 26-166

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 4115  
Certificated Personnel –  
Evaluation Supervision;  
Second Reading

**STRATEGIC PLAN/BOARD GOAL:**

Track 1: Operational Improvements  
*Initiative: Optimize Business Practices*

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the second reading of the proposed revisions to BP 4115 Certificated Personnel – Evaluation Supervision.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the second reading of the proposed revisions to BP 4115 Certificated Personnel – Evaluation Supervision within the Personnel series.

This update adds language clarifying that employees who evaluate certificated personnel in the District must hold a Type B administrator certificate.

The Board Policy Committee reviewed the proposed changes and recommends approval.

**ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 4115 Certificated Personnel – Evaluation Supervision as presented;
2. Do not approve the second reading of the proposed revisions to BP 4115 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed revisions to BP 4115 Certificated Personnel – Evaluation Supervision as presented.

## BP 4115 CERTIFICATED PERSONNEL - EVALUATION/SUPERVISION

**Note:** [AS 14.20.149](#) requires school districts to have a certificated employee evaluation system. The School Board is required to consider information from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators in the design and periodic review of the system. The evaluation must be based on observation of the employee in the employee's work place. In addition, the law mandates a number of requirements for the system including the establishment of district performance standards, a minimum number of evaluations each year, the preparation and implementation of a plan of improvement, and opportunity for students, parents, community members, teachers, and administrators to provide information on the performance of the person being evaluated.

Department of Education and Early Development regulations require a district's certificated employee evaluation system to evaluate a teacher or administrator's performance on applicable professional content standards as exemplary, proficient, basic, or unsatisfactory. In addition, overall performance must be evaluated with these same four ratings. No later than July 1, 2016, a district shall adopt for teachers and administrators standards for performance based on student learning data. [4 AAC 04.205](#). Beginning July 1, 2016, a district shall report to the department not later than September 15<sup>th</sup> of each year evaluation results as to tenured and non-tenured teachers, administrators and special service providers and performance levels, as prescribed in [4 AAC 19.055](#). The Educator Evaluation regulations are found at [4 AAC 19.010-19.099](#).

The School Board believes that evaluations can provide important information relevant to employment decisions, ~~can~~ help staff improve their professional skills, ~~can~~ improve the effectiveness of instruction, and raise student achievement levels. In accordance with the ~~d~~District's certificated employee evaluation system, the Superintendent or designee shall evaluate certificated personnel annually, including teachers, administrators, and special service providers. The evaluation system shall evaluate whether the certificated employee is exemplary, proficient, basic, or unsatisfactory on applicable content standards and in overall performance. The ~~d~~District's certificated employee evaluation system will incorporate those procedures and mandates required by law.

The ~~d~~District shall provide ~~annual~~ in-service training to all certificated employees subject to the evaluation system. The training will assure inter-rater reliability and address the evaluation procedures, the standards used by the ~~d~~District in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.

Individuals conducting an evaluation must hold a Type B Administrative Certificate or be a Site Administrator under the supervision of a person with a Type B certificate, be

employed by the School District as an administrator, and complete training in the use of the District's evaluation system.

A certificated employee has a right to ~~timely~~ comment within 10 days on the evaluation and may not be retaliated against for doing so.

The certificated employee evaluation system will be periodically reviewed. The ~~e~~District will consider input from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators. The ~~e~~District will make a form, template, or checklist that the ~~e~~District uses in the evaluation of certificated employees available to the public, including posting the form, template, or checklist on the ~~e~~District's website. The posting will explain how the ~~e~~District has considered the input of these groups in the design of the evaluation system.

(cf. 4116 - ~~Probationary/Permanent Status~~~~NonTenured/Tenured Status~~)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

(cf. 4315.1 - Competence in Evaluation of Teachers)

Legal Reference:

#### ALASKA STATUTES

[14.20.149](#) Employee Evaluation

[14.08.111](#) Duties

[14.14.090](#) Duties of school boards

[23.40.070](#) Declaration of policy (PERA)

#### ALASKA ADMINISTRATIVE CODE

[4 AAC 19.010-4 AAC 19.099](#) Evaluation of professional employees

[4 AAC 04.200](#) Professional content and performance standards

[4 AAC 04.205](#) District performance standards

~~Revised: June 2017~~

~~May 01, 2018~~

*Adopted: June 09, 2004*

*Revised: June 2017*

*Revised: May 01, 2018*

*Revised:*

**Northwest Arctic Borough School District**