

# CONTINUOUS IMPROVEMENT PLAN

## Staff Performance Report FAQ

What should we do if we have only a few teachers in a given grade band or subject area?

- Since the Continuous Improvement Plan (CIP) is a public report and state law requires districts and charters (local education agencies or LEAs) to post it on your website, data privacy is important. The data in the Staff Performance Report section of the CIP should be aggregated to groups of staff of 5 or more. You can aggregate staff across grades, subjects, and/or schools, provided that the assessment tool used is the same.
- We recognize that some LEAs establish unique measurable student achievement targets / success indicators with individual educators. If you are not able to aggregate the data into groups of 5 or more, you should not provide the data in your CIP. In that case, please use Section VII Notes in the Metrics template to clarify the Staff Performance Report data that could not be reported due to low n size.

Which staff (instructional, pupil services, or all) should be included in the report?

- Per statute, your Staff Performance Report should include data for all instructional staff and pupil services staff, unless you are unable aggregate data to an n size of 5 or more.

Should we include names of staff?

- No.

What goals should we be using for this report?

- For this report, you should be using data associated with the measurable student achievement targets and success indicators you have already established for your instructional and pupil services staff as a part of the evaluation process. You should not be creating new goals for individual educators in order to create this report, and you do not need to report additional data on staff performance if it is not associated with your staff evaluation process.

What if the data we use is standardized assessment data and it overlaps with the other CIP metrics or report card data?

- Depending on the assessment tools your LEA has chosen to use for your instructional and pupil services staff performance evaluations, it is possible that some of the data may feel repetitive with other metrics in the CIP (i.e. IRI or ISAT data). That is fine. Please complete both sections separately to the best of your ability.

Can we adjust the template to fit our needs?

- Yes. The provided templates are designed to help you meet the requirements of the law. You are not required to use them. You may adjust the templates to meet your needs, or you may

create your own format. If you choose to adjust the template(s) or do a locally-created format, we recommend you review the Review Checklist and Idaho Code, Section 33-320 (linked below) to ensure your plan meets the requirements outlined in Idaho law.

What section of statute describes the new requirement to include staff performance in the CIP?

- [Section 33-320](#), Idaho Code, outlines the requirements for Continuous Improvement Plans, including the requirement for reporting of staff performance. Additionally, [Section 33-1001](#) provides definitions of measurable student achievement targets (subsection 18), performance criteria (subsection 19), and student success indicator (subsection 31).