



SUPERINTENDENT OF PUBLIC INSTRUCTION

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October 13, 2016

(X) Action Required
Grants Due: October 28, 2016
Data Due: November 17, 2016
(X) Informational

MEMORANDUM NO. 054-16M K-12 EDUCATION

TO: Educational Service District Superintendents
School District Superintendents
School Building Principals
Assistant Superintendents for Business and/or Business Managers
Assistant Superintendents for Teaching and Learning
School District Personnel Directors
School Public Relations Professionals

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Educator Evaluation Data Collection, Evaluator Training, Teacher Training Fund, Administrator Training Fund

CONTACT: Sue Anderson, Director of Educator Effectiveness
sue.anderson@k12.wa.us, 360-725-6116, Agency TTY 360-664-3631

Background

RCW 28A.405.100 revised Washington's teacher and principal evaluation system to support educator development and positively impact student learning. This memorandum is intended to bring school districts current information regarding aspects of the evaluation process and implementation requirements.

Educator Evaluation Data (Action Required)

All school districts must submit educator performance data from 2015–2016 to the Office of Superintendent of Public Instruction (OSPI) by November 17. The collection is required annually as a result of E2SSB 6696 (2010), ESSB 5895 (2012), and by the U.S. Department of Education as part of the ED*Facts* requirements for file N166. The legislative language, codified as RCW 28A.150.230(2)(a), can be found using the following link: <http://apps.leg.wa.gov/RCW/default.aspx?cite=28A.150.230>.

Data is submitted through OSPI's Education Data System (EDS) titled School Employee Evaluation Survey (SEES). Each district will provide 2015–16 evaluation data

for all educator categories (superintendent, classified staff, administrators, teachers and other certificated staff) and summarize by the applicable performance rating. Teacher data is aggregated by school and rating; others are aggregated by district and rating. In 2015–2016, a small number of educators were evaluated on a two-tier system (Satisfactory/Unsatisfactory); those educators will be aggregated separately from teachers and principals evaluated using the four-tier ratings (Distinguished/Proficient/Basic/Unsatisfactory).

Districts will be asked to separate data for teachers and principals in their first five years of experience from those with more than five years, and to separate data from teachers and principals on Focused evaluations from those on Comprehensive evaluations.

The survey will open October 13 and close November 17. Each school district's Data Security Manager assigns the SEES survey task. Human Resource Directors should assure that the task is assigned to an employee with access to the appropriate information. Districts that collect evaluation data in eVAL may use the "District EOY Principal Report" and "District EOY Teacher Report" to generate teacher and principal data. These reports can be accessed by the eVAL district administrator. They will not differentiate between years of experience; that task will have to be done separately.

Evaluator Training

In August, OSPI distributed to district Superintendents reports about principal attendance at state-supported teacher evaluator training during the 2015–16 school year and state-supported principal evaluator training during the 2014–15 and 2015–16 school years. Districts should retain this information as another piece of documentation regarding the training of evaluators. Each district's Superintendent is responsible for assuring that all evaluators have completed required training (see RCW 28A.405.130 at: <http://app.leg.wa.gov/RCW/default.aspx?cite=28A.405.130>).

A statewide calendar of no-cost evaluator trainings sponsored by OSPI can be viewed at <http://www.k12.wa.us/TPEP/Events.aspx>. Districts may also contract with the framework authors or with Washington framework specialists to provide on-site training; view the list of [approved framework specialists](#) here.

Teacher Training Fund (Action Required)

The 2016 Legislature appropriated \$5 million "solely for the provision of training for teachers in the performance-based teacher principal evaluation program." Each school district can review its allocation here: <http://www.k12.wa.us/TPEP/ProfLearning.aspx>. The iGrants application (Form Package 664) will close October 28.

See Bulletin B026-16 for details associated with iGrant 664 Teacher Training Fund. <http://www.k12.wa.us/BulletinsMemos/bulletins2016.aspx>

Administrator Training Fund (Action required)

A portion of the TPEP program funding is being set aside for administrator training for TPEP. School districts will apply for their allocation through iGrants Form Package 773. This grant funds TPEP administrator training activities from July 1, 2016 thru June 30, 2017. This iGrants application (Form Package 773) also closes October 28.

See Bulletin 039-16 for details associated with iGrant 773 Administrator Training Fund.

<http://www.k12.wa.us/BulletinsMemos/bulletins2016.aspx>

Changes to the Washington Administrative Code (WAC)

Several changes in WAC 392-191A have been finalized. These changes include:

- Encouraging teachers and principals to address areas of challenge during the Focused evaluation process, the score from the Comprehensive evaluation will be the assigned score through the Focused evaluation period for those who have completed the Comprehensive evaluation, have received a Level 3 (proficient) or Level 4 (distinguished), and have been moved to the Focused evaluation.
- Establishing a December 15 deadline for a teacher or principal on a Focused evaluation to be moved to a Comprehensive evaluation for that school year.
- Expanding the definition of “observation” to include activities that may take place outside the classroom or school day.

The rules go into effect before the start of the 2016–17 school year; however, districts may choose to implement the changes to the Focused evaluation in either the 2016–17 or the 2017–18 school year. See the [website](#) for answers to anticipated questions about this pending rule change.

For questions regarding teacher or principal evaluation policy matters, please contact Sue Anderson at 360-725-6116 or email sue.anderson@k12.wa.us. The OSPI TTY number is 360-664-3631.

K–12 EDUCATION

Gil Mendoza, Ed.D.
Deputy Superintendent

Sue Anderson, Director
Educator Effectiveness

RD:mb

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and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at (360) 725-6162/TTY: 360-664-3631; or P.O. Box 47200 Olympia, WA 98504-7200; or equity@k12.wa.us