




**STATE OF CONNECTICUT**  
DEPARTMENT OF EDUCATION



**TO:** Superintendents

**FROM:** Sarah J. Barzee, Ph.D., Chief Talent Officer   
Talent Office

**DATE:** May 19, 2014

**SUBJECT:** Guidance and Resources for 2014-15 Educator Evaluation and Support Plan Submission Process

Dear Colleagues,

This memo provides the following guidance and resources regarding the development of local educational agency (LEA) 2014-15 Educator Evaluation and Support plans for submission to the Connecticut State Department of Education (CSDE):

- 2014-15 Educator Evaluation and Support Plan Submission and Review Timeline;
- Process for Requesting a Waiver;
- [2014-15 Educator Evaluation and Support Plan Checklist](#);
- 2014 SEED Handbook;
- *CCT Rubric for Effective Teaching 2014*; and
- Guidance for Central Office Administrators.

***2014-15 Educator Evaluation and Support Plan Submission and Review Timeline***

The table on the next page outlines the deadlines for submission of the online checklist and an electronic version of the complete 2014-15 Educator Evaluation and Support plan. Two submission windows are provided in order to accommodate your district’s needs. If you cannot meet either of the timelines indicated, please notify us by **June 2, 2014\***. In addition to committing to the response dates as outlined, we will also do our best to review all submissions on a rolling basis.

2014-15 Educator Evaluation and Support Plan Review Timeline		
For plans received by the submission dates listed below, the CSDE will approve, provide feedback or request additional information from LEAs by the response dates noted.		
Initial District Submission Dates:		CSDE Response Date:
Window 1:	May 20- May 30, 2014	June 20, 2014
Window 2:	June 2- June 13, 2014	July 3, 2014
<b>*Request for late submission should be emailed to <a href="mailto:SDE.SEED@ct.gov">SDE.SEED@ct.gov</a> by June 2, 2014</b>		TBD based on date of submission
Note: Section 10-151b of the general statutes requires that CSDE-approved Educator Evaluation and Support Plans must be adopted by the LEA’s local or regional board of education.		

Submission of your district plan and the online checklist indicates to the CSDE that the LEA has engaged in the Professional Development and Evaluation committee process and appropriate local board involvement prior to initial submission.

### ***Process for Requesting a Waiver***

An LEA that intends to renew or request a waiver must submit their 2014-15 Educator Evaluation and Support plan and complete the online checklist according to the timeline above. The Commissioner of Education may waive components of the Guidelines for any local or regional board of education that has expressed an intent to adopt an educator evaluation program for which such board requests a waiver, provided the plan is in accordance with the statutory requirements of subdivision (1) of subsection (c) of section 10-151b of the Connecticut General Statutes, as amended. A formal written request to the Commissioner for a waiver must be emailed to [SDE.SEED@ct.gov](mailto:SDE.SEED@ct.gov), no later than July 1, 2014. Please contact Dr. Teresa Boyd-Cowles at [teresa.boyd@ct.gov](mailto:teresa.boyd@ct.gov) if you have questions. Once received, waiver requests will be reviewed and considered for renewal or approval by the CSDE.

### ***2014-15 Educator Evaluation and Support Plan Checklist***

In order to expedite the review process, each LEA should complete the online checklist located at the following link [2014-15 Educator Evaluation and Support Plan Checklist](#) and submit an electronic version of its complete 2014-15 Educator Evaluation and Support plan.

The attached document, “**Summary of Guideline Requirements**,” includes the state requirements and criteria for meeting those requirements, as set forth in the Connecticut Guidelines for Educator Evaluation, including recent revisions. This document may be used by each district’s PDEC for reference purposes when completing the online checklist.

The CSDE will review the plan and notify the LEA of either approval or the need for revisions. Upon final CSDE approval, the LEA may proceed with board adoption and implementation.

### ***2014 SEED Handbook***

The attached “**2014 SEED Handbook**” incorporates recent revisions to the Guidelines. Additional changes to the SEED model include:

- Revised *CCT Rubric for Effective Teaching 2014*;
- Clarifying language regarding the development of Student Learning Objectives and Indicators of Academic Growth and Development; and
- **Points for District Consideration** for the following requirements: “*Evaluator Training, Proficiency and Ongoing Calibration*,” “*Evaluation-Informed Professional Learning*,” “*Improvement and Remediation Plans*” and “*Career Development and Growth*.”

Those LEAs electing the SEED state model *in its entirety* will implement all components as written within the Handbook. In addition, if choosing to adopt the SEED model, all evaluators will be expected to participate in the CSDE-sponsored training program offered throughout the state.

### ***CCT Rubric for Effective Teaching 2014***

For your reference, we are attaching the “**CCT Rubric for Effective Teaching 2014**.” Please note that this is the same rubric disseminated on March 28, 2014; however, it has been re-formatted for ease of use. The CSDE is currently working with stakeholders to develop *evidence guides* that will include specific examples of a teacher’s practice and performance at each of the Four Performance Designations for different grade levels and content areas.

***Evaluation of Central Office Administrators***

As recommended by the Performance Evaluation and Advisory Council (PEAC) and approved by the State Board of Education on February 6, 2014, Central Office Administrators may be waived from evaluation under Connecticut’s new system for the 2014-15 school year. For those LEAs that choose to include these administrators in the 2014-15 school year, additional resources will soon be available to guide the “Evaluation of Central Office Administrators.” Connecticut’s system for Educator Evaluation and Support is intended to evaluate all educators below the rank of superintendent. A group of stakeholders has developed a companion document to the 2014 SEED Handbook, to guide the evaluation of central office administrators, in a manner that is meaningful and appropriate to their respective roles within their school or district.

For additional information on evaluating central office administrators, please contact Sharon Fuller at [sharon.fuller@ct.gov](mailto:sharon.fuller@ct.gov)

Consultants in the Bureau of Educator Effectiveness and Professional Learning have been assigned to each RESC region and are available to provide guidance and support. Please feel free to contact the Consultant assigned to your region with any questions.

<b>REGION</b>	<b>CONSULTANT</b>	<b>E-MAIL</b>	<b>PHONE</b>
<b>ACES; EASTCONN</b>	Claudine Primack	<a href="mailto:claudine.primack@ct.gov">claudine.primack@ct.gov</a>	860-713-6826
<b>CREC; CES</b>	Kim Wachtelhausen or Teresa Boyd-Cowles	<a href="mailto:kim.wachtelhausen@ct.gov">kim.wachtelhausen@ct.gov</a>  <a href="mailto:teresa.boyd@ct.gov">teresa.boyd@ct.gov</a>	860-713-6841 860-713-6842
<b>EDUCATION CONNECTION; LEARN</b>	Sharon Fuller	<a href="mailto:sharon.fuller@ct.gov">sharon.fuller@ct.gov</a>	860-713-6814

For general questions, please call our hotline at 860-713-6868.

Thank you for your contributions and commitment to the development of the educator evaluation and support process.

SB:cps

Attachments: Summary of Guideline Requirements

2014 SEED Handbook

*CCT Rubric for Effective Teaching 2014*