



**STATE OF CONNECTICUT**  
*STATE DEPARTMENT OF EDUCATION*



**TO:** Superintendents of Schools

**FROM:** Shannon Marimón, Division Director *smm*  
Bureau of Educator Effectiveness and Professional Learning

**DATE:** March 25, 2015

**SUBJECT:** Updates and Resources for 2015-16 Evaluation and Support Plan Submission

Spring greetings from the Connecticut State Department of Education (CSDE) Bureau of Educator Effectiveness and Professional Learning! As districts prepare to submit their 2015-16 Educator Evaluation and Support Plans to the CSDE, we wanted to provide you with the following updated guidance and resources:

- 2015-16 Educator Evaluation and Support Plan Review Timeline;
- Instructions for the Electronic Submission of 2015-16 Educator Evaluation and Support Plans;
- CSDE Webinar on 2015-16 Plan Submission Process;
- Process for Requesting a Waiver;
- SEED Handbook 2015 and Rubric Validation Update; and
- CSDE Conference Follow Up: *Moving from Compliance to Coherence*

***2015-16 Evaluation and Support Plan Submission and Review Timeline***

Last month’s memo dated February 5, 2015, provided information to local educational agencies (LEAs) on the timeline for submitting 2015-16 Educator Evaluation and Support Plans. For your convenience, we are including the timeline again, as well as more detailed instructions on the plan submission process.

<b>2015-16 Educator Evaluation and Support Plan Review Timeline</b>	
For all LEA plans received by the submission closing date listed below, the CSDE will approve, provide feedback, or request additional information by <b>June 15, 2015</b> .	
Plan Submission Opening Date	Plan Submission Closing Date
<b>Now Open!</b>	<b>May 15, 2015</b>
* If your LEA cannot meet the timeline indicated due to <b>extenuating</b> circumstances, please submit an email request to Shannon Marimón, Division Director, Bureau of Educator Effectiveness and Professional Learning, at <a href="mailto:shannon.marimon@ct.gov">shannon.marimon@ct.gov</a> by <b>May 1, 2015</b> .	
Note: Section 10-151b of the state general statutes requires: <ul style="list-style-type: none"> <li>• Participation of the Professional Development and Evaluation Committee (PDEC) in the development and updating of LEA Educator Evaluation and Support Plans; and</li> <li>• CSDE-approved Educator Evaluation and Support Plans to be adopted by the local or regional board of education prior to district implementation.</li> </ul>	

**Please be sure to submit the teacher and administrator plans at the same time.** The CSDE will begin the review process once the complete educator evaluation and support plan for **both** teachers and administrators is received.

### ***Instructions for the Electronic Submission of 2015-16 Educator Evaluation and Support Plans***

In order to expedite the review process, each LEA must complete the online Educator Evaluation and Support Plan Submission Checklist. The checklist link is now available on the [Evaluation Plan Submission](#) webpage. A new feature for the 2015-16 submission process includes a secure server file upload to the CSDE data collection portal website. Attached to this memo is a copy of the ***Procedures for Submission of 2015-16 Educator Evaluation and Support Plans***, which includes the instructions for completing the checklist and submitting your plan using the secure server file upload, as well as a ***Summary of Guideline Requirements***, which may serve as a reference guide in preparing the LEA plan for submission.

### ***CSDE Webinar on 2015-16 Plan Submission Process***

On February 18, 2015, the CSDE hosted a webinar to provide LEAs with assistance in defining the role of the PDEC, as well as clarifying requirements for plan submission. You can access the PowerPoint and transcript by clicking here: [Plan Submission and Review Webinar 2015-16](#).

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

An LEA that intends to renew or request a waiver must submit their 2015-16 Educator Evaluation and Support Plan and complete the online checklist within the window of submission in the chart above. *“The Commissioner of Education may waive components of the Guidelines for Educator Evaluation 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 Shannon Marimón at [shannon.marimon@ct.gov](mailto:shannon.marimon@ct.gov), no later than the close of business **May 15, 2015**. Once received, waiver requests will be reviewed and considered for renewal or approval.

### ***SEED Handbook 2015 and Rubric Validation Update***

No substantive changes have been made to the **SEED Handbook 2015**; there are only minor edits to the language for the purposes of clarification. The revised Handbook will be posted to the [Evaluation Plan Submission](#) webpage. As a reminder, the CSDE is in the process of conducting initial validation studies of the *Leader Evaluation Rubric* and the *CCT Rubric for Effective Service Delivery 2014*. With input from Connecticut educators, we anticipate having revised, improved versions of both of these rubrics ready for districts by the end of May. If your district would like to consider using one or both of these revised rubrics, you may submit your plan without attaching these rubrics within the submission dates. Please indicate your intent to use these rubrics in the online checklist. You will have an opportunity to confirm or change your decision after having a chance to review the revised rubrics. While the *CCT Rubric for Effective Teaching 2014* is in a second phase of the validation process, we do not anticipate substantial changes to this rubric at this time.

### ***CSDE Conference Follow Up: Moving from Compliance to Coherence***

On February 26, 2015, the CSDE, in collaboration with the RESC Alliance and the Connecticut Association of Schools, hosted a conference focused on promising practices in implementing educator evaluation and enhancing systems of high-quality professional learning. Over 20 districts from across the state shared how they are meeting the challenge of implementation and are building coherence among systems.

As you prepare for plan submission, you may find some of the conference resources helpful. Materials from several of the breakout sessions can be found on the [Conference Resources](#) webpage.

**Contact Information**

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

<b>REGION</b>	<b>CONSULTANT</b>	<b>E-MAIL</b>	<b>PHONE</b>
<b>ACES</b>	Claudine Primack	<a href="mailto:claudine.primack@ct.gov">claudine.primack@ct.gov</a>	860-713-6826
<b>EASTCONN</b>	OR Kimberly Audet	<a href="mailto:kimberly.audet@ct.gov">kimberly.audet@ct.gov</a>	860-713-6829
<b>CREC</b>	Kim Wachtelhausen	<a href="mailto:kim.wachtelhausen@ct.gov">kim.wachtelhausen@ct.gov</a>	860-713-6841
<b>CES</b>	OR Teresa Boyd-Cowles	<a href="mailto:teresa.boyd@ct.gov">teresa.boyd@ct.gov</a>	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 an effective and meaningful educator evaluation and support process.

SM:cpf

Attachments: Procedures for Submission of 2015-16 Educator Evaluation and Support Plans  
Summary of Guideline Requirements