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MEMORANDUM

DATE: July 25, 2011

TO: District School Superintendents
Race to the Top Contacts

FROM: Dr. Michael Grego

SUBJECT: Reminder: Deadline for Submitting Evaluation System Revisions for School Administrators and Non-classroom Instructional Personnel

Contact Information:

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On May 25, 2011, Chancellor Frances Haithcock sent a memorandum indicating that all school districts will need to revise their evaluation systems for school administrators and instructional non-classroom personnel in accordance with the requirements outlined in the Student Success Act that was effective July 1, 2011. Although the legislation enumerates a number of changes, school districts must include the following two criteria, at a minimum, to be implemented during the 2011-2012 school year:

- Performance levels
 - Differentiation among four levels of performance, as follows: (1) highly effective; (2) effective; (3) needs improvement (or for instructional personnel in first three years of employment, developing); (4) unsatisfactory.
- Student growth – at least 50 percent of the evaluation must be based on student learning growth assessed annually and measured by statewide assessments or, for subjects not measured by statewide assessments, by district assessments in s. 1008.22(8), F.S.

DR. MICHAEL GREGO
CHANCELLOR OF PUBLIC SCHOOLS

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- For school administrators, the student learning growth portion of the evaluation must include growth data for students assigned to the school over the course of at least three years. If less than three years of data are available, the years for which data are available must be used and the percentage of the evaluation based upon student learning growth may be reduced to not less than 40 percent;
- For instructional non-classroom personnel, statewide assessment data for three years of students assigned to the individual; may include student learning growth data and other measurable student outcomes related to the individual's job assignment, provided that growth on state assessments accounts for at least 30 percent of evaluation; if using the above provision and three years of student learning growth data are not available, years available must be used and not less than 20 percent of the evaluation must be based on growth data.

Race to the Top participating districts that did not submit their revised school administrator evaluation systems and/or did not include the revisions for instructional non-classroom personnel in the June 1 submission must electronically submit this documentation to the department by August 1, 2011. In addition to the revised system(s), districts will need to include a letter from their district superintendent identifying the location of the two specified revisions within the document(s). Please electronically submit the revised plans and supporting document(s) to Dr. John Moore (John.Moore@fldoe.org).

Additionally, by May 1, 2012, school districts must electronically submit to the department revised school administrator evaluation systems that conform to all aspects of the law. The department will provide additional technical assistance in the fall.

We appreciate your continued leadership and hard work in improving teacher and school administrator evaluation systems. Your efforts in these initiatives to serve our students are greatly appreciated.

MG/em