

Series 2002-2003

Circular Letter: C-1

TO: Superintendents of Schools
Directors of Professional Development
School Principals
Deans of Schools of Education

FROM: Theodore S. Sergi, Commissioner of Education

DATE: July 2, 2002

SUBJECT: **New School Leader Evaluation and Professional Development Guidelines**

On Wednesday, June 12, 2002, the Connecticut State Board of Education adopted the new *Guidelines on School Leader Evaluation and Professional Development*, effective immediately. These guidelines provide direction for the development or revision of districts' school leader evaluation and professional development plans. These Guidelines supplement the 1999 *Teacher Evaluation and Professional Development Guidelines*, and, therefore, share common values and expectations.

To further assist districts in the development of their plans, a resource document entitled "*Developing a Quality School Leader Evaluation Plan*" is also included. This document provides a model for structuring your plan. Districts may choose to use their own plan format as long as the Standards for School Leaders are fully integrated into their evaluation and professional development process. Within this document you will also find information about the three-year implementation process.

Implementation Timeline

All districts are expected to have a fully implemented district plan that meets the State Guidelines by the 2004-2005 academic year. Here is a suggested strategy for meeting that goal:

Year 1: September 2002 – August 2003	Develop draft Evaluation and Professional Development Plan. Receive State feedback.
Year 2: September 2003 – August 2004	Pilot Evaluation and Professional Development Plan.
Year 3: September 2004 – August 2005	Local Board of Education adoption (by September 2004) and full implementation of district plan.

Peer Review Opportunity

The Connecticut State Department of Education (CSDE), Bureau of Evaluation and Educator Standards will be organizing a peer review process (similar to the teacher evaluation process) to provide districts with individualized feedback on their draft plans. The *indicators* document mentioned above will be used to provide this individualized feedback. The Peer Review process will begin on December 2, 2002, and run through April 30, 2003.

Additional Resources

There are several other valuable resources at your disposal. First, the CSDE will continue to post *Promising Practices* models on its website, in addition to other resource documents related to professional development, supervision, evaluation, and support. All of these documents may be found at www.state.ct.us/sde; click on "Teachers & Administrators," then click on "Teacher/Administrator Evaluation." Second, we are currently developing a CD-ROM program on the Common Core of Teaching (CCT) that includes video vignettes on coaching techniques, with a related review of student work samples. Third, the Regional Education Service Centers (RESCs) will be offering training sessions for their regions during 2002-2003 on the new *Guidelines for School Leader Evaluation and Professional Development* and the *Standards for School Leaders*, as well as a session on the *Common Core of Teaching Performance Table*.

If you have already developed your plan: Several districts have already developed an integrated teacher and school leader evaluation and professional development plan, or have recently developed a draft of their school leader evaluation and professional development plan. Those districts may want to take advantage of the CSDE feedback process by submitting their plan for State feedback. Feedback will be provided by the CSDE Evaluation Consultant if submitted prior to the start of the Peer Review Process.

The CSDE peer review process also provides an opportunity to identify *Promising Practices*. If you have completed your plan and would like it to be reviewed as a potential *Promising Practice* to be posted on the State's website, please submit your plan to the contact listed below:

Submittal Process:

Please submit your district plan for feedback or for review as a *Promising Practice* to:

Dr. Christina M. Kishimoto
Teacher Evaluation Consultant
Connecticut State Department of Education
Box 2219
Hartford, CT 06145

Plan Review Process:

We are seeking one member from your evaluation committee to volunteer his/her time to review evaluation and professional development drafts from other districts. Please e-mail Dr. Kishimoto if you are interested in serving as a Peer Reviewer. Include your name, title/position, school/district, phone # and e-mail address. A one-day training will be required and will be scheduled for late October or early November 2002. Approximately 1.2 CEUs will be issued that can be applied toward the fifteen hours in supervision and evaluation requirement for those holding the intermediate administrator or supervisory certificate.

If you have any questions, please contact Dr. Kishimoto at (860) 713-6821 or at christina.kishimoto@po.state.ct.us.

TSS/cke

Attachments: [Guidelines for School Leader Evaluation and Professional Development](#)
[Standards for School Leaders](#)
[Code of Professional Responsibilities for School Administrators](#)
[Developing a Quality School Leader Evaluation and Professional Development Plan](#)