



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools

FROM: Shannon Marimón, Division Director
Talent Office 

DATE: August 29, 2016

SUBJECT: Recommended Operating Procedures for Professional Development and Evaluation Committees

A major focus of the Performance Evaluation Advisory Council's (PEAC) work during the 2015-16 year was to look closely at the structure and operations of Professional Development and Evaluation Committees (PDECs). The local PDEC serves an essential role as the committee responsible for the development of the Local Educational Agency's (LEA) educator evaluation and support program, as well as the development, evaluation, and annual updating of a local comprehensive professional learning/development plan.

In spring 2016, PEAC gathered information from stakeholders, specifically members of local and regional PDECs throughout the state. Based on feedback and data collection, PEAC members worked collaboratively to develop "Recommended Operating Procedures" (see attached) for PDECs to consider as they move forward in the coming year. While not required, PEAC members collectively agreed that, based on lessons learned, these recommendations would advance the effectiveness of local PDECs in meeting their charge. You are strongly encouraged to share these recommendations with all members of your PDEC.

As a reminder, LEAs were allowed to continue with their existing Connecticut State Department of Education (CSDE)-approved plans for the 2016-17 school year. If an LEA makes a substantive change in the LEA plan that diverges from its CSDE-approved 2015-16 plan, LEAs would submit an amendment form for review and approval. A [Request for Amendment](#) form can be found on the CSDE website. Amendments will be reviewed by the CSDE on a rolling basis.

The CSDE and PEAC will continue to identify further supports and resources for PDECs. As you look to include professional learning opportunities and plan enhancements in your future PDEC discussions, consider taking advantage of PDEC facilitation supports provided by the CSDE through the RESC Alliance. An application for this support can be found at this link: <http://www.connecticutseed.org/>

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PEAC remains the body charged with making recommendations to the State Board of Education (SBE) for modifications to Connecticut's current educator evaluation and support system. Given the flexibility provided by the Every Student Succeeds Act (ESSA), PEAC will continue to meet regularly during the 2016-17 year to discuss potential changes to the *Connecticut Guidelines for Educator Evaluation*, as well as ongoing supports for implementation. More information will be provided as these changes/updates are finalized.

The Talent Office staff is committed to providing timely information and answers to your questions. Please do not hesitate to contact us for assistance at 860-713-6820.

SMM:smn
Attachment

cc: Dr. Dianna R. Wentzell, Commissioner of Education
Ms. Ellen E. Cohn, Deputy Commissioner of Education
Dr. Sarah J. Barzee, Chief Talent Officer

**RECOMMENDED OPERATING PROCEDURES FOR LOCAL
PROFESSIONAL DEVELOPMENT AND EVALUATION COMMITTEES**

The Performance Evaluation Advisory Council (PEAC) recommends the following practices to increase the likelihood of highly effective local Professional Development and Evaluation Committees (PDECs). The role of the local PDEC is to develop the local educator evaluation and support plan document(s), as well as the professional learning plan within a local school district (or where deemed appropriate, at the building-level) in accordance with Connecticut General Statutes (C.G.S.), Section 10-220a(b), based on identified needs of the system.

Membership:

- a) One teacher and one administrator, appointed and/or approved by the PDEC membership; and
- b) Bargaining unit appointees, in accordance with C.G.S. 10-220a(b), with additional representation from certified staff, including central office personnel, building administrators, and teachers.

Meeting Norms:

- a) Meet at least three times over the course of the school year; and
- b) Record minutes for all meetings, which will then be made available to all staff (electronically or in written form).

Decision-Making:

- a) Decisions occur through a consensus process. If consensus is not achieved, decisions can be made through a majority vote of the members on the committee; and
- b) The Educator Evaluation and Support Plan document(s) and/or related amendments submitted to the CSDE for approval shall have, at minimum, the signature of the Superintendent of Schools, or a designee. The superintendent or designee should indicate whether the PDEC and the local or regional board of education reached mutual agreement on the plan submitted. If mutual agreement was not reached, the superintendent is expected to provide confirmation that the board of education submitted a plan following the process as outlined in C.G.S. 10-151b.