CERTIFIED PERSONNEL EVALUATION PLANNING

FREQUENTLY ASKED QUESTIONS

CURRENT SCHOOL YEAR

Q: We like the evaluation plan that we have, can we just keep it?

A: This will be highly unlikely due to the changes in KRS 156.557 and the proposed 704 KAR 3:370. Districts must align to the Kentucky Framework for Personnel Evaluation which now requires four measures when determining the summative rating. The KDE encourages districts to make use of the resources and guidance available on the Certified Evaluation Planning webpage.

Q: For our district evaluation committee, can we have an equal number of teachers and administrators plus the superintendent?

A: No. The district evaluation committee must be comprised of an even number of members - 50% administrators and 50% teachers. To learn more about this requirement, see KRS 156.557 (5)(a).

Q: I understand that PGES was eliminated with SB1 (2017). Does this also include the superintendent component?

A: No. Superintendent evaluation is a local board of education decision. The Kentucky Framework for Personnel Evaluation applies to all certified personnel below the level of superintendent. Visit the KDE CEP guidance page for further information.

GUIDANCE, TRAINING, & TIMELINE

Q: What kinds of training opportunities are there for 50/50 committees?

A: The Certified Evaluation Planning webpage provides guidance and resources, including the Working on the Work (WOW) document, Topical Index, and links to the Webcast Series. Webcast 1: Certified Personnel Evaluation Update specifically addresses 50/50 committees.

Q: Can we have example plans from other districts to use as a guide for our own CEP?

A: The Kentucky Department of Education cannot provide examples that will fit all possible options available to districts. Districts determine:

- performance criteria for District Certified Personnel
- sources of evidence
- how evidences will inform ratings for each performance measure
- timeline for implementation
- forms and processes for documentation
- decision rules to combine performance measure ratings into an overall performance category
- process for determining evaluation cycles for all certified personnel below the level of superintendent

The department has created numerous resources to serve as guidance in the development of certified evaluation plans available on the Certified Evaluation Planning webpage. Please contact us directly for personalized technical support at 502-564-1479:

- christine.meisberger@education.ky.gov ext 4510

- todd.davis@education.ky.gov ext 4537

Q: What is the deadline for submitting my district's CEP to KDE for review?

A: Recommended Timeline: May 15 through June 15

- Districts determine their own deadlines to submit their CEP to the department for review. However, the CEP may be submitted prior to May 15
- Districts must have an approved plan to review with their certified personnel no later than the end of the first thirty (30) calendar days of reporting for employment

Prior to submitting the CEP to the Kentucky Department of Education, complete the updated assurances and insert that into the plan.

Submit the district CEP to KDECEP@education.ky.gov

Review Schedule:

- The CEP will be reviewed within seven working days and returned to the district
- If approved, the CEP will be returned with an approval letter from KDE
- If not approved, KDE will send an e-mail with detailed feedback to indicate what section is not aligned to the regulation and requires revision.

Q: Can we send our CEP to KDE to make sure it is sound before sending it to our local board?

A: Yes. Staff will work to provide technical assistance and guidance in the development of district CEPs through May 1, 2018. However, as the deadline approaches, technical assistance and guidance may become limited. Call the Division of Next Generation Professionals at 502-564-1479. Note: Districts wanting guidance should send their plans earlier rather than later.

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Q: If we make changes to our previously approved CEP, do we have to get KDE approval again?

A: Yes. If a source of evidence is added or removed from the certified evaluation plan, or if a decision rule or calculation is changed in the summative rating formula, the revised certified evaluation plan shall be reviewed and approved by the local board of education then submitted for approval to KDE. To learn more, please read [704 KAR 3:370](#), Section 5 (2).

KENTUCKY FRAMEWORK FOR PERSONNEL EVALUATION

Q: Does this evaluation framework apply to Assistant Superintendents?

A: Yes. While the district may determine the standards used as performance criteria, the criteria must be aligned to the four performance measures defined in the Kentucky Framework for Personnel Evaluation.

Q: Do we have to evaluate district certified personnel on each of the four measures?

A: Yes. All certified personnel below the level of superintendent shall be rated based on the four performance measures. While the district may determine the standards used as performance criteria, they must be aligned to

the four performance measures. Please see the [Working on the Work (WOW) document](#) "Summative Rating" and "Performance Criteria" sections.

Q: Are there separate standards for principal evaluations?

A: The performance criteria for principals and assistant principals are the [Principal Performance Standards](#), as shown in the Kentucky Framework for Personnel Evaluation. To learn more, see [704 KAR 3:370](#), Section 8 (2) or the [Working on the Work (WOW) document](#) "Performance Criteria".

Q: Our library media specialist also teaches three English classes. Can she be evaluated using the Kentucky Framework for Teaching?

A: Districts must determine how certified personnel serving dual roles will be evaluated. Personnel with dual roles should be evaluated based on their unique professional responsibilities. Additional information about performance criteria can be found in [Working on the Work (WOW) document](#) "Performance Criteria" and [704 KAR 3:370](#), Section 8.

Q: Do we give a rating for each evidence or for each performance measure?

A: Districts determine the evidences to be used to inform the ratings for each of the four performance measures. However, each evidence does not require a rating. More guidance related to this topic can be found in the [Webinar II - Measures, Performance Criteria and Evidences](#) and the [Working on the Work (WOW) document](#) "Sources of Evidence".

Q: Do the four measures have to be weighted equally or can certain measures be weighted more than others?

A: This is a district decision that should be determined by the local 50/50 committee and defined in the certified evaluation plan. [Webinar IV: CEP Components and Performance Ratings](#) poses questions for districts to consider when making these types of decisions. See [Working on the Work (WOW) document](#) "Performance Measure rating."

PERFORMANCE CRITERIA

Q: When we decide on the standards we are going to use to evaluate Certified District Personnel, should we send these for pre-approval to KDE before incorporating them in the CEP?

A: District Personnel performance criteria are a local decision so districts do not receive pre-approval of the standards prior to submission. For further guidance, please see the proposed [704 KAR 3:370](#), Section 10, the Performance Criteria section of the [WOW document](#), and [Webcast 2: Measures, Performance Criteria, and Evidences](#).

Q: Can we switch one of the Performance Criteria for our teachers? We would rather use Marzano.

A: No. The proposed [704 KAR 3:370](#), Section 8 (2), establishes the performance criteria for evaluating teachers, other professionals, principals, and assistant principals. For more information about this topic, please see the [Working on the Work (WOW) document](#) "Performance Criteria."

Q: Do we have to use the Kentucky Framework for Teaching: Specialist Frameworks for our instructional specialist?

A: Instructional specialists are "other professionals" and their performance criteria are found in the appropriate [Specialist Framework](#). To learn more, see the [Working on the Work (WOW) document](#) "Performance Criteria" and the proposed [704 KAR 3:370](#), Section 8 (2).

Q: What performance criteria do we use to evaluate our in-school suspension teacher?

A: All certified teachers are evaluated on the performance criteria listed in the [Kentucky Framework for Teaching.](#)

Q: How do I evaluate our transportation director? He is certified but holds a classified position.

A: This is determined by the requirements of the Education Professional Standards Board (EPSB). Only positions that require certification through EPSB should be included in the certified evaluation plan.

EVIDENCES AND TRAINING *REQUIREMENTS*

Q: Is there anything in regulation that prohibits us from changing the way observations occur in our district? How specific do we need to be in the CEP?

A: Sources of evidence are local a decision. However, if observation is chosen as a source of evidence for the purpose of evaluation, the CEP must clearly define or explain:

- the length, frequency, and nature of observations conducted by an evaluator
- requirements and allowances if using peer observations

When Observations are used for personnel evaluations, the minimum requirements are:

- Conduct observation post-conference within five (5) working days following each observation
- All monitoring and observation of performance is conducted openly and with full knowledge of the evaluatee

This information comes from the [Working on the Work (WOW) document](#) "Sources of Evidence" and the proposed [704 KAR 3:370](#), Section 2 (c).

Q: Is Peer Observation required?

A: No. The use of peer observation is a district decision and not required. As a result, evaluation committees have many options to consider. For guidance on the use of peer observation, please see the [Working on the Work (WOW) document](#) "Evidences", visit the [Peer-to-Peer Feedback Cycles webpage](#) or contact the Division of Next Generation Professionals at 502-564-1479:

- christine.meisberger@education.ky.gov, ext 4510

- todd.davis@education.ky.gov, ext 4537

Q: Are we required to enter language about Peer Observation in our CEP since the proposed regulation mentions it?

A: Peer Observation is not a required source of evidence and is a district. However, if used as a source of evidence, the following are required:
- Peer observers are trained in peer observation techniques prior to first peer observation
- Peer observation may be used as a source of evidence only if requested by the teacher or other professional and would be used to inform summative ratings.

This information comes from [Working on the Work (WOW) document](#) "Sources of Evidence" the proposed [704 KAR 3:370](#), Section 2 (2)(b) and Section 7 (1)(2).

Q: Will Peer Observation training still be provided by the department?

A: Yes. Digital self-paced learning, off-line district facilitated and regional face-to-face training modes of learning are available. Visit the [Peer-to-Peer Feedback Cycles](#) webpage to learn more.

Q: Is there a difference in evaluator training and observation training?

A: Evaluation training, conducted by the Kentucky Department of Education, is required of every administrator prior to conducting summative evaluations. This training has a focus of the requirements of [KRS 156.557](#) and [704 KAR 3:370](#) as well as learning how to engage in effective feedback and conferencing processes that promote growth.

Observer training, while a part of evaluation, is focused on learning techniques that remove bias and interpretation from the observation process. If the district chooses not to use observation as an evidence, then observer training is not required. To learn more, see [KRS 156.557](#) (5)(c)(4) and [Working on the Work (WOW) document](#) "Evaluators" or [704 KAR 3:370](#), Section 6 (1-4).

Q: What are the requirements of the annual six (6) hour evaluation training?

A: All evaluators must complete six (6) hours of training each year. The training must focus on one or more of the following:

- KRS 156.557 and proposed 704 KAR 3:370
- effective observation and conferencing techniques when using observation to evaluate personnel (see Performance Criteria and Sources of Evidence)
- providing clear and timely feedback
- establishing and assisting with a professional growth plan
- summative decision techniques
- ensuring consistent and reliable ratings

All evaluation trainings conducted through the district must have EILA approval.

To learn more about the requirements and components of evaluator training, see the [Working on the Work (WOW) document](#) "Evaluators" and [704 KAR 3:370](#), Section 6

Q: Do we need to document how evidences are used to determine overall performance ratings?

A: A district is required to define a process, using the four performance measures, to determine a summative rating. However, a district may choose to demonstrate how evidences are used to inform ratings for the four performance measures. To learn more, refer to [704 KAR 3:370](#), Sections 8 and 9.
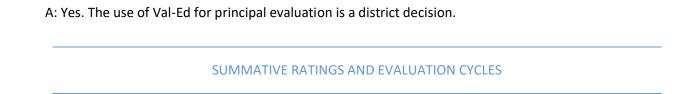
Q: Will student voice still be supported in Infinite Campus?

A: Yes, the department supported STUDENT survey, also known as student voice, will continue to be supported in Infinite Campus.

Q: Will KDE still provide the TELL survey?

A: Yes. The TELL survey will continue to be supported by KDE every two years pending availability of funds. The next implementation of TELL will be the spring of 2019.

Q: May we eliminate Val-Ed for 17-18?

A: Yes. The use of Val-Ed for principal evaluation is a district decision.

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SUMMATIVE RATINGS AND EVALUATION CYCLES

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Q: Do we need to document any differences in evaluation cycles among role groups?

A: Evaluation cycles should be clearly outlined for all certified personnel below the level of superintendent, therefore any differences would also need to be documented. For further guidance, please see the Evaluation Cycle section of the WOW document, the Timeframe section of the Topical Index, as well as Webcast 3: Getting Beyond Compliance and Webcast 4: Personnel Evaluation.

Q: What am I required to document in a summative evaluation?

A: It is required to document all evidence used to produce summative ratings. Additionally, the CEP must require the summative evaluation to be documented in writing and be included in the official personnel record of certified personnel.

Q: Can principals, assistant principals and other certified administrators have a three-year evaluation cycle, just as teachers and other professionals do?

A: Yes. This is a district decision. All tenured certified personnel, including principals, assistant principals and district level certified administrators are required to be evaluated at least once every three year years.

Q: Does an administrator have to have four or more years of experience in the role to be placed on a three year evaluation cycle?

A: No. The evaluation cycle of an administrator is not determined by the position. There is no language that requires an administrator to serve a specific length of time.