

CERTIFIED PERSONNEL EVALUATION PLANNING
FREQUENTLY ASKED QUESTIONS

CURRENT SCHOOL YEAR

Q: What does my district need to do as far as an evaluation system for the remainder of the 2016-17 school year? I understand that SB 1 gives local control to develop a new evaluation system but with less than 30 days remaining, does our board need to adopt PGES (the current system) since SB 1 is an emergency bill? Or, can we finish this year using PGES and begin working on what we are going to do moving forward?

A: Current evaluation plans based upon PGES are in effect statewide for the remainder of the school year, through June 30, 2017. These plans were adopted by each local board of education and were consistent with the requirements of PGES (KRS 156.557 and 704 KAR 3:370) upon adoption. Because the plans for each district (even though a statewide system) were adopted and approved by the local board of education, they remain in effect through June 30, 2017. The only exception to this would be if a board voted in the next few days/weeks to immediately amend or adopt a new evaluation plan that governed the remainder of the school year. The KDE doesn't anticipate this occurring, and if it did, changes would be subject to challenge by certified employees since it would establish 2 different systems within the same year, without adequate notice to the employees. As a result, SB 1 will not impact current evaluations through June 30, 2017.

COMMUNICATION, TRAINING, & TIMELINE

Q: Since SB1 just recently passed, what is the deadline for submitting CEPs for KDE approval?

A: Districts are not required to submit CEPs to KDE for approval for the 2017-2018 school year.

[Written guidance](#) regarding CEPs was sent to districts' points of contact on Thursday, April 20, 2017. A [webcast](#) regarding CEPs for the 2017-18 school year was held on Monday, April 24, 2017 at 10 a.m. ET/9 a.m. CT. The [slide presentation](#) can be accessed here.

Q: Since we no longer are required to implement PGES, when will we have the new guidelines for the teacher evaluation system moving forward? Normally, the board approves evaluations in April, but obviously it cannot do that at this point.

A: Although there is no longer a statewide effectiveness system, SB 1 still requires local districts to create a system using the "framework for teaching."

The KDE will be working with the Teacher and Principal Effectiveness Steering Committees to develop the "state framework for teaching." The KDE anticipates continuing the use of the Kentucky Framework for Teaching (Danielson 2011). The draft timeline seeks the Kentucky Board of Education's approval by fall 2017 for immediate submission to LRC for legislative approval of the related regulation in the spring of 2018.

[Written guidance](#) regarding CEPs was sent to districts' points of contact on Thursday, April 20, 2017. A [webcast](#) regarding CEPs for the 2017-18 school year was held on Monday, April 24, 2017 at 10 a.m. ET/9 a.m. CT. The [slide presentation](#) can be accessed here.

Q: What training/guidance will be available for district points of contact related to evaluation systems for next school year?

A: [Written guidance](#) regarding 2017-18 CEPs was sent to districts' points of contact on Thursday, April 20, 2017. A [webcast](#) was held on Monday, April 24, 2017 at 10 a.m. ET/9 a.m. CT. The [slide presentation](#) can be accessed here. The KDE recommends consulting with your local board attorney to ensure compliance with Senate Bill 1 (2017).

REVISIONS TO 2017-18 CEPs

Q: We are looking to change the following items in our CEP. If you can advise me on any of these it would be very helpful.

- 1. We plan to remove the use of both Val-Ed and TELL – therefore working conditions.**
- 2. We plan to take the peer observations out of the formal CEP process and keep it as a part of our PLC and school use.**
- 3. We plan to eliminate the use of the Frontline (TeachScape) – this one I am less certain about.**
- 4. We plan to keep the 2 minis and 1 formal observation per cycle. We are also keeping the Danielson Framework.**
- 5. PPGES – we plan to have unique goals for both principal and assistant principal as the administrator and superintendent determine appropriate.**
- 6. CIITS – we plan to make all parts including the summative optional. We have folks planning to use it though.**

A:

- 1. The use of Val-Ed and TELL for the principal Working Conditions Goal is a district decision. Any changes to the current CEP should be approved by the local 50/50 committee and presented to the local board of education for final approval. KDE recommends consulting with your local board attorney to ensure compliance with Senate Bill 1 (2017).*
- 2. While peer observations are district decision and not required, SB1 states: “At the request of a teacher, observations by other teachers trained in the teacher’s content area or curriculum content specialists may be incorporated into the formative process for evaluating teachers.” The KDE recommends that districts consult their board attorney to ensure compliance with Senate Bill 1 (2017).*
- 3. For the 2017-18 school year, if you have a current license and would like to use it for calibration for inter-rater reliability, you may opt to do so. If you do not have a current license, no statutory or regulatory requirement to complete the certification, calibration, or re-certification currently exists. The KDE recommends consulting with your local board attorney to ensure compliance with Senate Bill 1 (2017).*
- 4. Observation requirements and schedules are a district decision. Any changes to the current CEP should be recommended by the local 50/50 committee and presented to the*

local board of education for final approval. The KDE recommends consulting with your local board attorney to ensure compliance with Senate Bill 1 (2017).

5. Any specific goals for principals and assistant principals are a district decision. Any changes to the current CEP should be approved by the local 50/50 committee and presented to the local board of education for final approval. KDE recommends consulting with your local board attorney to ensure compliance with Senate Bill 1 (2017).
6. How a district documents evaluations is a district decision. However, districts will have access to EDS/CIITS for the 17-18 school year.

Changes made to the CEP for the 2017-18 school year must be recommended by the 50/50 committee and approved by the local board of education. The changes must comply with the statutory language of SB1 (2017). Changes to the measures will also impact how a summative rating is determined. The KDE encourages you to work with your local board attorney to ensure compliance, and Commissioner Pruitt has recommended minimal changes to 2017-18 CEPs pending development of related regulations.

Q: If our current local board of education policy and/or CEP states that KDE will approve the revisions to the CEP, will this be necessary if revisions are made for SY 2017-18? Will this require a change to board policy in the future?

A: For 2017-18, no immediate revisions to board policy are required. Pending development of administrative regulations, the local board of education should revisit for the 2018-19 school year.

Q: Please respond to the following:

1. Is the "statewide framework for teaching" the Danielson Framework or will there be a new framework developed?
2. If KDE is going to develop a new framework, when will it be available so that 50-50 committees can begin revisions for the 17-18 school year?

A:

1. The KDE will be working with the Teacher and Principal Effectiveness Steering Committees to develop the "state framework for teaching." The KDE anticipates continuing the use of the Kentucky Framework for Teaching (Danielson 2011). The draft timeline seeks the Kentucky Board of Education's approval by fall 2017 for immediate submission to LRC for legislative approval of the related regulation in the spring of 2018.
2. [Written guidance](#) regarding CEPs was sent to districts' points of contact on Thursday, April 20, 2017. A [webcast](#) regarding CEPs for the 2017-18 school year was held on Monday, April 24, 2017 at 10 a.m. ET/9 a.m. CT. The [slide presentation](#) can be accessed [here](#).

Q: Can you define multiple measures?

A: Per SB 1 states, certified evaluation cannot be based upon a single measure. The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop and present proposed regulations related to SB1 to the KBE. The draft timeline seeks KBE approval by October, 2017, for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

The KDE recommends consulting with your local board attorney to ensure compliance with Senate Bill 1 (2017).

Q: Is there a list of minimum requirements for the CEP in the 17-18 school year?

A: *Districts should consult with their local board attorney to ensure compliance with Senate Bill 1 (2017).*

1. Districts should develop and implement a personnel evaluation system shall:

- a. Use multiple measures
- b. Include both formative and summative measures of effectiveness
- c. Measure professional effectiveness
- d. Support professional growth
- e. Have at least four (4) performance levels
- f. Be used to inform personnel decisions
- g. Be considerate of the time requirements of evaluators at the local level and shall not require that all certified personnel have a formal summative evaluation each year
- h. Rate teachers or administrators by multiple measures instead of a single measure

2. Shall NOT disclose any data or information collected on individual classroom teachers

Performance criteria by which teachers and administrators shall be evaluated shall include but not be limited to:

- a. Performance of professional responsibilities related to his or her assignment, including:
 - i. attendance
 - ii. punctuality
 - iii. evaluating results
- b. Demonstration of effective planning of:
 - i. curricula
 - ii. classroom
 - iii. instruction
 - iv. classroom management skills.
- c. Demonstration of knowledge and understanding of:
 - i. subject matter content
 - ii. administrative functions
 - iii. effective leadership techniques
- d. Promotion and incorporation of instructional strategies or management techniques that are fair, respect diversity and individual differences.
- e. Demonstration of effective interpersonal, communication and collaboration skills among peers, students, parents and others.
- f. Performance of duties consistent with the goals for
 - i. Kentucky students
 - ii. mission of the school
 - iii. local community
 - iv. laws
 - v. regulations

- g. Demonstration of the effective use of resources, including technology.
- h. Demonstration of professional growth.
- i. Adherence to the professional code of ethics.
- j. Attainment of teacher/administrator standards established by EPSB.

3. Each school district's personnel evaluation system shall:

- a. Evaluate all certified personnel below the level of superintendent.
- b. Include formative and summative evaluation components.

4. The evaluation system shall require the following:

- a. Evaluations in writing on evaluation forms and under the procedures developed by a committee of equal number of teachers and administrators (50/50).
- b. The immediate supervisor designated as the primary evaluator.
- c. All monitoring or observation of performance be conducted openly and with full knowledge of the personnel member.
- d. Evaluators trained, tested and approved in proper techniques for effectively evaluating certified school personnel.
- e. Evaluators receive support and resources necessary to ensure consistent and reliable ratings.
- f. Include a plan whereby the person evaluated is given assistance for professional growth as a teacher or administrator.
- g. Specify the process for corrective actions.
- h. Require summative evaluations:
 - i. Annually for teachers and other professionals who have not attained continuing service (non-tenured).
 - ii. Every three (3) years for teachers and other professionals who have attained continuing service (tenured).

5. The evaluation system shall include an appeals procedure for certified personnel.

Procedures for establishing appeals panel

- i. Two (2) elected members
- ii. One (1) certified person appointed by the local board of education
- iii. Include timelines for process

Q: Is it a 50/50 committee decision to stay with your current plan for the 2017-18 school year?

A: Yes. The 50/50 committee may choose to stay with their current certified evaluation plan for the 2017-2018 school year. All 50/50 committee recommendations for the district certified evaluation plan should be presented to the local board of education for approval.

Q: Our district 50/50 committee desires to use the KY FfT, observations, professional growth plans and evidence of Domains I & IV. Does this meet multiple measures for the 17-18 school year?

A: Yes. Districts should ensure that the evidences support the ratings determined for the summative evaluation.

Q: Is it safe to say that if we make no changes to our CEP that we will meet or exceed the requirements of SB1?

A: Yes. If a district chooses to make no changes to the current evaluation system, the CEP will be in compliance with Senate Bill 1 (2017).

Q: Are the principal and teacher steering committees currently in place?

A: Yes. The KDE will be working with the [Teacher & Principal Effectiveness Steering Committees](#) to develop the “state framework for teaching.” The initial meeting with the committees is scheduled for May 30, 2017.

Q: Can you remind us of what the regulations require in terms of supervisors receiving certification for evaluation?

A: In order to conduct evaluations, supervisors must be trained, tested and approved by completing the Initial Certified Evaluation Training. This two-day training is conducted through the Kentucky Association of School Administrators (KASA).

Observation certification, calibration, or re-certification is not a statutory requirement for the 2017-18 school year. However, if you have a current license and would like to use it for calibration for inter-rater reliability, you may opt to do so.

This guidance does not apply beyond 2017-18 pending development of the new administrative regulation. The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop and present proposed regulations related to SB1 the KBE. The draft timeline seeks KBE approval by October, 2017, for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

Q: Would changes that were appropriately processed in a district have to be submitted to the KDE before the 18-19 school year?

A: Requirements for the 18-19 school year will be determined in the new administrative regulations promulgated by the KBE. The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop the “state framework for teaching.” The initial meeting with the committees is scheduled for May 30, 2017. The draft timeline seeks the Kentucky Board of Education’s approval by October, 2017, for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

FRAMEWORK FOR TEACHING

Q: What is the anticipated date for KDE to provide a “state framework for teaching”?

A: The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop the “state framework for teaching.” The initial meeting with the committees is scheduled for May 30, 2017. The draft timeline seeks the Kentucky Board of Education’s approval by October, 2017, for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

Q: Regarding PGES, will the KDE be using the Framework for Teaching, the Frameworks for Other Professionals, and the Principal Standards as the performance standards for evaluation of certified personnel going forward?

A: The requirements will be determined in the new administrative regulation promulgated by the KBE. The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop the “state framework for teaching.” The initial meeting with the committees is scheduled for May 30, 2017. The draft timeline seeks the Kentucky Board of Education’s approval by October, 2017, for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

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Q: In the SB 1 webinar it was discussed that KDE will provide the framework for teacher standards that district evaluations will be based upon. Is the department creating a new framework or are we going forward utilizing the Danielson Framework?

A: The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop the “state framework for teaching.” The KDE anticipates continuing the use of the Kentucky Framework for Teaching (Danielson 2011). The initial meeting with the committees is scheduled for May 30, 2017. The draft timeline seeks the Kentucky Board of Education’s approval by October, 2017, for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

Q: How soon should we expect the statewide Framework for Teaching? Would it be advisable to use the current KY Framework for Teaching based on the Danielson Framework?

A: The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop the “state framework for teaching.” The KDE anticipates continuing the use of the Kentucky Framework for Teaching (Danielson 2011). The initial meeting with the committees is scheduled for May 30, 2017. The draft timeline seeks the Kentucky Board of Education’s approval by October 2017 for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

CIITS/EDS

Q: What do the changes mean for CIITS? Will it still be available next year for those districts who don’t make changes to their CEP?

A: The Educator Development (EDS) section of CIITS will be available for the 2017-18 school year; however, it will be discontinued by the vendor following the 2017-18 school year. The KDE is currently engaged in an RFP process seeking a replacement for EDS that will align with the “state framework for teaching,” and provide an optional, no-cost system for district use. The KDE anticipates that it will be available for the 2018-19 school year.

Q: Does the Summary of evidence have to be completed in CIITS/EDS as part of PGES (16-17). Again, information would not be available in the SRC.

A: As related to PGES, reporting summative data is no longer required. However, the KDE reminds districts to remain consistent with your 2016-17 CEP, since that document governs evaluation for this school year.

STUDENT GROWTH

Q: Are districts able to use student growth goals as part of the evaluation system for the 17-18 school year?

A: Yes. The multiple measures used for certified personnel are a district decision. If a district chooses to continue using the current CEP for evaluating certified personnel, the plan will be in compliance with SB 1 (2017).

Q: Will MSGP still be provided by the KDE?

A: MSGP will be provided in IC and EDS for the 2017-2018 school year. However, due to changes in the accountability system, the 2017-2018 school year will be the final year MSGP will be provided.

Q: Can we use MAP as a measure?

A: The multiple measures used for certified evaluation are a district 50/50 committee decision. However, consideration should also be given to additional measures for subjects that are not assessable through MAP testing.

FRONTLINE CERTIFICATION (FORMERLY TEACHSCAPE)

Q: The webinar mentioned that districts were to remain with the Danielson Framework for now. Does that mean that administrators need the Frontline (Teachscape) certification/recertification training this year?

A: For the 2017-18 school year, if you have a current license and would like to use it for calibration for inter-rater reliability, you may opt to do so. If you do not have a current license, no statutory or regulatory requirement to complete the certification, calibration, or re-certification currently exists.

However, SB1 states the following in Section 1 (5): “Evaluators shall be trained, tested, and approved in accordance with administrative regulations adopted by the KBE in the proper techniques for effectively evaluating certified school personnel. Evaluators shall receive support and resources necessary to ensure consistent and reliable ratings”

This guidance does not apply beyond 2017-18 pending development of the new administrative regulation. The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop and present proposed regulations related to SB1 the KBE. The draft timeline seeks KBE approval by October, 2017, for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

Q: Will Teachescape certification, calibration, and re-certification still be required for evaluators of certified personnel?

A: *For the 2017-18 school year, if you have a current license and would like to use it for calibration for inter-rater reliability, you may opt to do so. If you do not have a current license, no statutory or regulatory requirement to complete the certification, calibration, or re-certification currently exists.*

However, SBI states the following in Section 1 (5): “Evaluators shall be trained, tested, and approved in accordance with administrative regulations adopted by the KBE in the proper techniques for effectively evaluating certified school personnel. Evaluators shall receive support and resources necessary to ensure consistent and reliable ratings”

This guidance does not apply beyond 2017-18 pending development of the new administrative regulation. The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop and present proposed regulations related to SBI the KBE. The draft timeline seeks KBE approval by October, 2017, for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

Q: Do you know if we take calibration/recertification through Frontline out for the 17/18 school year and then put it back in for the 18/19 plan, if we would have to start over completely or if we would continue where we stopped? Does that make sense? I know that I will be asked that question and want to be prepared.

A: *While certification is a one-time process, the schedule for calibration and recertification was previously determined in regulation. For the 2017-18 school year, if you have a current license and would like to use it for calibration for inter-rater reliability, you may opt to do so. If you do not have a current license, no statutory or regulatory requirement to complete the certification, calibration, or re-certification currently exists.*

However, SBI states the following in Section 1 (5): “Evaluators shall be trained, tested, and approved in accordance with administrative regulations adopted by the KBE in the proper techniques for effectively evaluating certified school personnel. Evaluators shall receive support and resources necessary to ensure consistent and reliable ratings”

This guidance does not apply beyond 2017-18 pending development of the new administrative regulation. The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop and present proposed regulations related to SBI to the KBE. The initial meeting with the committees is scheduled for May 30, 2017. The draft timeline seeks KBE approval by October, 2017, for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

Q: If our 50/50 committee decides not to use Frontline training materials, will the KDE be able to recommend a comparable or acceptable training program?

A: *While the KDE does not advocate for any vendor, we will work with districts to discuss and review possible options for observation training until the new administrative regulation is developed.*

OBSERVATION

Q: Is there anything in regulation that prohibits us from dropping 1 mini-observation for non-tenured staff? Right now we do 2 minis and 1 full. May we have 1 mini and 1 full instead?

A: Observation requirements and schedules are a district decision. Any changes to the current CEP should be approved by the local 50/50 committee and presented to the local board of education for final approval. KDE recommends consulting with your local board attorney to ensure compliance with Senate Bill 1 (2017).

PEER OBSERVATION

Q: Is Peer Observation required?

A: For the 2017-2018 school year, peer observations are district decision and not required. However, SB1 states: “At the request of a teacher, observations by other teachers trained in the teacher’s content area or curriculum content specialists may be incorporated into the formative process for evaluating teachers.” Districts have the option to continue peer observation as a support for continuous improvement practices and peer observation training will continue to be provided by the KDE.

Any changes to the current CEP should be recommended by the local 50/50 committee and presented to the local board of education for final approval. The KDE recommends consulting with your local board attorney to ensure compliance with Senate Bill 1 (2017).

Q: Will Peer Observation training still be provided for 2017-2018?

A: Yes. Regional face to face trainings will be provided. The KDE will continue to provide the online Peer Observation training as well. Click [here](#) for more information on [Peer Observation trainings](#).

EVALUATION FOR ADMINISTRATORS

Q: Under Item (1)(c)(6) – Does this state that principals, assistant principals and other certified administrators may have a three-year evaluation cycle, just as teachers and other professionals do? In addition, would it simply be based on continuing contract status as a ‘teacher’ for these administrators, or would it be interpreted as having four or more years in the specific administrative role?

A: Per SB1, the frequency of evaluation applies to all certified personnel regardless of position. All certified personnel who have not attained continuing status must be evaluated annually. All certified personnel that have attained continuing status must be evaluated at least once every three (3) years.

Q: Will there be separate guidelines for principal evaluations?

A: This will be dependent upon the requirements of the new administrative regulation promulgated by the KBE. The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop the “state framework for teaching.” The initial

meeting with the committees is scheduled for May 30, 2017. The draft timeline seeks the Kentucky Board of Education’s approval by October, 2017, for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

SURVEYS - Student Voice, TELL, Val Ed

Q: Will student voice still be supported in Infinite Campus?

A: Yes, student voice will be supported in Infinite Campus for the 17-18 school year. One window will be provided September 1, 2017 – March 2, 2018. Results will be uploaded into EDS in December, 2017, and March, 2018.

Q: Will KDE still provide the TELL survey?

A: Yes. The most recent TELL survey was administered in spring, 2017. TELL will continue to be provided by KDE every two years, pending availability of funds.

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

A: The use of Val Ed for principal evaluation is not a statutory requirement for the 17-18 school year. However, districts still have the option to utilize Val Ed as a source of evidence.

The KDE will be working with the Teacher & Principal Effectiveness Steering Committees to develop the “state framework for teaching.” The initial meeting with the committees is scheduled for May 30, 2017. The draft timeline seeks the Kentucky Board of Education’s approval by October 2017 for immediate submission to LRC and legislative approval of the related regulation by spring, 2018.

Until then, district systems should comply with the statutory language from Senate Bill 1 and guidelines developed by the district 50/50 committee and defined in the district-approved CEP. The KDE encourages you to work with your local board attorney to ensure compliance, and Commissioner Pruitt has recommended minimal changes to 2017-18 CEPs pending development of related regulations.

EVALUATING THE SUPERINTENDENT

Q: Per the PGES having been eliminated with SB1, just confirming that this also includes the superintendent component? Per the webinar handouts, the statement is that “KDE is to develop a “statewide framework for teaching.” (We have trained our local board members per the SPGES. Am I to assume we can put the SPGES “on the shelf”?)

A: SB 1 provides no changes to the requirement that evaluation plans for superintendents must be approved by the KDE.