

# **EDUCATOR EVALUATION GUIDANCE 2019-2020- DPAS-II FOR TEACHERS AND SPECIALISTS**

## **DPAS II Teachers and Specialists**

The following guidance is the Delaware Department of Education's response related to Educator Evaluations completion for the 2019-2020 school year due to the impact of COVID-19 school closures.

### **Summative Evaluations**

*Pursuant to 14 Del. C. §1270 and 14 Del. Admin. C. §106A and §107A, educators holding an initial license (novice educator) must receive a Delaware Performance Appraisal System II (DPAS II) evaluation annually. An educator holding a continuing license or an advanced license (experienced educators) must receive a Delaware Performance Appraisal System II (DPAS II) evaluation at least every 2 academic years.*

Experienced and Novice educators will not receive summative evaluation ratings for the 2019-2020 school year but rather will continue on into the 2020-2021 school year with the current cycle. This will mean that any observations completed for the 2019-2020 school in addition to the required annual observations for the 2020-2021 school year may be considered as evidence towards the overall criteria and component summative evaluation ratings.

Novice educators will advance to the next year of their initial license regardless of whether or not they have a completed observation or evaluation for the 2019-2020 school year. Pursuant to 14 Del. C. §1211(b), Upon application, the Department shall issue a continuing license to an educator holding an initial license if the educator has successfully completed the requirements of § 1210 of this title and has not received more than one (1) unsatisfactory annual evaluation, as defined by a State of Delaware approved educator performance system, during the period of initial licensure.

***See the below detailed explanations.***

**Experienced Educators:** Educators in Year 2 of the two-year evaluation cycle during the 2019 -2020 school year will remain in Year 2 of the cycle for the 2020-2021 school year. Similarly, those in Year 1 of the evaluation cycle during the 2019-2021 school year will remain in Year 1 of the cycle for the 2020-2021 school year. Those experienced educators on a one-year evaluation cycle for the 2019-2020 school year will continue on a one-year cycle during the 2020-2021 school year.

**Novice Educators:** Educators who are in the 4<sup>th</sup> year of their initial license and have not received more than one (1) unsatisfactory overall summative rating on their three (3) previous summative evaluations and have met all other requirements of the initial license, will continue to be eligible to receive a continuing license. *All novice educators will receive credit for mentoring work completed during the 2019 -2020 school year and will move into the next year of the mentoring program at the start of the 2020-2021 school year.* Novice educators during the 2019-2020 school year in year 1, 2, or 3 of their initial license will advance to the next year of the initial license for the 2020-2021 school year and remain on track to be eligible to receive their continuing license, assuming they have met all other requirements of the initial license and have not received more than one (1) unsatisfactory overall summative evaluation rating during the period of the initial license.

## **Observations**

*Pursuant to 14 Del. Admin. C. §106A, an experienced teacher who has earned a rating of "Highly Effective" or "Effective" on his/her most recent summative evaluation is required to have a minimum of one (1) announced or unannounced observation within the summative cycle and either an additional announced or unannounced observation or the equivalent of observed time (30 minutes) through three (3) short observations with a summative evaluation at least once every two (2) years. A novice educator is required to have a minimum of one (1) announced and (2) unannounced observations each year with a summative evaluation each year.*

*Pursuant to 14 Del. Admin. C. §107A, an experienced specialist who has earned a rating of "Highly Effective" or "Effective" on their most recent summative evaluation shall receive a minimum of one (1) announced or unannounced observation each year with a summative evaluation at least once every two (2) years. A novice specialist is required to have a minimum of one (1) announced and (1) unannounced observation each year with a summative evaluation each year.*

For any observations conducted during the 2019-2020 school year, evaluators should hold the post-observation conference, complete the formative feedback form, and submit to the educator before May 30, 2020.

Administrators will NOT be expected to complete any of the required observations from the 2019-2020 school year that were not completed prior to the announced school closures during the 2019-2020 school year, but must complete the number of required observations per the above yearly requirements during the 2020-2021 school year.

## **Teacher/Specialists Improvement Plans**

*Pursuant to 14 Del. Admin. C. §106A and §107A, an Improvement Plan shall be developed for any teacher or specialist who receives an overall rating of "Needs Improvement" or "Ineffective" on the Summative Evaluation or a rating of "Needs Improvement" or "Ineffective" on any component on the Summative Evaluation regardless of the overall rating. An Improvement Plan may be developed if a teacher or specialist's overall performance during an observation is unsatisfactory.*

Given current circumstances, current improvement plans may require necessary modifications or changes to the specific professional development or activities to accomplish such goals. Consideration to the following should be made, specific resources available, procedures for collecting evidence and/or the monitoring of the plan and/or timelines. Timelines for fulfilling the requirements of a current improvement plan may be extended into the 2020-2021 school year. The Delaware Department of Education recommends that prior to any changes considered, a conference between both administrator (evaluator) and the teacher or specialist occur to document such changes.

## **Summary**

This public health emergency is a unique scenario based on events taking place at local, national, and international levels. DEDOE's actions should not be interpreted as a waiver of requirements for future evaluation system requirements.

During this unprecedented time, the Delaware Department of Education believes it is critical that all members of our education community work collaboratively to ensure Delaware students are provided with the very best education. As such, we are encouraging district office and school level administrators to work closely together to best meet the necessary requirements for educator evaluations. If you have specific concerns that are unique to your LEA that may not have been addressed by the guidance provided, please do not hesitate to reach out. We will continue to send additional information as it becomes available.

As in the past, the first point of contact for any specific questions should be with the LEA DPAS II Lead. Leads serve as both the liaison between the LEA and state but also have knowledge of any specific conditions related to the evaluation process for the individual LEA.

DOE Contacts for DPAS II for Teachers and Specialists: Jon Neubauer-[jon.neubauer@doe.k12.de.us](mailto:jon.neubauer@doe.k12.de.us) or Melissa Oates- [melissa.oates@doe.k12.de.us](mailto:melissa.oates@doe.k12.de.us).

# **EDUCATOR EVALUATION GUIDANCE 2019-2020- DPAS-II FOR ADMINISTRATORS**

## **DPAS II for Administrators**

The newly implemented evaluation system for administrators was built to focus on the growth of leadership. Administrators across the state deliberately set goals at the start of the school year based on the assumption that there would be a traditional school year. To increase performance using the new rubrics, leaders must engage many stakeholders, build the capacity of others, and put systems in place. These expectations prove to be difficult due to the school closures. As a result, the Delaware Department of Education recommends that current administrators evaluated using DPAS-II have their evaluation cycle extended to a two-year cycle. This means that current administrators would receive a summative evaluation at the conclusion of the 2020-2021 school year. Specifically:

- PSEL rubrics that were selected during the 2019-2020 school year will be extended through the 2020-2021 school year. Edits can be made during the start of next school year if the plans need to be changed based on district or school goals.
- Student Improvement Component ratings (Component V) will be based solely on goals set during the 2020-2021 school year. As a result, previously set student performance goals will likely need to be edited at the start of next school year based on a new cohort of students or available data.
- Leadership Priority forms (if used) will be extended through the 2020-2021 school year. Edits can be made during the start of next school year if the plans need to be changed based on district or school goals.
- With the launch of the new evaluation system, no improvement plans were required during the 2019-2020 school year. Supervisors may, at their discretion, develop and implement an improvement plan at any point to remedy weak performance by the administrator on any component (p. 23 guide).
- Mid-year conferences will be considered mid-cycle conferences. This means that mid-cycle conferences should be happening this summer in anticipation of the upcoming school year.
- Recently hired administrators that did not start the evaluation cycle during the 2019-2020 school year, will follow a traditional one-year cycle during the 2020-2021 school year.
- The Delaware Department of Education will be working with Data Service Center (DSC) to streamline forms as much as possible to accommodate these changes.
- All instructional administrators will receive a summative evaluation at the conclusion of the 2020-2021 school year and annually thereafter, as required pursuant to *14 Del. Admin. C. §108A Administrator Appraisal Process Delaware Performance Appraisal System (DPAS II)*
- Additional supports (guidance documents, onsite technical support, and online modules) will be available and shared throughout the upcoming weeks and months. Contact Michael Saylor, Ph.D., for DPAS-II Admin support.

## **Summary**

This public health emergency is a unique scenario based on events taking place at local, national, and international levels. DEDOE's actions should not be interpreted as a waiver of requirements for future evaluation system requirements.

During this unprecedented time, the Delaware Department of Education believes it is critical that all members of our education community work collaboratively to ensure Delaware students are provided with the very best education. As such, we are encouraging district office and school level administrators

to work closely together to best meet the necessary requirements for educator evaluations. If you have specific concerns that are unique to your LEA that may not have been addressed by the guidance provided, please do not hesitate to reach out. We will continue to send additional information as it becomes available.

As in the past, the first point of contact for any specific questions should be with the LEA DPAS II Lead. Leads serve as both the liaison between the LEA and state but also have knowledge of any specific conditions related to the evaluation process for the individual LEA.

DOE Contacts for DPAS II for Administrators: Jon Neubauer-[jon.neubauer@doe.k12.de.us](mailto:jon.neubauer@doe.k12.de.us) or Mike Saylor- [michael.saylor@doe.k12.de.us](mailto:michael.saylor@doe.k12.de.us)

**EDUCATOR EVALUATION GUIDANCE 2019-2020-  
ALTERNATIVE EVALUATION SYSTEMS FOR  
TEACHERS, SPECIALISTS AND ADMINISTRATORS**

## **Alternative Educator Evaluation Systems (ALT-Evaluation Systems)**

The ALT-Evaluation System guidance document is intended to inform modifications necessary by Local Education Agencies (LEAs) implementing Alternative Educator Evaluations in response to the state emergency. LEAs should negotiate with their collective bargaining unit (if applicable) or governing body to consider the need/circumstance of their ALT-Evaluation System and should exercise the flexibility provided in this document to implement the option that best applies. All LEAs are required to submit to the DDOE, for approval, a written modification to their alternative system based on the approved option below. All LEAs are required to notify all teachers, specialists, and administrators in writing of the decision to modify the approved ALT-Evaluation System. The document is divided into three sections to address each Alternative Evaluation System category:

- I. Educator and Specialist Alternative Educator Evaluation Systems
- II. Administrator Alternative Educator Evaluation Systems
- III. Student Improvement Component (Component V)

### **Section I: Educator - Alternative Evaluation Systems**

*The provisions of 14 Del. C. Ch. 12, Subchapter VII, the regulations of the Delaware Department of Education (DDOE) relating to educator evaluation at 14 Del. Admin. C. §106A, §107A, and §108A, and other state and federal laws and regulations may apply to educator evaluation systems. Not all policy requirements apply to alternative educator evaluation systems.*

#### **Appraisal Cycle (Observation Requirements)**

***Note:** The number of required observations is at the discretion of the LEA and should be made per the individual need/circumstance of each LEA Alternative Educator Evaluation System.*

##### **A. Novice Teachers and Specialists:**

LEAs have the flexibility to determine, modify, and waive the minimum number of observations required by the approved Alt-Evaluation System within the summative cycle. LEAs are required to notify all Novice Teachers and Novice Specialists in writing of any modification to the ALT-Evaluation System.

**Option 1:** LEAs have the option to calculate the summative rating based on the modified observation requirements. **Example:** If the required number of observations for a novice teacher or novice specialist is a minimum of eight (8), the LEA has the flexibility to determine and reduce that number to a minimum of five (5) observations within the summative evaluation cycle and provide the novice educator and specialist with a summative rating and evaluation.

**Option 2:** LEAs have the option to exempt all observation requirements and summative rating and evaluation report requirements of the approved Alt-Evaluation System summative cycle for the 2019-2020 school year. **Example:** If the required number of observations for a novice teacher or novice specialist is a minimum of eight (8), the LEA has the flexibility to waive all observations within the summative evaluation cycle.

i. **Improvement Plans or Performance Concerns (Novice Teacher and Specialist)**

**Option 1:** Novice Teachers and Novice Specialists on an improvement plan or Novice Teachers and Novice Specialists demonstrating performance concerns, per the LEA Alt-Evaluation system, may extend the Novice Teacher or Novice Specialist improvement plan and the evaluation cycle to include the required number of observations outlined in the LEA Alt-Evaluation System. An LEA that chooses to extend the improvement plan and evaluation cycle must complete the improvement plan and the required number of observations in the evaluation cycle no later than October 31, 2020, of SY 2020-2021. If the LEA operating schedule prevents the extension of the 2019-2020 improvement plan and evaluation cycle, or the Novice Educator or Novice Specialist is no longer an employee of the LEA and there is no opportunity to complete the improvement plan and the minimum required observation requirements, the LEA reserves the right to waive the completion of the improvement plan and the minimum observation requirements within the summative cycle and calculate the summative performance rating based the modified observation summative evaluation cycle.

**Option 2:** Novice Teachers or Novice Specialists on an improvement plan or Novice Teachers and Novice Specialists demonstrating performance concerns, per the LEA Alt-Evaluation rating system, have the option to resume the implementation of the existing plan during the SY 2020-2021 or create and implement a new improvement plan within 60 days of resuming the 2020-2021 school year.

ii. **Summative Evaluations (Novice Teacher and Specialists)**

*Delaware Alternative Educator Evaluation Systems are required to follow 14 Del. C. §1270 The Delaware Performance Appraisal System II.*

The Novice Teachers and Novice Specialists (educators who hold an initial license) summative rating and evaluation are optional for SY 2019-2020. LEAs are required to notify all Novice Teachers and Novice Specialists in writing of the decision to modify or exempt the summative rating and evaluation.

**Option 1:** LEAs can modify and waive the minimum observation requirement used to calculate and provide a summative rating and evaluation for Novice Teachers and Novice Specialists. **Example:** The LEA minimum observation requirement is eight (8). The LEA modifies the minimum observation requirement to five (5). The LEA uses the modified observation requirement of five (5) observations to calculate the summative rating and evaluation instead of eight (8) minimum required observations outlined in the LEA Alt-Evaluation System.

**Option 2:** LEAs have the option to exempt the summative evaluation for any Novice Teacher or Novice Specialist for the SY 2019-2020. **Example:** The LEA minimum observation requirement is (8). The LEA waives all observation requirements and exempts the novice teachers and novice specialists from the summative evaluation outlined in the LEA ALT-Evaluation System. **\*Note:** Novice teachers and Novice

Specialists will still retain their position in the evaluation cycle and advance to the next year in the cycle regardless of the 2019-2020 summative evaluation exemption. **Example:** A year two (2) novice teacher in the school year 2019-2020 would move on to a year three (3) novice teacher in the school year 2020-2021.

## **B. Experienced Teachers and Specialists**

LEAs have the flexibility to determine, modify, and waive the minimum number of observations required by the approved Alt-Evaluation System within the summative cycle. LEAs are required to notify all Experienced Teachers and Experienced Specialists in writing of any modification to the approved ALT-Evaluation System.

**Option 1:** LEAs have the flexibility to determine and modify the minimum number of observations required by the approved Alt-Evaluation System within the summative cycle and calculate the summative rating based on the modified observation requirements. **Example:** If the required number of observations for an Experienced Teacher or Experienced Specialist is a minimum of six (6), the LEA has the flexibility to determine to modify and reduce that number to a minimum of four (4) observations within the summative evaluation cycle to include a summative evaluation if required.

**Option 2:** LEAs have the option to exempt all observation requirements of the approved Alt-Evaluation System summative cycle for the 2019-2020 school year. **Example:** If the required number of observations for the experienced teacher or specialist is a minimum of eight (8), the LEA has the flexibility to waive all observations within the summative evaluation cycle.

### **i. Improvement Plans or Performance Concerns (Experienced Teacher and Experienced Specialists)**

**Option 1:** Experienced Teachers and Experienced Specialists on an improvement plan or Experienced Teachers and Experienced Specialists demonstrating performance concerns, per the LEA Alt-Evaluation system, may extend the Experienced Teacher or Experienced Specialist improvement plan and the evaluation cycle to include the required number of observations outlined in the LEA Alt-Evaluation System. An LEA that chooses to extend the improvement plan and evaluation cycle must complete the improvement plan and the required number of observations in the evaluation cycle no later than October 31, 2020 of SY 2020-2021. If the LEA operating schedule prevents the extension of the 2019-2020 improvement plan and evaluation cycle, or the Educator or Specialist is no longer an employee of the LEA and there is no opportunity to complete the improvement plan and the minimum required observation requirements, the LEA reserves the right to waive the completion of the improvement plan and minimum observation requirements within the summative cycle and calculate the summative performance rating based the modified observation summative evaluation cycle.

**Option 2:** Experienced Teachers or Experienced Specialists on an improvement plan or Experienced Teachers and Experienced Specialists demonstrating performance concerns, per the LEA Alt-Evaluation rating system, have the option to resume the implementation of the existing plan during the SY 2020-2021 or create and implement a new improvement plan within 60 days of resuming the 2020-2021 school year.

- ii. **Summative Evaluations (Experienced Teacher and Experienced Specialists)** *Delaware Alternative Educator Evaluation Systems are required to follow 14 Del. C. §1270 The Delaware Performance Appraisal System II.*

**Option 1:** LEAs can modify and waive the minimum observation requirement used to calculate and provide a summative rating and evaluation for Experienced Teachers and Experienced Specialists. **Example:** The LEA minimum observation requirement is six (6). The LEA modifies the minimum observation requirement to four (4). The LEA uses the modified observation requirement of four (4) observations to calculate the summative rating and evaluation instead of six (6) minimum required observations outlined in the LEA Alt-Evaluation System.

**Option 2:** LEAs have the option to waive the summative evaluation for any Experienced Teacher or Experienced Specialist for the SY 2019-2020 and then resume the cycle in SY 2020-2021. **Example:** The LEA minimum observation requirement is six (6). The LEA waives all observation requirements and exempts the Experienced Teacher or Experienced Specialist from the summative evaluation outlined in the LEA ALT-Evaluation System.

**Section II: Administrator: Alternative Evaluation Systems**

*The provisions of 14 Del. C. Ch. 12, Subchapter VII, the regulations of the Delaware Department of Education (DDOE) relating to educator evaluation at 14 Del. Admin. C. §108A, and other state and federal laws and regulations may apply to educator evaluation systems. Not all policy requirements apply to alternative educator evaluation systems.*

LEAs implementing an Alt-Evaluation System for Administrators have the flexibility to determine, modify, extend (not beyond SY 2020-2021) or wave the SY 2019-2020 evaluation cycle requirements of an approved Alt-Evaluation System. LEAs reserve the right to calculate a summative rating and provide summative evaluations based on the modified or extension requirements. LEAs are required to notify all Administrators in writing of a modification, extension, or waiver.

**A: Modification Option**

LEAs maintain the flexibility to modify the Administrator Evaluation Cycle by reducing the minimum required number of mid-cycle conferences and evidence collected and calculate administrator performance ratings based on the modified evaluation cycle. Administrators would still receive a summative evaluation for SY 2019-2020 implementing this option.

**B: Extension Option**

LEAs maintain the flexibility to extend the Administrator Alt-Evaluation Cycle through SY 2020-2021. An LEA that implements an extension to the Alt-Evaluation Cycle SY 2020-2021, would not provide Administrators with a summative rating and a summative evaluation for SY 2019-2020. Administrators will receive a summative evaluation and rating in SY 2020-2021 to include an average of evidence collected during both school years. LEAs that implement an extension should consider the following: modifying and/or editing of current leadership goals and leadership priority forms (if applicable), and conference cycles.

### C: Waiver

LEAs implementing an Alt-Evaluation System for administrators have the flexibility to waive the SY 2019-2020 summative evaluation for all who received a satisfactory evaluation during the previous year. If an Administrator is on a current improvement plan or demonstrates performance concerns, the LEA reserves the right to exercise Option A: Modification or Option B.

### Section III: Student Improvement Component (Component V)

*Pursuant to 14 Del. C. §1270 The Delaware Performance Appraisal System II, all alternative educator evaluation systems must have no more than five (5) components and must have a strong focus on student improvement, with one (1) component dedicated exclusively to student improvement and components must be weighted equally beginning in the 2017-18 academic year.*

#### A. Teachers and Specialists

The United States Department of Education issued a federal waiver relieving states of their accountability measures. Therefore, the Delaware Department of Education will not require any educator to include the student improvement component (Component V) as part of an educator's overall summative evaluation rating for the 2019-2020 school year. LEAs should calculate summative ratings using the other required components of the ALT-Educator Evaluation System.

#### B. Administrators

The United States Department of Education issued a federal waiver relieving states of their accountability measures. Therefore, the Delaware Department of Education will not require **any** educator to include the student improvement component (Component V) as part of an educator's overall summative evaluation rating for the 2019-2020 school year.

- i. **Modify:** LEAs who modify their ALT-Evaluation System requirements and provide Administrators with a summative rating and evaluation for SY 2019-2020 should calculate their rating using all other components of the Evaluation System.
- ii. **Extend:** LEAs who extend their ALT-Evaluation System summative evaluation requirements to SY 2020-2021, should establish student performance goals using SY 2020-2021 student cohorts and calculate summative ratings and provide summative evaluations based to include all five (5) components of the evaluation system.

### Summary

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During this unprecedented time, the Delaware Department of Education believes it is critical that all members of our education community work collaboratively to ensure Delaware students are provided with the very best education. As such, we are encouraging district office and school level administrators to work closely together to best meet the necessary requirements for educator evaluations. If you have specific concerns that are unique to your LEA that may not have been addressed by the guidance

provided, please do not hesitate to reach out. We will continue to send additional information as it becomes available.

As in the past, the first point of contact for any specific questions should be with the LEA evaluation point of contact. LEA points of contact serve as both the liaison between the LEA and state but also have knowledge of any specific conditions related to the evaluation process for the individual LEA.

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