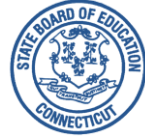
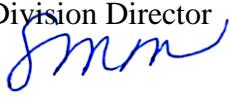




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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