

# MEMORANDUM

**TO:** Superintendents and Charter School Administrators

**FROM:** Office of Educator Effectiveness

**DATE:** August 10, 2015

**RE:** On-site Monitoring for Staff Performance Evaluation Plan Implementation

In order to better support school corporations and charter schools as they continue to implement and improve their staff performance evaluation plans, the Indiana Department of Education (IDOE) will continue to conduct on-site monitoring throughout the 2015-16 school year. The IDOE began its four-year cycle of on-site monitoring during the 2014-15 school year, visiting over 80 school corporations and charter schools by the end of June. LEAs that were not visited during the first year of the four-year cycle will be visited at least once in the next three years.

**REMINDER:** This on-site monitoring is *in addition* to the basic statutory compliance review of **all** staff performance evaluation plans submitted through the DOE Online for Accreditation Legal Standard 12, due September 15, 2015. LEAs will receive feedback from IDOE staff after the basic compliance review as well as following the on-site monitoring visits.

LEAs in the 2015-16 cycle of on-site monitoring will receive a letter from IDOE staff 30 days prior to the visit. The letter will include information about the date and time of the visit and the expectations for the evidence to be prepared and discussed. During the visit, IDOE staff will utilize the attached *On-site Monitoring Document* to check for evidence of implementation. The IDOE staff member(s) may also provide technical assistance with compliance and implementation during the visit. After IDOE staff have reviewed the evidence provided during the visit, the LEA will receive a follow-up letter within 30 business days outlining strengths and areas of improvement. The LEA will have 30 business days to respond to the areas of improvement, noting next steps to address concerns.

Data collected from these on-site visits will assist the IDOE in identifying training, technical assistance, and professional development needs that may inform targeted support for educator evaluation systems, in addition to providing a clearer picture of how implementation of IC20-28-11.5 for federal ESEA compliance is proceeding statewide. The IDOE fully expects to find multiple LEAs engaging in best practices that can be highlighted as exemplars for colleagues around the state. Finally, we hope the monitoring process will help LEAs better understand the requirements of IC20-28-11.5 and its associated responsibilities to ensure compliance and implementation with fidelity.

Additional information can be found at [www.doe.in.gov/evaluations](http://www.doe.in.gov/evaluations) in the "On-site Monitoring Resources" section. Please contact [EEL@doe.in.gov](mailto:EEL@doe.in.gov) if you have questions.

Indiana Department of Education

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