



COMMONWEALTH of VIRGINIA
Department of Education

August 1, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Teacher and Principal Evaluation Collection (TPEC) Survey Due September 12, 2014, and 2014-2015 Teacher and Principal Evaluation Data Collection for Priority Schools Due Fall 2015

The Virginia Department of Education is collecting information regarding teacher and principal performance evaluation systems to meet requirements pursuant to Virginia's *Elementary and Secondary Education Act of 1965* (ESEA) Flexibility Plan approved by the U.S. Department of Education. To meet these requirements, the Teacher and Principal Evaluation Collection (TPEC) Survey can be accessed and submitted through the Department of Education's Single Sign-On for Web Systems (SSWS) portal. This collection is available through the SSWS application, and will be due by September 12, 2014. All school divisions are required to complete and submit a TPEC Survey. Please note that certain school divisions with schools that have received School Improvement Grants (SIG) also must participate in the SIG-TPEC collection by the Office of School Improvement.

Information collected will include:

- Assurance that for the 2014-2015 school year the school division's teacher and principal evaluation standards are consistent with the Virginia Board of Education's approved standards in the *Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers* and the *Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals*.
- Assurance that for the 2014-2015 school year the school division's teacher and principal evaluation systems include an overall summative rating.
- Assurance that for the 2014-2015 school year student academic progress accounts for a total of 40 percent of the summative evaluation for the school division's teachers and principals.
- Information on the summative ratings for teacher and principal evaluation to be implemented during the 2014-2015 school year.

Please be advised that Section 22.1-253.13.5 of the *Code of Virginia* states, in part, the following:

B. Consistent with the finding that leadership is essential for the advancement of public education in the Commonwealth, teacher, principal, and superintendent evaluations shall be consistent with the performance standards included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents. Evaluations shall include student academic progress as a significant component and an overall summative rating. Teacher evaluations shall include regular observation and evidence that instruction is aligned with the school's curriculum. Evaluations shall include identification of areas of individual strengths and weaknesses and recommendations for appropriate professional activities.

The TPEC Survey produces a Verification Report that must be verified and signed by the division superintendent and faxed to Tamika Claiborne, administrative assistant, at (804) 530-4510 by September 12, 2014. Full directions for the TPEC Survey are provided in the SSWS application.

Teacher and Principal Evaluation Data Collection for Priority Schools Due Fall 2015: Please note that as a part of the United States Department of Education approval of Virginia's request for a one-year extension of the ESEA Flexibility Plan for the 2014-2015 school year, all priority schools, including those priority schools designated as School Improvement Grant (SIG) schools, will be required to collect and report the following evaluation data to the Virginia Department of Education for the 2014-2015 school year: 1) the number of teachers rated at each summative rating level by school (schools with less than ten teachers evaluated will not be reported); and 2) the number of principals rated at each summative rating level aggregated to the division level (divisions with less than ten evaluated principals of priority schools, including non-SIG schools, will not report principal ratings). School divisions with priority schools will be provided instructions for reporting these data during the summer 2015.

As a supplement to the information and data collected through the TPEC system, beginning with federal program monitoring conducted in school year 2014-2015 for the Title II, Part A, program, the monitoring protocol will include questions designed to gauge the extent to which a school division has: 1) fully embedded the state's required performance standards and evaluation criteria in the school division's locally-designed teacher and principal evaluation system; and 2) adequately used results of teacher and principal evaluations to inform the school division's professional development offerings and educator support system.

Questions regarding the TPEC Survey should be directed to Dr. Mark R. Allan, director, Licensure and School Leadership, by phone at (804) 371-2471 or by e-mail at Mark.Allan@doe.virginia.gov. Questions regarding the SIG-TPEC should be directed to Selena McBride, grants and reporting specialist, by phone at (804) 371-4989 or by e-mail at Selena.McBride@doe.virginia.gov. Questions regarding Title II, Part A, program monitoring should be directed to Carol Sylvester, Title II, Part A, specialist, by phone at (804) 371-0908 or by e-mail at Carol.Sylvester@doe.virginia.gov.

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