



## Memorandum – Revised

Date: September 18, 2012

To: Superintendents

CC: Education Minnesota  
Minnesota School Boards Association

From: Rose Hermodson, Assistant Commissioner  
Greg Keith, Educator Evaluation Coordinator  
Tyler Livingston, Educator Evaluation Specialist

Re: October Principal and Teacher Evaluation Regional Meetings

Minnesota Statutes 2010, section 123B.147 (principal evaluation), and sections 122A.40 and 122A.41 (teacher evaluation) require districts to evaluate educators with an evaluation system that meets guidelines established in law. Districts must evaluate principals annually with such models beginning in school year 2013-2014. In the teacher evaluation law, a school board and an exclusive representative of the teachers must “develop a teacher evaluation and peer review process for probationary and continuing contract teachers through joint agreement.” The process must meet legislated guidelines, and districts must begin evaluating teachers in school year 2014-2015.

Your district is invited to participate in a three-part series of workshops planned and facilitated by the Minnesota Department of Education (MDE) supporting districts’ planning and implementation of principal and teacher evaluation systems that meet the requirements in legislation. The first meetings will be held in October, with follow-up meetings planned for January/February and for March/April. The goal for this series of meetings is for district teams to have a base of knowledge with which to choose or develop evaluation models and to plan for implementation of models.

At the October meeting you and your district team will learn more about the legislation that is driving new practices around principal and teacher evaluation. In addition, this meeting will update teams on the current work of MDE and of evaluation work groups. Finally, district teams will identify next steps for the work in their individual districts and will identify best practices from national work in educator evaluation. October meetings will be held 9am-3pm at the following dates and locations:

<b>SERVICE CO-OP REGION</b>	<b>DATE</b>	<b>LOCATION</b>
National Joint Powers Association	10/5/12	NJPA Offices Staples, MN
Resource Training and Solutions	10/8/12	Resource Offices St. Cloud, MN
Lakes County Service Cooperative	10/10/12	Lakes Country SC Fergus Falls, MN
<b>(RESCHEDULED ON 11/7)</b> <del>Northwest Service Cooperative</del>	<del>10/11/12</del>	<del>NWSC Offices Thief River Falls, MN</del>
Southeast Service Cooperative	10/22/12	SE SC Offices Rochester, MN
Southeast Service Cooperative <b>(NEW)</b>	10/23/12	SE SC Offices Rochester, MN
Southwest/West Central Service Coop	10/24/12	SWWC SC Offices Marshall, MN
Metro ECSU	10/29/12	TIES Office Roseville, MN
Metro ECSU	10/30/12	TIES Office Roseville, MN
Northeast Service Cooperative	10/30/12	NE SE Offices Mt. Iron, MN
Southeast Service Cooperative <b>(NEW)</b>	10/31/12	SE SC Offices Rochester, MN
South Central Service Cooperative	11/5/12	SC SC Offices Mankato, MN
Northwest Service Cooperative	11/7/12	NWSC Offices Thief River Falls, MN

We are inviting up to a four-member team from each district. We suggest that teams represent the local school board, the superintendent (or designee), a principal leader, and a teacher appointed or selected by the exclusive representative. We also encourage you to identify teams that will commit to participating in all three parts of this opportunity.

Since we are using the regions of our state service cooperatives, your regional service cooperative office will send specific registration information.

Additionally, the Teacher Evaluation Work Group will be sending a survey on existing teacher evaluation practices on or around October 1<sup>st</sup>. Your responses are appreciated.

Thank you for your commitment to children and educators.