

Baldwin-Whitehall School District
Differentiated Supervision Action Plans and Plan of Evaluation for Professional Personnel

Housekeeping Items

2015-2016 SCHOOL YEAR

Year End Progress Update:

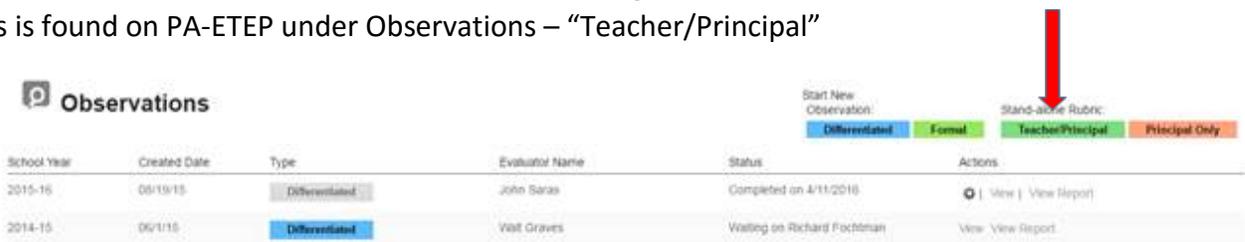
1. Employee should begin/continue working on their DSAP “Year End Progress Update”.
 Year End Progress Updates are to **be completed on or before May 1, 2016.**
 - a. Employee must respond to two parts on your Year End Progress Update:
 - i. Answer the question posed on PAETP – [“Year-End Progress Update - Describe the final results of your action plan and how successful you were in meeting your goal and impacting student achievement.”](#) or answer one of the following questions:
 - What is the “WHY” for your DSAP?
 - Describe what led you to establish this goal?
 - Please comment on the evidence for your DSAP.
 - Expand on your thinking about the action steps.
 - ii. In section 2, [“Recommendations - Describe the recommendations you have for moving forward and how you might share what you learned with others”](#) answer one or two of the following questions:
 - What aspect(s) of your DSAP should be retained?
 - What aspect(s) of your DSAP are most in need of changing?
 - What were the benefits and/or drawbacks of your DSAP?
 - How did the DSAP lead to your own personal growth and development?
 - b. Information and resources can be found on the Curriculum Weebly site “More...” under “Differentiated Supervision Action Plans.”

Danielson Self-Assessment Rubric:

2. Employee may begin their Danielson Self-Assessment Rubric/“Stand Alone Rubric.” If you have already completed your End of Year Progress Update you will have access to the Self-Assessment (Stand Alone) Rubric. If you have NOT completed your End of Year Progress Update, the Self-Assessment Rubric will be activated by the principal.

The Self-Assessment Rubric is due **no later than May 6, 2016.**

This is found on PA-EETP under Observations – “Teacher/Principal”



Employees who already completed the Self-Assessment Rubric as part of their Formal Observation process STILL NEED TO complete an entirely new Self-Assessment Rubric because this relates directly to your DSAP. Remember, this is your opportunity to show growth in these areas.

- a. *The Danielson Framework for Teaching Evaluation Instrument (2013)* and the *Danielson Smart Card* can be found on the Curriculum Weebly site “More...” under “Educator Effectiveness”. This is a great guide to assist you in completing the Self-Assessment Rubric.
- b. Matt Edgell’s (PSEA) presentation “Living in Distinguished: A hands-on approach to a successful evaluation” can also be found in this section of the Weebly site.
- c. Typically the Self-Assessment Rubric is activated after the completion of the End of Year Progress Update is submitted and authenticated. Due to the tight timeframe this year we are activating it via the Stand-Alone Rubric creation.

Student Learning Objectives (SLO)

3. Employee must have their SLO completed no **later** than April 30, 2016 and have the SLO Data Summary Sheet and Data Overall Summary **completed no later than May 6, 2016**. It is good practice to also bring the other supporting documentation “Performance Measure 1 – 5 to the meeting with your supervising administrator.
 - a. Information, templates and resources can be found on the Curriculum Weebly site “More...” under “SLO”

Employee-Supervising Administrator Conference

4. Employee will be scheduled to meet with their supervising principal between **May 9 – 27, 2016** to review the DSAP Year End Progress Update, SLO Data Summary Sheet, Informal Observations (walkthroughs, presentations, meetings, communication, and other evidence of classroom practice) and the Danielson Self-Assessment Rubric in order to complete the 82-1.
 - a. DSAP evidence should be collected in your portfolio, along with other evidence that you want to share during your meeting prior to May 9, 2016.

REVIEW:

Overview of the DSAP Approval and Access Cycle

1. Principals must initiate the DSAP at the end of every school year. Once created, an email notification will be sent to the employee prompting him or her to complete the DSAP.
2. Once the c submits the DSAP, his or her supervising principal will receive an email notification. Plans must be submitted and approved prior to the last employee day of the school year.
3. Once the supervising principal reviews the action plan, adds comments, and submits the DSAP, the employee will have access to the Mid-Year Progress update.
4. Once the employee submits the Mid-Year Progress update, his or her supervising principal will receive an email notification.
5. Once the employee submits the Year-End Progress update, his or her supervising principal will receive an email notification.

5-26-2016

6. Once the employee submits the “Stand Alone Rubric,” his or her supervising principal will receive an email notification.
7. Prior to authenticating, the principal must also complete the rubric and rate the employee.
8. The final step is to authenticate-ONLY the supervising principal needs to authenticate.
9. All DSAP, SLO, and employee conferences to discuss the 82-1 MUST BE COMPLETED ON OR BEFORE MAY 27, 2016.

Overview of the SLO Approval and Access Cycle

1. Employee must initiate the SLO at the start of every school year and submit it to his or her supervisor. Once created, an email notification will be sent to the administrator prompting him or her to review the SLO, add comments/feedback, and formally approve it. The administrator must click “notify of comment” to submit comments to the employee.
2. Once the SLO is formally approved by the supervisor, the employee is responsible for providing ongoing updates throughout the year in the “general comments” or “updates” sections and on his or her data summary sheet. Finally, when appropriate, the employee will enter his or her final updates/results and submit the SLO and data for finalization.
3. Once the supervisor reviews the final submission, he or she will transfer the score calculated from the data summary sheet to the final rating (employee specific 10-15% and elective 20% ratings) on the 82-1 and finalize the SLO. The supervising administrator will schedule an end-of-year evaluation to review this data with each employee.

Frequently Asked Questions

1. Does every employee need to have a DSAP?

Yes. Unless he or she has been on leave for the year or first and/or second semester.

2. How many “Component Focus” (Danielson Domains 1: Planning and Preparation, 3: Instruction perhaps 2: Classroom Environment) areas must an employee have on his or her DSAP?

Employees must select **three** component areas. These should be areas that are considered to need improvement (individually or district-wide) and that the staff member is working to develop proficiency, or proficient areas that he or she hopes to demonstrate distinguished practice.

3. What does an employee need to have for evidence and/or artifacts?

The evidence and artifacts will be specific to each employee’s DSAP. He or she may have evidence and artifacts including but not limited to: the 14-hour DSAP log, copies of written curriculum, samples of work created, lesson plans, Weebly or Google sites, assessments, etc. Additionally, all documentation relating to the employee’s SLO **must** be included in the portfolio. It is the employee’s responsibility to collect and create his or her portfolio and to share it with his or her supervising administrator during the final DSAP review.

4. On the DSAP, should there be evidence and artifacts for the other Danielson components?

No. The three Component Focus areas are the only areas that must have evidence and artifacts that demonstrate the work that was done along with the implementation of the DSAP. For most employee, this is reflective of Domains 1 and/or 3.

5. Who is responsible for creating the electronic or paper portfolio?

Each individual is responsible for his/her own paperwork and artifacts, which must be kept in a paper or electronic portfolio. The narrative summaries, *which include a Mid-Year and a Year-End reflection, must be completed electronically using PA-EETEP*. The project and accompanying portfolio may be reviewed twice. A Mid-Year review can be the communication back and forth on PA-EETEP. The Year-End review will be conducted between the professional employees and supervising administrator, in person, during which time the paper or electronic portfolio will be reviewed and used as evidence for supervision and evaluation.

6. How is the Mid-Year review completed?

The principal must initiate the Mid-Year review. Then the employee provides an update on his or her progress toward meeting the goal of the DSAP, using the DSAP Progress Update Guiding Questions.

7. What happens during the Year-End Progress Update?

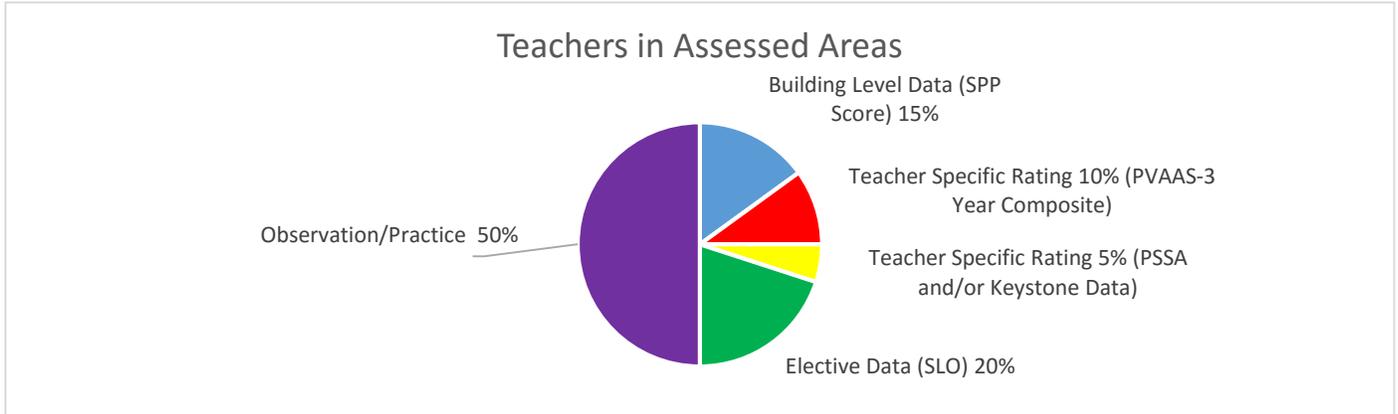
- The employee describes the final results of his or her DSAP using the DSAP Progress Update Guiding Questions. He or she then makes recommendations for moving forward and how he or she can share his or her learnings with others.
- The employee will complete the Danielson Self-Reflection rubric in its entirety and the administrator rates and comments on the Danielson Rubric.
 - Evidence and/or artifacts must be provided when a professional employee rates him or herself “Distinguished” in any component area, or if there is a disagreement between the employees self-rating and the administrative rating.
- A meeting is scheduled with the employee and principal to discuss and review the self-reflection, anecdotal notes, walkthrough notes, evidence, artifacts, and to discuss the DSAP.
- The Danielson Domain score is added to the 82-1

8. How does the DSAP factor into the employees final evaluation (82-1)?

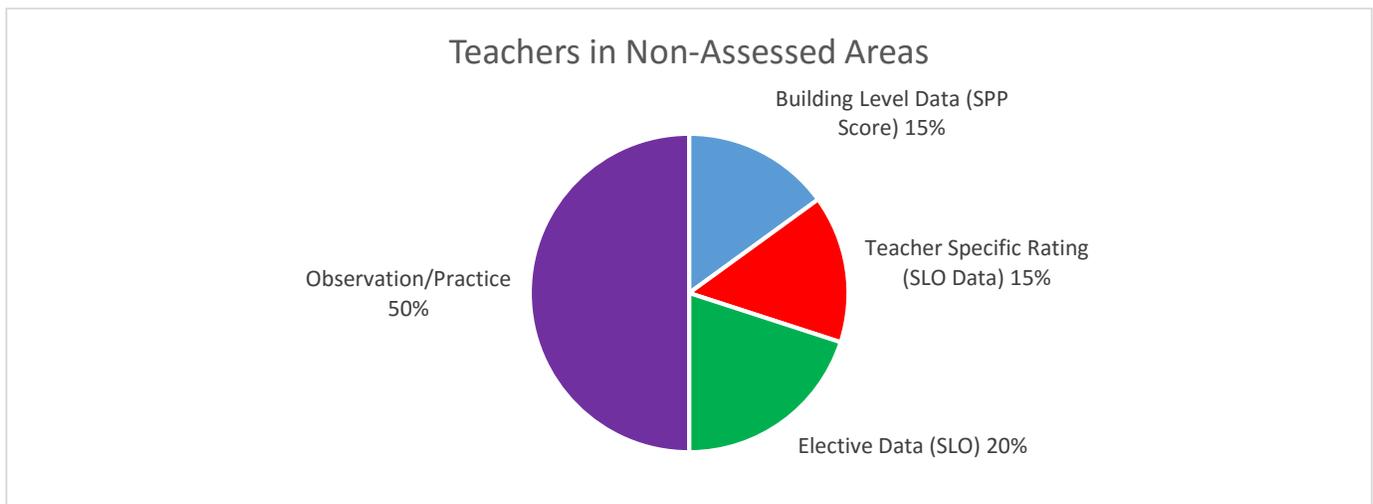
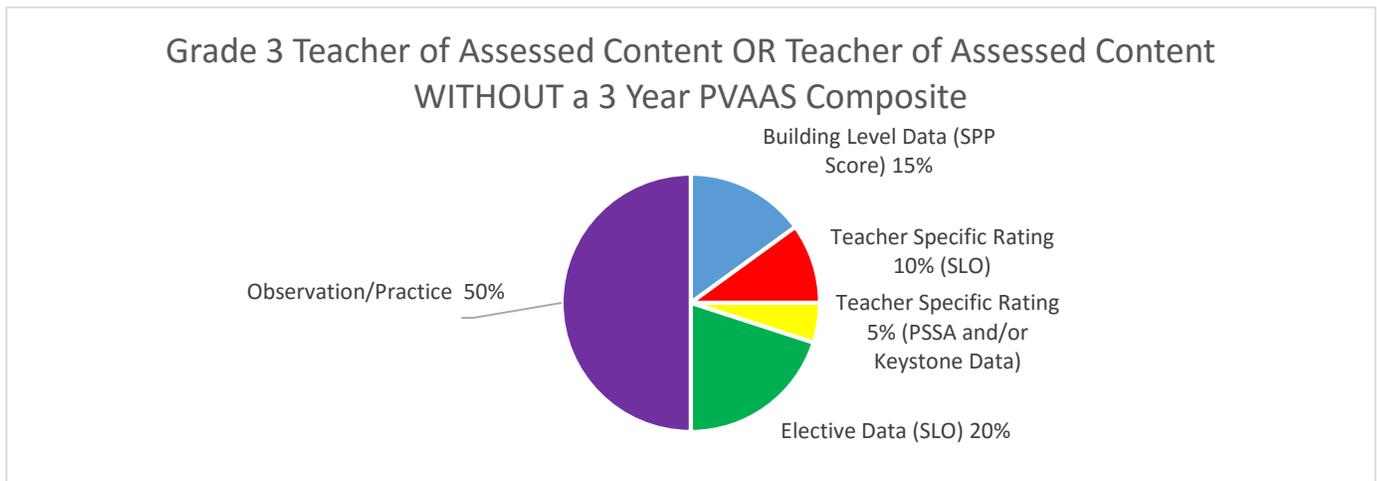
- a. The Danielson Domain (50%) is reflective of the following:
 - The completion of the differentiated supervision action plan (minimum 14 hours documented), the evidence and artifacts associated with the goal areas, the implementation of the action plan and review of electronic or paper portfolio. The DSAP replaces the formal observation in two years out of the three-year cycle.
 - The informal observations that occur throughout the school year may include: walkthroughs, presentations, meetings, communications, and other evidence of classroom practice. **A minimum of one documented walkthrough is required.** Other evidence should include: lesson plans, gradebook, assessments, parent communication, etc. that can be documented using anecdotal notes.

EVALUATION FOR PROFESSIONAL PERSONNEL

TEACHING PERSONNEL



Assessed areas include all grade levels/courses where PSSA or Keystone Exams are administered to students.



Non-assessed areas include all grade levels/courses where PSSA or Keystone Exams are **NOT** administered to students.

1. Temporary Professional Employees 2nd Semester 82-1.

(A) Employee Observation and Practice

(A) Teacher Observation and Practice

Domain	Title	*Rating* (A) ?	Factor (B)	Earned Points (A x B)	Max Points
I.	Planning & Preparation	<input type="text"/>	20%	0.00	0.60
II.	Classroom Environment	<input type="text"/>	30%	0.00	0.90
III.	Instruction	<input type="text"/>	30%	0.00	0.90
IV.	Professional Responsibilities	<input type="text"/>	20%	0.00	0.60
(1) Teacher Observation & Practice Rating				0.00	3.00

(B) Multiple Measures – Building Level Data

- **The (2) Building Level Score will be added when the SPP is received from the state department of education (September).**

(B) Multiple Measures - Building Level Data, Teacher Specific Data and Elective Data

Building Level Score ?	<input type="radio"/> Single Bldg <input type="radio"/> No Score <input type="radio"/> Multiple Bldgs ?	0
(2) Building Level Score Converted to 3 Point Rating		0.00

- The (3) Employee Specific Rating will be calculated as follows:
 - i. The SLO score will automatically be calculated through the SLO Data Summary Sheet. The administrator will populate this field during the Year-End, face-to-face meeting.
 -  ii. **Student Performance on Assessments will be worth 5% for all assessed content area employees. This data will be added when it is received from the Department of Education (September).**
 -  iii. **Value-Added Assessment System Data (PVAAS) will be worth 10% for all assessed content area employees. This data will be added when it is received from the Department of Education (September).**
 -  iv. **Locally Developed District Rubrics (SLOs) will be worth 15% for all non-assessed content area employees and calculated prior to May 27th.**

Teacher Specific Rating Calculator

No presets are currently available. School Year: 2015-16 ?

Use this section to enter PVAAS 3 year rolling average score (if available).

To automatically calculate the converted value, enter the value-added assessment (3 year rolling average) score	0 ?
Value-added assessment score converted to the 0 to 3 rating	0.00

Use this section to combine multiple teacher specific data to determine a final teacher specific rating.

Teacher Specific Data ?	% Assigned Valid Range	% Assigned ?	Rating	Earned Points	Max Points
Student Performance on Assessments ?	0.0 - 5.0%	0	0 ▾	0.00000	0.00000
Value-Added Assessment System Data ?	0.0, 10.0 - 15.0% (if available)	0	0.00	0.00000	0.00000
Progress in Meeting Goals of Student IEPs ?	0.0 - 5.0%	0	0 ▾	0.00000	0.00000
Locally Developed School District Rubrics ?	0.0 - 15.0%	0	0 ▾	0.00000	0.00000
Totals		0.0	0.0000	0.00000	0.00000
Calculated Teacher Specific Rating (Earned Points / Possible Points) * 3				0.00000	
Final Combined Teacher Specific Rating (truncated to two decimal places)				0.00	

* Must total 15% to determine a valid final teacher specific rating

* If % assigned entry is made beyond one decimal place, the system will round that entry to one decimal place for subsequent calculations.

The total of all percentages must equal 15

Use Score

Elective Rating

- The (4) Elective Rating (SLO) 20% data will be added prior to May 27th.
- The SLO score will automatically be calculated through the SLO Data Summary Sheet. The administrator will populate this field during the end-of-year face-to-face meeting.

(4) Elective Rating ?	<input type="text" value=""/>
<input type="checkbox"/> Not Available	

82-1 Finalization

- Prior to May 27th, the principal will:
 - select "Rating Temporary Professional Employee"
 - type in the beginning and ending date of the second semester
 - click the "Save" button
- In September the principal will:
 - add the Building Level Data (SPP)
 - add the Employee Specific Data (assessed content employees only)
 - select a final rating of "Satisfactory" or "Unsatisfactory"
 - click the "Submit" button
 - print the evaluation and acquire the appropriate signatures
 - complete the BWS cover letter and staple it to the 82-1

Rating: Professional Employee Or Rating: Temporary Professional Employee
 I certify that the above-named employee for period beginning and ending has received a performance rating of:

Distinguished Proficient Needs Improvement **FAILING**

resulting in a final rating of:
 Satisfactory **Unsatisfactory**

A performance rating of Distinguished, Proficient or Needs Improvements shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory.

Date _____ Designated _____/_____/_____/Position: _____ Date _____ Chief School Administrator _____
 I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater. My signature does not necessarily mean that I agree with the performance evaluation.

Date _____ Signature of Employee _____

2. Professional Employees - components of the 82-1 are completed before May 27th?

- The Danielson Domain - 50%
- The SLO score will automatically be calculated through the SLO Data Summary Sheet. The administrator will populate this field during the Year-End, face-to-face meeting.
- Locally Developed District Rubrics (SLOs) will be worth 15% for all non-assessed content area employees and calculated prior to May 27th.

The (3) Employee Specific Rating will be calculated as follows:

-  • **Student Performance on Assessments will be worth 5% for all assessed content area employees. This data will be added when it is received from the Department of Education (September).**
-  • **Value-Added Assessment System Data (PVAAS) will be worth 10% for all assessed content area employees. This data will be added when it is received from the Department of Education (September).**

82-1 Finalization

- **Prior to May 27th, the principal will:**
 - select "Rating Professional Employee"
 - type in the beginning and ending date of the school year
 - click the "Save" button
- **In September, the principal will:**
 - add the Building Level Data
 - add the Employee Specific Data (assessed content employees only)
 - select a final rating of "Satisfactory" or "Unsatisfactory"
 - click the "Submit" button
 - print the evaluation and acquire the appropriate signatures
 - complete the BWSO cover letter and staple it to the 82-1

Rating: Professional Employee Or Rating: Temporary Professional Employee
 I certify that the above-named employee for period beginning and ending has received a performance rating of:
 Distinguished Proficient Needs Improvement **FAILING**
 resulting in a final rating of:
 Satisfactory Unsatisfactory
A performance rating of Distinguished, Proficient, or Needs Improvement shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Satisfactory or Unsatisfactory shall be considered unsatisfactory.

Date _____ Designated Position _____ Date _____ Chief School Administrator
 I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater. My signature does not necessarily mean that I agree with the performance evaluation.
 Date _____ Signature of Employee _____

***Temporary Professional and Professional Employees - components of the 82-1 that are completed after May 27th, typically around September.**

- **School Performance Profile -15%**
- **Teacher Specific Data Rating**
 - **Student Performance on Assessments - 5% (only for employees in assessed areas)**
 - **Value-Added Assessment System Data – 10% (only for employees in assessed areas)**

Teacher Specific Rating Calculator

No presets are currently available. School Year: 2015-16

Use this section to enter PVAAS 3 year rolling average score (if available).

To automatically calculate the converted value, enter the value-added assessment (3 year rolling average) score	0 <input style="font-size: 8px;" type="button" value="?"/>
Value-added assessment score converted to the 0 to 3 rating	0.00

Use this section to combine multiple teacher specific data to determine a final teacher specific rating.

Teacher Specific Data <input style="font-size: 8px;" type="button" value="?"/>	% Assigned Valid Range	% Assigned <input style="font-size: 8px;" type="button" value="?"/>	Rating	Earned Points	Max Points
Student Performance on Assessments <input style="font-size: 8px;" type="button" value="?"/>	0.0 - 5.0%	<input type="text" value="0"/>	0 ▾	0.00000	0.00000
Value-Added Assessment System Data <input style="font-size: 8px;" type="button" value="?"/>	0.0, 10.0 - 15.0% (if available)	0	0.00	0.00000	0.00000
Progress in Meeting Goals of Student IEPs <input style="font-size: 8px;" type="button" value="?"/>	0.0 - 5.0%	<input type="text" value="0"/>	0 ▾	0.00000	0.00000
Locally Developed School District Rubrics <input style="font-size: 8px;" type="button" value="?"/>	0.0 - 15.0%	<input type="text" value="0"/>	0 ▾	0.00000	0.00000
Totals		0.0	0.0000	0.00000	0.00000
<small>Calculated Teacher Specific Rating (Earned Points / Possible Points) * 3</small>				0.00000	
<small>Final Combined Teacher Specific Rating (truncated to two decimal places)</small>				0.00	

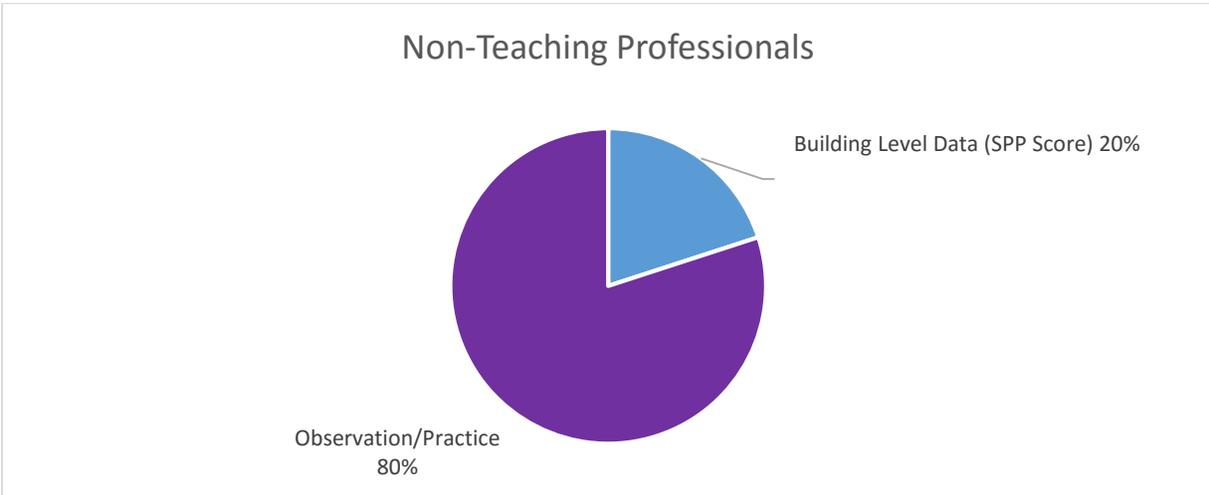
* Must total 15% to determine a valid final teacher specific rating

* If % assigned entry is made beyond one decimal place, the system will round that entry to one decimal place for subsequent calculations.

The total of all percentages must equal 15

3. What percent weight is the district using for Students' Performance on Assessments?
5%.
4. What percent weight is the district using for Value-Added Assessment System Data?
10%
5. What percent weight is the district using for Progress in meeting IEP goals?
0%. The district chose not to give a percentage for IEP goals, as everyone is completing SLOs.

NON-TEACHING PROFESSIONAL EMPLOYEES



Non-Teaching professionals include: social workers, guidance counselors, nurses, speech language pathologists, library media specialists, gifted employees, and elementary band employees.

1. Non-Teaching Temporary Professional Employees: 2nd Semester 82-1.

(A) Non Teaching Professional Observation and Practice

Domain	Title	*Rating* (A) ?	Factor (B)	Earned Points (A x B)	Max Points
I.	Planning & Preparation	<input type="text"/>	25%	0.00	0.75
II.	Educational Environment	<input type="text"/>	25%	0.00	0.75
III.	Delivery of Service	<input type="text"/>	25%	0.00	0.75
IV.	Professional Development	<input type="text"/>	25%	0.00	0.75
(1) Non Teaching Professional Observation and Practice Rating				0.00	3.00

- **The (2) Building Level Score will be added when the SPP is received from the state department of education (September).**

(B) Student Performance/Multiple Measures - Building Level Data

Building Level Score ?	<input type="radio"/> Single Bldg <input type="radio"/> No Score <input type="radio"/> Multiple Bldgs ?	0
(2) Building Level Score Converted to 3 Point Rating		0.00

82-1 Finalization

- **Prior to May 27th, the principal will:**
 - select “Rating Temporary Professional Employees”
 - type in the beginning and ending date of the second semester
 - click the “Save” button
- **In September the principal will:**
 - add the Building Level Data (SPP)
 - select a final rating of “Satisfactory” or “Unsatisfactory”
 - click the “Submit” button
 - print the evaluation and acquire the appropriate signatures

Rating: Professional Employee Or Rating: Temporary Professional Employee
 I certify that the above-named employee for period beginning and ending has received a performance rating of:
 Distinguished Proficient Needs Improvement **FAILING**
 resulting in a final rating of:
 Satisfactory **Unsatisfactory**
A performance rating of Distinguished, Proficient or Needs Improvements shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory.

Date _____ Designated R _____ Position: _____ Date _____ Chief School Administrator
 I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater. My signature does not necessarily mean that I agree with the performance evaluation.

Date _____ Signature of Employee _____

2. All Non-teaching Professional Employees

- Observation and Practice components of the 82-1 are completed before May 27th
- **The (2) Building Level Score will be added when the SPP is received from the state department of education (September).**

(C) Non Teaching Professional Effectiveness Rating - All Measures

Measure	Rating (C)	Factor (D)	Earned Points	Max Points
(1) Non Teaching Professional Observation and Practice Rating	0.00	80%	0.0000	2.4000
(2) Building Level Rating (or substitute)*	0.00	20%	0.0000	0.6000
Total Earned Points (truncated to two decimal places)			0.00	3.00

*Substitutions permissible pursuant to 22 Pa. Code 19.3 (IV)(g)

82-1 Finalization

- **Prior to May 27th, the principal will:**
 - select “Rating Professional Employee”
 - type in the beginning and ending date of the school year
 - click the “Save” button
- **In September the principal will:**
 - add the Building Level Data (SPP)
 - select a final rating of “Satisfactory” or “Unsatisfactory”
 - click the “Submit” button
 - print the evaluation and acquire the appropriate signatures

Rating: Professional Employee Or Rating: Temporary Professional Employee
 I certify that the above-named employee for period beginning and ending has received a performance rating of:
 Distinguished Proficient Needs Improvement **FAILING**
 resulting in a final rating of:
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A performance rating of Distinguished, Proficient or Needs Improvements shall be considered satisfactory, except that the second Needs Improvement rating issued by the same employer within 10 years of the first final rating of Needs Improvement where the employee is in the same certification shall be considered unsatisfactory. A rating of Failing shall be considered unsatisfactory.

Date _____ Designated R _____ Position: _____ Date _____ Chief School Administrator
 I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater. My signature does not necessarily mean that I agree with the performance evaluation.

Date _____ Signature of Employee _____

Important Deadlines and Dates

	May 1, 2016	May 6, 2016	May 15, 2016	May 9 – 27, 2016	End of 2nd Semester June 3, 2016	No later than June 17, 2016	September 2016
Temporary Professional Employee (TPE)	DSAP Year End Progress Update Completed and Submitted	SLO Data Overall Summary and Summary Sheet completed and Danielson Self-Assessment Rubric Completed and Submitted	Second Formal Observation Completed	Temporary Professional Employee-Supervising Administrator Conference and Portfolio Review	Draft 82-1 and 2016-2017 DSAP Submitted	2016-2017 DSAP approved by building administrators	82-1(s) will be finalized pending release of data from the state
Professional Employee	DSAP Year End Progress Update Completed and Submitted	SLO Data Overall Summary and Summary Sheet completed and Danielson Self-Assessment Rubric Completed and Submitted		Temporary Professional Employee-Supervising Administrator Conference and Portfolio Review	Draft 82-1 and 2016-2017 DSAP Submitted	2016-2017 DSAP approved by building administrators	82-1 will be finalized pending release of data from the state

Additional Resources

<http://bwsdcurriculum.weebly.com/>

Direct Links to PA-EETEP

For more information, about **differentiated observations**, please visit:

<https://paetep.net/resources/differentiated-observations/>

Getting Started Guide for Employees: <https://paetep.net/getting-started-guide-employee-differentiated/>

Getting Started Guide for Administrators: <https://paetep.net/getting-started-guide-for-supervisors-differentiated-observations/>

For more information, about **SLOs**, please visit: <https://paetep.net/resources/student-learning-objectives/>

Getting Started Guide for Employees: <https://paetep.net/getting-started-guide-for-employees-student-learning-objectives-slos/>

Getting Started Guide for Administrators: <https://paetep.net/getting-started-guide-for-supervisors-student-learning-objectives-slos/>

Educator Effectiveness

<http://www.education.pa.gov/Employees%20-%20Administrators/Educator%20Effectiveness/Pages/default.aspx#.VmbCmbgrK1s>

NTPE

<http://www.education.pa.gov/Employees%20-%20Administrators/Educator%20Effectiveness/Pages/Non-Teaching-Staff.aspx#.VmbC5LgrK1s>

PDE SAS

<http://www.pdesas.org/Frameworks/EmployeeFrameworks/EmployeeEffectiveness#frameworkSetStatement>