AUGUST 29, 2014: OUTCOMES OF DISCUSSIONS WITH HR AROUND CURRENT BUSINESS PROCESSES IN ORDER TO BEGIN EVAL REQUIREMENT GATHERING

**EXISTING ROSTER PROCESS**

(To be in part replaced by act of sending data to the State to pre-populate **Assignment Screen** in eVal)

* HR sends out Roster at beginning of the year (October-ish)which at a minimum includes who is teaching at which schools, employee ID, supervisor and job code; ideally, it includes the evaluation cycle (status or focused) and they would *really* like it to include subject taught
* Roster is sent out again in the Spring
* HR would like to end the year with mutual agreement of the teacher’s evaluation cycle for the following year. If focused, we want to ensure the teacher will be evaluated on *different* criteria than the current year

**About the evaluation cycle**:

* The evaluation cycle is difficult to determine because it is triggered by a variety of business rules such as how long the teacher has been in WA, at the Seattle District, their last performance score, and how long it has been since they have had a comprehensive evaluation
* Elaine is sending the evaluation cycle (via a long, cumbersome process) but Denise and Sue are not because it is so cumbersome
* Note: Auto-calculating the evaluation cycle is not in the direct scope of the project. If Mabel believes her team can do this within our time and funds, she will let us know. If not, HR will still need to manually calculate it, but perhaps we can make their lives easier by having DOTs supply them the necessary underlying data for the calculation in an easier manner than current process. Regardless of whether it has been calculated manually or through automated method, we want to send evaluation cycle to the State in our upload file to pre-populate the Assignment screen in the UI
* A teachers evaluation cycle can change mid-year due to performance issues (i.e., go from Focused to Comprehensive)
* AS-IS: HR tries to provide evaluation cycle to the principals, but there is not precise process across all parties for who identifies the right cycle and makes sure it has been communicated. The rules governing the cycle are in the CBA. It’s not HR’s role to “define” it, but they help interpret the CBA. Principals can chance the cycle and are not obligated to tell HR (because HR does not define the cycle, the CBA does).
* TO-BE: HR has the resources to accurately identify the evaluation cycle so that it is included in the file we sent to the State at the beginning of the year. The cycle will now show in eVal when the principal goes to view assignments.
* TO-BE Questions: Since within eVal, the principal has the ability to change the evaluation cycle, do we need a notice that would go to HR letting them know it has been changed? How do we make sure that we then make the change on the back-end? Otherwise, our files to the State would over-ride any changes the principal made. Ditto for any changes the evaluators make on assignments.

NEW ENHANCEMENTS:

* Ability to send State the teacher-evaluator assignments and the evaluation cycle
* Ability for eVal user to change assignment of a teacher or evaluator from one school to another
* Ability for eVal to a variable number of principals at any given school
* Ability for a teacher to have TWO evaluators where those two evaluators CANNOT see each other’s information and only the primary evaluator’s information is saved as the official information (see PIP/Probation for more information)

OUTSTANDING QUESTION – If the Roster is replaced by the upload file, how do we get data to the right audience that isn’t sent to the State such as subject taught and job code? Or is that data only HR needs and can be accommodated on the back-end once DOTs integrates our data with eVal data? (i.e., do the evaluators need to receive that info?) Or, does HR continue to send out a Roster, only it’s much smaller since much of the existing data elements will be taken care of by the data feed to the State?

**PROCESSING THE ANNUAL EVALUATIONS**

1. The signed paper documents are brought by the evaluators to HR
2. HR spends significant work figuring out whether or not they have received all the evals, who is missing, etc. ***(We’re assuming they will use eVal dashboard for this – need to confirm)***
3. An hourly staff person reviews *each one* for quality
   * Does evidence accurately reflect the rating provided?
   * Correct contract status? (provisional v. continuing)
   * Does it look like the evaluator merely cut and pasted from one evaluation to the next?
   * Do we have enough observation minutes to be in compliance?
4. Where concerns or updates needed, evaluator must make changes and submit a new evaluation
5. Data from each evaluation is entered into the yearly summary file (see sample file “Performance Evaluation 2014”)
6. Paper evaluation is stored as part of employee’s personnel file

**Enhancements**:

1. Ability for evaluator to enter the minutes actually spent during an observation, and, subsequently, ability for eVal to add hours for a teacher across all observations to-date. The minutes needs to be one that is manually entered by the evaluator. We can’t use the existing minutes generated by the calendar, because we could be challenged if the actual observation did not last the full time scheduled
2. Are the PDF copies saved within eVal? We need a way to tic and tie the final evaluation report that is saved as a PDF file and subsequently stored by HR in the personnel file with that year’s evaluation data in eVal. If it is not currently saved in eVal, can we have a method by which after printing to PDF it is automatically saved the way an artifact might be? (end user will need the opportunity to provide a file name, or we could come up with a file naming protocol). We need this because we will have an assumption that when the report is ready, the teacher will go into eVal and view it. Or other process by which we have made absolutely sure that the teacher can easily view precisely what is going to be on their report without anyone having to print it and without anyone having to email it to the teacher.
3. Potentially the ability to include, on the final report, the acknowledgement of receipt from the teacher and a statement from the evaluator that this document represents the year’s summary evaluation.

**Requirement question for legal and project sponsor:** If contractually we only need to “make the report available” to the teacher, and if the teacher has access to the eVal tool, and if the teacher is notified that the final evaluation is ready and/or we tell them that it will be ready within a certain timeframe for their review, then do we even need a written response from the teacher saying they have received it? (Need to discuss w/ steering committee and legal)

**ACTIVITIES RELATED TO UNDER-PERFORMING TEACHERS**

(These tasks may not occur in this precise order, this is only intended as a general view)

1. Process starts with principal calling HR with concerns
2. HR evaluates the following:
   1. What kind of contract
   2. Previous year ratings & evaluations
   3. How many years with WA; how many years with Seattle
   4. Recent assignment changes
   5. Current TPEP activities, including observation reports, evidence, artifacts
   6. HR consults with principal
3. HR may advise that the evaluator adjust their notes, i.e., use a tone that does not sound angry, provide clearer evidence, etc.
4. Teacher’s evaluation cycle may be changed from Focused to Comprehensive
5. Teacher may be provided a Support Plan
6. Teacher may be put on PIP
   1. This can be a PIP which occurs before probation which would have no proscribed timeline or a PIP which helps support the probation period which has a timeline of 60 working school days
7. After at least two observations (per CBA) or three observations (HR recommendation), evaluator creates a mid-year evaluation report which is (1) not visible to the teacher and (2) is brought to the superintendent for discussion. ***Note: This involves very few teachers per year. We could bypass using eVal’s actual reporting functionality to create this, since it is not a summative evaluation, and instead attach the document as an artifact (if we had a logical place to put it). At the least, we would need the ability to track within eVal that this activity occurred.***
8. If a decision is made to move forward with probation, the superintendent provides a letter to that effect
9. Evaluator takes both the mid-year evaluation and the superintendent letter to the teacher and requests signature of the mid-year evaluation
10. Probation process begins (PIP at this point supports the probation process)
11. Evaluation support teacher (ESCTS) is assigned
12. ESCTS acts as 3rd party evaluator and performs several observations *without ever seeing or having access to the teacher’s assigned evaluator information* to ensure objectivity

**Enhancements** –

1. Confirm that when DA impersonates an evaluator they can see the teacher’s data (if it has been made visible)
2. Ability to know that a teacher has been provided a PIP
3. Ability to know if a teacher was on a support plan
4. Ability to know that a teacher has been provided an evaluation support teacher (ESCTS) during their probation period
5. Ability for that ESCTS to perform several observations as a 3rd party in a manner such that they cannot see any observation or evaluation information from the assigned evaluator
6. Ability to know that a teacher has been put on probation
7. Ability to make sure that any there is 100% alignment across the items called out in the mid-year evaluation report and the items marked for improvement in the PIP
8. Ability to hide any UI mention of any of the above activities from the general user, i.e., an evaluator would need to explicitly “turn on” the UI page that would contain this information. In this manner, the majority of users who would never be put on probation or given a PIP do not have to see this feature each time they log onto the tool.

**OUTSTANDING QUESTIONS THAT NEED SPONSOR, LEGAL, ETC.**

* Do we really need signatures?
* Can eVal handle video and, if it can, do we want it to?

**Data needs (not covered above)**

If termination or probation is contested

* # minutes observed
* If provided a PIP
* If assigned an ESCTS
* If put on probation
* Historically, how many teachers for that evaluator have had PIPs or been put on probation
* Artifacts

Data to help with disparity questions

* Age, race, gender, subject, teacher/evaluator assignments (Note – this would come from the integrated data DOTs provides to HR)

**Misc non-priority enhancements**

* Ability to push out custom notices via eVal either ad-hoc by District Admin or pre-configured and date driven. (Because HR currently sends emails throughout the year reminding staff of any upcoming deliverables or timelines related to TPEP)
* Reports: Can we remove the icons for scissors and pencil on the written report and replace it with more meaningful text?
* Reports: Observation and evaluation reports should have minimal settings which cannot be removed by user
* Summary evaluation: Is there any error checking that can be put in place –
  + Sending a user alert message if there are less than 60 minutes of observation (based on ability to add up all observation minutes which would be based on addition of new field where evaluator would enter minutes spent for each observation…)
  + Sending a user alert message if the criteria rating entered appears significantly completely out of line with preponderance of evidence across the observations
* There are about 250 teachers who work at multiple schools. Ideally (but not required) they could have a process whereby evaluators at both schools could collaborate to some degree on their evaluation
* Question: If evidence is entered into the observation notes screen and isn’t color coded, where will it show on the observation report?

**General Stats**

* 3000 evaluations yearly (paper)
  + Hourly staff person reviews for quality, updates spreadsheet and files the paper
* Of which, 100 of which require further HR attention because they are Unsat or Basic
  + In these instances, HR would have been working with the evaluator throughout the year towards resolution
* Of which, a handful to go probation
* Of which, only 2 or 3 might go through the entire probation process

Notes from meeting 9-02-2014

Now: Teachers and principals are piloting the system “as-is”.

10/1 – go/no-go checkpoint, big picture timeline feasibility, cost decisions

11/1 - go/no-go checkpoint, sign-off on requirements, development would start

Self-assessment don’t need to hidden for now. Could hide fi we’re creating a facility to hide other items.

Discrepancy Report – district setting to hide.

Observation Scoring – district setting to hide

Observation Report topics should not be included if there is no content.

3.5: allow principal to select which parts of observation to include in the reports.

Seattle calls highlighting in the rubric descriptor a “claims statement”.

Notes Editor text is “evidence”.

Summary screen: summative scoring is ok

Add EvalautionType on observationevaluation header and report

Reports: once the report has been submitted should be able to modify print settings. Need to have the report options unmodifiable so that the report is always the same.

Would like to have gate like locking that has both parties agree on final evaluation. Generate report and from then on unmodifiable.

Seattle needs to have some way to have an electronic means to pull the final reports to seattle for permanent personal file records.

Hr hires hourlies to reviews and sometimes principals have to go back and improve.

They review to make sure summative score makes sense with observation claim statements.Want to be able to validate some business rules: number of minutes of observation completed, evaluation plan type.

HR wants to recommend evaluation plan type and import into eVAL at the beginning of the year. If PR changes type, then that info needs to be provided back to HR. Could just be an email.

Want to have final evaluation include recommendation for what type of evaluation plan type be included.

Linking calendar to Outlook.Add to both teacher and principal’s outlook caldendar.

Need to accommodate more than two principals on assignment screen. \

HR needs to make the assignment decisions.

Evaluations where there are two evaluators for a single teacher. Two scenarios. Collaborative: work together, get to see all data from both principals. Need to be a place agree to collaborate. Not critical that they can see in tool, could print out.

When a teacher goes on probation would use district-wide teacher evaluator.

Override observation time automatically populated.

PIP: Performance Improvement Plan.

HR wants custom fields to track status for poor performance. Who is on a PIP? Who is on probation? Did they have a third-party evaluator assigned? Don’t want them visible to teachers until they are actually on PIP or probation. Tool is supposed to be about professional development not compliance. Union might require that any information that the principal sees the teacher should also see. Maybe has to be set by HR and the fields are only visible once HR has set them.

Valdiations: when principal goes to submit, can’t submit unless sufficient observation minutes, at least two observations.

Custom notices: push out a reminder for users in particular roles. “Hey, goal setting ends tomorrow”.

Scissors/Pencils replaced with the words. For legal reasons.

3500 evaluations yearly. Only about 100 require additional attention (UNS, BAS). Only two or three go to probation.

Might need ability to lock teacher’s data mid-year.

Some legal requirement about retention of data. Observation reports have to be destroyed after X years. Ask Dana about plans for purging.

Notes from meeting 9-05-2014

600 hires a year, lots transfer from one school to another.

Need to see previous evaluations from different districts???

Contract Status: P1, P2, P3, Provisional Status. It determines evaluationplantype.

Last year had 50 teachers that needed support, this year there are 80.

Support Plans

Anyone who is basic must have a support plan in place. Not in collective bargain, but best-practice.

Defer evaluation principals, just teachers for now.

Support Plan

PIP

Probation

Assigned a 3rd-party evaluator

Whether they go on a support plan could be triggered by the summative evaluation.

If someone is on probation then they do an additional six observations and only those observations go into the final summative evaluation.

They want a Word doc so they can cut-and-paste into their off-line process.

Report that says “show me everything that has happened between two dates” in a format like Final Report. Allows them to get the probationary observation data only.

They don’t have an internal system that stores personnel info about support plan.

HR initiates probation (super really) and third-party evaluator.

PIP and Supprot Plan is sometimes in collaboration with HR, but often self-served by the principal.

IF they are on probation then they are on a PIP.

HR said that they might be able to track teachers that need support just by the performance score and then they would manage it internally.

Need to flag in eval so that the principal can initiate it and that allows the excerpt to include that information that updates the SAP data.

Third-party evaluator needs to come in and perform multiple evaluations and then write up a progress report. They may be a principal from another school or a retired principal. Need to come in and do observations but they can’t see previous observations. Current principal can’t see third-party evaluator data.

Final Evaluation Submission

Quality Review: Is often checking for completeness.

1. Right amount of minutes of observation.
2. Correct for whether it should be focused or comprehensive
3. Signature and dates
4. Sloppy – they just copy and paste.
5. Score is out of whack.

De-link tracking hours to scheduling. Instead force them to input the time in minutes. Just input the date (not time) and then the number of minutes. One HR person liked the start time and then the number of minutes so that they could say “I was there at 9:15 am…” Show ongoing minutes total.

Would like to not use the setting screen at all, but instead enter it on the observe/score screen.

After discussion, use settings to record the dates, but use Outlook to send a meeting invite.

Don’t fill in Start and End Time when day is filled in? They don’t care about the pre-conference and post-conference dates. Can we enforce the that they input the minutes.

Default should not include EndTime. Often it might only be a few minutes.

Need to be able to un-submit evaluation to make modifications.

EOY data extract, summative scores information, evaluator, etc. is it pushing a button to manually or generate an extract that they pick up.

Do they want history of evaluation changes if they make changes?

Sometimes they were not able to do 3.2 for various reasons.

Not sure whether seattle union will not want non-sg rubric elements to show up on summative screen because they only want to see what is required to be scored.

Summary screen additional tab – is everything ready to be submitted?

Show that the teacher approved of the report when the report print settings can be changed at any time.Teacher is acknowledging receipt of the data, not the report.

Notes from meeting 9-12-2014

Three principals from the resource group that reviewed eVAL are present.

Would like to override requirement to score student growth, have signatures, etc., but include that status on the final report.

EvaluateePlanType should be displayed more frequently throughout the site. Do they really wanted it pre-populated, principals are getting inaccuracies from the district now. They may not want it pre-populated, because they make judgments like ¼ have to be on comprehensive and they get to pick who.

PR feedback is that they would need three years of TPEP before the get reliable pre-population.

Possibly want to turn off notes input in lots of places.

Dialogue requested.

Goals are currently showing up in all criteria on sumamy screen

Mark the criteria box differently for SG to indicate on summary

Disable the ability to score non-sg rubric elements

Submission Process

Enter Scores

Ready for both to look at a draft. Give it to teacher at least 24 hours before evaluation meeting. Meeting to get feedback.

Place where pr/tr officially sign off.acknowledging receipt, not approving.

Checkbox like software acceptance on install.

Result is a snapshot that includes acknowledgment and datestamp.

Ready to submit

Assignments Screen – make sure there is enough room horizontally for multiple principals in each school.

Get a report of who in seattle already has an EDS account. Want to know what email and cert# using.

Impersonation needs to be read-only.