Cohort I School Improvement Grant Recipients
Fall 2010 Implementation Year
Waiver Request for
Timeline Extension to
Develop a Teacher Evaluation System that Conforms to SIG Requirements
Submit by January 5, 2012

Please email scanned request and mail the original to:
Joanne.magarian@doe.nh.gov
Londergan Hall
101 Pleasant Street
Concord, NH 03301

District: **Milton School District**

School: **Nute / High School and Library**

Transformational Principal: **Mr. Aaron Bronson**

School Improvement Coordinator: **Ms. Michelle Langa**

Submitted by: Karl Kushner Dec. 22, 2011
Superintendent Signature Date

Criteria for Determination of Sufficient Commitment and Progress to Justify Awarding a Timeline Extension
The data derived from this chart will provide an indicator of commitment to the process to develop a teacher evaluation system.

SIG School Improvement Team Members (include dates in appropriate cell)	**Has not attended workshop sessions** **(0)**	**Attended 40% of sessions at this point in time*** **(1)**	**Attended 60% of sessions at this point in time*** **(2)**	**Attended 80% of sessions at this point in time*** **(3)**	**Attended 100% of sessions at this point in time*** **(4)**
Transformational Principal					9/19/, 10/27, 10/28, 12/2
Lead Teacher					9/19/, 10/27, 10/28, 12/2, 12/12
Superintendent or appointee					9/19/, 10/27, 10/28, 12/2

*Include workshop dates in cell

- September 19, 2011 Kickoff with Charlotte Danielson (20%)
- October 27, 2011 Deep Understanding (20%)
- October 28, 2011 Deep Understanding (20%)
- December 2, 2011 Designing a System for Teacher Evaluation (1of 6) (20%)
- December 12, 2011 Turnkey Teacher Training (20%)

Principal Evaluation System Development

The NH Doe is working in collaboration with the New Hampshire Association of School Principals to provide SIG school leaders with a framework for an effective leader evaluation system, based on the Interstate School Leaders Licensure Consortium (ISLLC) standards. Discussions and training will continue to be led by the New Hampshire Association of School Principals.

The NH DOE also strongly recommends that the transformation principal participate in the Teachscape Program to become certified in the Charlotte Danielson Evaluation System. Certification in the Danielson Model will provide evidence of the transformational principal's knowledge of what teachers need to know and be able to do as well as the ability to accurately observe and record evidence. These skills apply to teacher evaluation in general and this recommendation is not necessarily intended to require use of the Danielson Evaluation Model.

Criteria for Determination of Teacher Involvement and Professional Development Activities

Teacher and leader evaluation systems are to be designed with teacher and leader involvement. The following chart will gather evidence of teacher and leader involvement and professional development activities. All teacher activities should be in place by January 18, 2012.

System Design and Professional Development Activities	Yes	No
Has a school-based-evaluation committee representative of stakeholders been formed?	The Superintendent formed the committee in April 2011. The team of 13 includes seven (7) teachers, two (2) union representatives, including our Lead Teacher Ashley Frame, the assistant principal from Nute Middle High School, the principal from Milton Elementary, the assistant principals from Nute Middle High School, Milton Elementary School and Paul School, the Superintendent and Curriculum Coordinator/ Chair of Professional Development Coordinator from SAU 64, the SIG Project Coordinator and our external partner, Dr. Pamela Clark. Dr. Clark is an expert in Teacher evaluation. Our list of committee members is contained in Appendix A.	
Has a school Based timeline for evaluation system design been developed?	The Milton School District was waiting for clarification from NHDOE and The NH Task on Effective Teaching on required elements of the teacher evaluation system and a definition of an effective teacher. The committee has met monthly conducting research, making onsite visits to other districts, outlining supports we want to have in place to assist teachers, and creating a rough draft of the plan. We will meet for three full days to complete writing the plan. The committee has met on 9/15, 10/6, 11/3, 12/1. Our meeting dates in	

	2012 are as follows: 1/5, 1/13, 1/27, 2/10, and 3/1. Our timeline is contained in Appendix B.	
Has a decision-making method been adopted for use to gain stakeholder agreement on aspects of the evaluation system design? (Such as fist to five)	At our first meeting, we developed a "Talking Points" method to keep all stakeholder groups informed of our progress and to gain support for approval. The information from the Task Force is shared with our teachers through Common Planning Teams and faculty meetings. The School Boards have been kept abreast at their regular meetings. We have developed a series of articles on our SIG efforts which will be located on our SAU website. The Transformation Team is updated bi- monthly on this initiative.	
Has a timeline for professional development activities been agreed upon?	We have been using the Danielson Model for the past six (6) years. Our PD activities will take place at meetings of our Common Planning Teams; the exact dates are to be determined. These meetings are supplementary to our professional development activities on the Danielson Model which are taking place during our faculty meetings. Thus far, we have provided professional development on the teacher evaluation system on 11/09 and 12/14.	
Has a process for been developed for the delivery of professional development which includes a feedback loop to the school SIG team?	Six members of the Teacher/Leader Effectiveness Task Force also sit on our Transformation Team. In addition, the Professional Development Committee of the SAU will meet jointly with the Teacher Leader Effectiveness Task Force to insure consistency and constancy in providing professional development activities aligned with our evaluation system. Several teachers serve on both the PD committee and the Task Force.	
Is there a process for teacher union involvement and feedback to the school SIG Team?	Two members of the Teacher/ Leader Effectiveness Task Force are top-ranking teacher union officials. The new evaluation system was also discussed thoroughly in our recent teacher negotiations.	
The district plans to participate in the New Hampshire Association of School Principals' discussions and training for leadership effectiveness and evaluation system development.	The District has already participated in the NHSSA "Boot Camp" for building administrators. Our principals have also participated in the NH School Administrative Association Leadership Institute in February and April. In addition, the principal has participated in all trainings for SIG	

	schools given by the NHDOE. We will participate in the NHASP training.	

Provide Evidence of Principal Leadership Activities

Date	Activity
November, 2011	Principal expedited the dismissal of underperforming employees who were hindering our progress in changing the school culture.
October, 2011	Principal directed Lead Teacher and SIG Project Coordinator to create professional development activities on the Danielson Model to be delivered at Common Planning Time and faculty meetings.
September, 2011	Principal directed Principal's Advisory Team to look for quick wins within the school. Examples such as changes to the schedule, alignment of all the guided study halls to be conducted during the same period and the planned restructuring of the curriculum for our extended learning classes are just a few highlights.
2010-2011 school year:	Principal created a data team to analyze student growth measures and to assist teachers in learning how to use data from NWEA, Aimsweb and other standardized tests. The principal worked with all stakeholders to restructure the entire school schedule to improve our achievement scores.

Provide Evidence of Operational Flexibility

Date	Activity
December, 2011	Superintendent reconfigured administrative staff to fill the vacancies created by the expedited resignations. She moved the certified, assistant principal from the Elementary School to the High School as an interim until the end of the school year.
December, 2011	Structured intervention blocks for struggling students will begin in the middle school second semester. This required significant leader and teacher planning, movement of staff and curriculum development.
December, 2011	When the student information management system developed technical difficulties in informing parents of required assignments and student grades, principal developed alternative means to keep the school community focused on progress monitoring and higher achievement.
November, 2011	Coverage of student advisories with all staff teaching both the middle school and high school classes proved detrimental to the progress of our other SIG initiatives. Staff and schedules changes made by the principal eliminated this problem.

NH DOE Review

Date Waiver Received:

Review Team Members:

Upon examination of the evidence provided, the SEA review team has determined that:

- Sufficient progress toward the development and implementation of an evaluation system in accordance SIG guidance and waiver extension requirements has been made
  Date Waiver in effect:_____ Date Waiver expires:_____

- Effort to meet the requirements of the development of an evaluation system in accordance SIG guidance is not sufficient. A hearing will be scheduled. (date)

Comments:

Appendix B

Teacher/Leader Effectiveness Task Force
Tasks & Timeline

Date	Tasks
December 1, 2012 **(After school meeting)** **Wakefield**	Synthesizing information gathered Framing Statement of Purpose Establishing meeting dates
January 5, 2012 **(After school meeting)** **Milton**	First Draft of • Philosophy or Statement of Beliefs and Purpose • Create working groups
Work Day 1—Friday, January 13 **Community Room-Nute**	Revisions to • Philosophy or Statement of Beliefs and Purpose First Draft of • Identification/establishment of standards to be used • Pathways or Tracks for Beginning Teachers, Continuing Contract Teachers, Teachers in Need of Improvement
Work Day 2—Friday, January 27 **Community Room, Nute**	Revisions to • Philosophy or Statement of Beliefs and Purpose • Identification/establishment of standards to be used • Pathways or Tracks for Beginning Teachers, Continuing Contract Teachers, Teachers in Need of Improvement First Draft of • Forms • Guidance for self-assessment, goal setting, and plan development, and rubric for plan approval • Guidance for evidence gathering and self-reflection
February 2, 2012 **(After school meeting)** **Wakefield**	Joint Meeting with PD Committee
Work Day 3—Friday, February 10 **Community Room-Nute**	Revisions to • Forms • Guidance for self-assessment, goal setting, and plan development • Guidance for evidence gathering and self-reflection, rubric for the reflection Development of • Sample plans • Implementation timeline and supports Final review of and revisions to total plan
March	Presentations to: Full Staff and School Boards