

Louisiana Believes

Compass: End of Year Processes

April 14, 2016

Webinar

Agenda

- Introduction
- End of Year Process
 - Compass Evaluations
 - Curriculum Verification and Results (CVR)
- Next Steps and Support

Compass: Introduction

The Compass tool supports teachers and principals in defining expectations for student learning and monitoring progress against those goals throughout the year.

District Leaders:

- Set and implement [policies](#)
- Support principal and teacher improvement
- Observe, support, and evaluate principals

Principals:

- Set schoolwide student growth goals
- Guide teachers to set student growth goals
- Observe, support, and evaluate teachers

Teachers:

- Set student growth goals
- Teach and monitor student learning
- Continue to improve

Compass: End of Year Ratings

Evaluators of principals and teachers are able to use multiple measures of student growth and professional practice to support improvement through the year and to determine end of year ratings.

Student Growth: Multiple Measures

Teachers:

- Student learning targets (goals)
- Student growth data (VAM/TSGD where available)

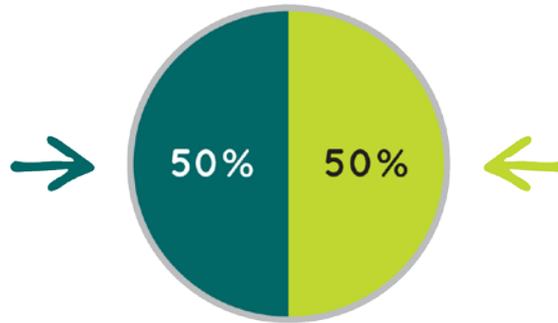
Principals:

- Student learning targets (goals) based on School Performance Scores (SPS)

Starting in 2016–2017, leaders may adjust the student outcomes score for teachers with value-added data by +/-1 from the VAM rating, based on SLT results.

Final Evaluation

Both the Student Outcomes and Professional Practice components contribute equally to the final evaluation rating for both teachers and principals.



An ineffective rating on student outcomes or professional practice no longer overrides a principal's evaluation of his/her employees.

Professional Practice: Multiple Measures

Teachers:

- At least two observations measured using a tool aligned to instructional standards

Principals:

- At least two site visits to observe evidence of leadership practices
- Measured using a tool aligned to established leadership standards

School systems and school leaders decide the following regarding teacher observations:

- *number and length of observations beyond the minimum*
- *scope of observations including number of rubric indicators and type of evidence collected*

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Compass: End of Year Process

- Compass end of year evaluations communicate educator effectiveness as measured by student outcomes and professional practice
- This framework applies to all classroom teachers and school level leaders, per [Bulletin 130](#)

	COMPASS EOY ACTION STEPS
District Staff	<ul style="list-style-type: none">- Support principals with teacher EOY conversations and evaluations- Complete principal EOY conversations and evaluations- Monitor progress toward completion
School	<ul style="list-style-type: none">- Complete valuations using multiple measures of student growth and professional practice- Complete teacher EOY conversations
Teachers	<ul style="list-style-type: none">- Review Student Learning Target EOY data and submit results- Participate in EOY conversations
Deadlines	<ul style="list-style-type: none">- Teachers: August 15, 2016- Principals: August 15, or Fall 2016

Compass: End of Year Conversations

Teachers and principals are supported to improve throughout the year. End of year conversations include time to review multiple measures of student growth and professional practice.

Sample guiding questions for reflection and planning:

- What led to/hindered student success?
- What changes in practice took place this year?
- What additional changes need to take place?
- What resources are available or needed to support teacher and student success?
- How did data inform instruction this year? How will the data collected this year guide future instruction?
- What opportunities and resources are available as we prepare for next year?



Resources:

- [Louisiana Principal's Teaching and Learning Guidebook](#) (*guidance and teacher case studies*)
- [Compass Observation and Feedback Module](#) (*guidance and leader case studies*)
- [Louisiana Standards Updates](#)
- [LDE Professional Development Opportunities](#)

Compass EOY: Teacher Evaluations

Teacher Actions:

- Collect student learning data
- Review SLT data and reflect on results
- Communicate results (input into CIS or other method)

Principal Actions:

- Complete required observations to collect evidence of professional practice
- Review SLT results
- Rate each component (professional practice and student growth)
- Conduct end of year conversations to reflect on results and plan for next year
- Submit scores in CIS

District Actions:

- Support EOY processes
- Monitor completion

Deadline:

- Enter Final evaluation ratings in CIS by **August 15**

Compass EOY: Principal Evaluations

Principal Actions:

- Review student learning results (SPS components) as available
- Enter results in the SPS Calculator
- Reflect on results and share with evaluator

District Actions:

- Determine timeline for completing principal evaluations
- Complete site visits to collect evidence of principal professional practice
- Complete principal evaluations and end of year conversations

Timeline:

- Enter final evaluation ratings in CIS as data becomes available but prior to **August 15**
- or
- Use the CIS district upload function to input/update principal evaluation scores during a two week window following the release of SPS

**EOY Evaluations for other school leaders (e.g., APs, deans) may follow the same timeline as principals.*

Principal EOY: District Upload Options

District Upload Function: Principal Evaluations

Following the release of SPS in the fall, CIS will be available for districts to update 2015-2016 principal evaluations using a data upload function.

- Available for a designated window and finalizing /updating of principal evaluation results.
- Evaluation results will be collected for upload using a specified file layout.
- Required fields will include:
 - Employee Key ID
 - Employee First Name
 - Employee Last Name
 - Professional Practice Rating
 - Student Growth Rating
 - Overall Final Rating

Additional instructions related to this function will be provided early fall.

Compass EOY: Tracking Completion

2015-2016 Updated Dashboard

- LEA administrators, district- and school-level supervisors, and evaluators can track completion of evaluations using the new [Evaluation Completion Report](#) found under the [CIS](#) Report Tab.
- The report indicates percentages and a green check will appear when individual fields reach 100%.

Evaluators	Total Employees	Required Evaluation	Assigned Evaluator	2 Observations Completed	2 SLTs Accepted	2 SLTs Rated	Evaluation Completed
0	9	0	✓	✓	✓	✓	✓
3	26	26	✓	13 (50.0%)	20 (76.9%)	0 (0.0%)	0 (0.0%)
2	21	21	✓	11 (52.4%)	18 (85.7%)	0 (0.0%)	0 (0.0%)

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Compass EOY: CVR Processes

The [Curriculum Verification and Results \(CVR\) Reporting Portal](#) provides a method for teachers of certain grades and subjects to verify their rosters to ensure the accurate reporting of VAM and TSGD.

	CVR ACTION STEPS
District Staff	Ensure teachers and students are assigned to the correct courses
Principals	Ensure all applicable teachers verify their course rosters and verify teacher corrections
Teachers	Teachers of certain grades and subjects, verify and make corrections (course assignments and student rosters)
Two Phases	View Only Window: March 24 – April 22 Correction Window: April 25 – May 20

Transitional Student Growth Data (TSGD)

- Provides information about the extent to which students met, exceeded, or fell short of their expected performance on state tests
- Includes teachers of:
 - English Language Arts, Math, Science (4th-8th Grades)
 - Algebra I (up to 9th Grade)
 - Geometry (up to 10th Grade)

CVR Process: View Only Window

Roster View-Only Window: March 24 – April 22, 2016

Purpose: This phase provides time for users to view the roster data for accuracy. CVR Help Desk will be able to assist with any issues that can be corrected by LDE in advance of the verification window.

What should be resolved during this time? CVR Help Desk can add any courses and students for teachers so this doesn't have to be done manually by the teacher during the roster verification period.

Example: Teacher A's course schedule in CVR does not show she is teaching three Algebra 1 courses. The CVR help desk should be notified so that we can add those courses to her roster. Otherwise, during roster verification, Teacher A would need to manually add each of the three Algebra 1 courses as well as manually add each student enrolled in that course. This could be time consuming for the teacher and preventable by reviewing courses during view-only and notifying the CVR help desk.

District Actions: Ensure courses in CVR are reflective of teachers' course schedules. Courses that need to be added should be requested before the view-only period ends.

Principal and Teacher Actions: Ensure courses in CVR are reflective of the teachers' course schedules.

CVR Help Desk: ldoecvr@la.gov

CVR Process: Correction Window

Roster Verification & Correction Window: April 25 – May 20, 2016

Purpose: This process allows teachers and principals time to ensure the accuracy of their specific courses and students. Data managers can assist with adding or removing courses and students.

What should be resolved during this time? Teachers and Principals can correct and verify teacher rosters.

Example 1: Teacher A's course schedule in CVR for Algebra 1 doesn't include Student X. Student X can be added to the Algebra 1 course by the teacher.

Example 2: Teacher A's course schedule in CVR shows 3 Geometry courses but she is only teaching 2 Geometry courses. The teacher can remove the Geometry course she is not teaching from her course schedule.

Teacher Actions: Verify every course is accurately reflective of students enrolled in those courses.

District Actions: Assist teachers in verifying their rosters by providing course rosters for teachers which show student names and LA Secure Student ID's

Principal Actions: Verify course schedules for all teachers. Verify changes made by the teachers.

CVR Process: Changes from 2015 to 2016

What is different this year? CVR rosters include limited student personally identifiable information (PII) and will show first letter of the student's first name and first three letters of the student's last name, the DAY of birth (not the full birthdate), and the LA Secure ID.

What does this mean at the...

- **District level?** Districts should supply teachers with student rosters which include the LA Secure ID
- **Teacher level?** Full Student PII with LA Secure IDs should be used to verify the limited student PII that will be visible in CVR
- **Principal level?** Ensure teachers have student rosters available for roster verification

CVR Process: Principal Certification

What determines if a teacher should or should not be assigned to a class in CVR?

“YES” indicates the principal certifies that the teacher:

- Was the primary educator of the class from 10/1-4/5 (year-long class), 10/1 to time of testing (fall term class), or January 2016 (start of class) to time of testing (spring term class)
and
- Missed fewer than 60 days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)

“NO” indicates the principal certifies that the teacher:

- Was **NOT** the primary educator of the class from 10/1-4/5 (year-long class), 10/1 to time of testing (fall term class), or January 2016 (start of class) to time of testing (spring term class)
and/or
- Missed 60 or more days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)

CVR Process: Teacher Certification

What determines if a student should or should not be enrolled in a class in CVR?

"YES" indicates the teacher certifies that the student:

- Was enrolled in class from 10/1-4/5 (year-long class), 10/1 to time of testing (fall term class), or January 2016 (start of class) to time of testing (spring term class)
and
- Had fewer than 20 consecutive (excused or unexcused) days during the academic year or had fewer than 10 unexcused absences in either semester

"NO" indicates the teacher certifies that the student:

- Was **NOT** enrolled in class from 10/1-4/5 (year-long class), 10/1 to time of testing (fall term class), or January 2016 (start of class) to time of testing (spring term class),
or
- Had 20 or more consecutive (excused or unexcused) days during the academic year or had 10 or more unexcused absences in either semester

CVR Process: District Managers

Monitoring Completion:

CVR Data Managers View Verification Status Reports

Class List	Student List	Verified Data	Login Account
View	Report		
Verification Status	Verification Counts		

School Year:	2015-2016	▼
School District:	Pelican Parish	▼
School:	Junco Junior High	▼

[Run Report](#)

Click 'Run Report' button to run the report.

CVR Process: District Managers

1. Click on the **Verified Data** tab at the top of the page. Next, click on the **Report** tab.
2. Select the **School Year**, **School District**, and **School** that you wish to view.
3. Click the **Run Report** button to generate the report.

Class List Student List **Verified Data** Login Account

View Report

Verification Status Verification Counts



Louisiana Department of Education
Curriculum Verification and Results Reporting
Teachers Roster Verification Report

School Year: 2015-2016
School District: Pelican Parish
School: Junco Junior High
Principal: Killdeer, Kelly

School	Teacher	Roster Verified	Verification Date	Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters
Junco Junior High	Betty Bobwhite	Y	05/01/2016	N
Junco Junior High	Kevin Condor	N		N
Junco Junior High	George Grosbeak	N		N

Number of Teachers Verified: 1
Number of Teachers Not Verified: 2
Number of Teachers Removed: 0
Number of Remaining Teachers Verified: 1
Number of Remaining Teachers Not Verified: 2
Total Number of Teachers: 3

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Compass EOY Processes: Next Steps

CIS and Compass

- Review employee rosters in CIS to ensure:
 - Employees no longer employed in the district are removed
 - All employees are marked with the correct Employee and Evaluation Type
 - Employees not required to be evaluated by Compass are marked as “Other”
- Confirm the process and timeline for finalizing principal evaluations
- Complete all final evaluations prior to the established deadline
- Indicate reasons for an Incomplete Evaluation for any employee that should have been evaluated by Compass but did not receive an evaluation

CIS Dashboard

- Access and use the dashboard to monitor completion of end of year evaluations and guide principals to do the same
- Collect feedback (e.g., what is most helpful, least helpful, questions , suggestions)
- Send feedback to compass@la.gov

CVR:

- Use the time remaining in the View Only window to submit requests for changes needing support from the CVR Team
- Prepare for the April 25 – May 20 correction window
- Contact ldoecvr@la.gov for support

Compass: 2016-2017 Support

Trainings:

- Teacher Leader Summit (*June*)
- Regional Compass Evaluator and Principal trainings (*Summer and Fall*)

Resources:

- [Compass Library](#)
- [CIS User Guides](#)
- [CIS Dashboard Quick Guide](#)
- [2015-2016 Principal Guidebook](#)
- 2015-2016 SPS Calculator (*coming soon*)
- 2016-2017 Principal Guidebook (*coming soon*)
- District CIS Data Upload Function Guide (*early Fall*)

Points of Contact:

- [Network Staff](#)
- compass@la.gov