



To: Mark Benigni, Ed. D., Superintendent of Schools

Thomas Giard III, Assistant Superintendent for Personnel and Staff Development

From: Miguel A. Cardona, Ed. D., Performance & Evaluation Specialist

Date: 2/2/14

Re: Evaluation Plan Survey Results and Focus Groups Summary

Recently, focus group meetings were held with administrators that use the new evaluation plan and teachers who serve as the Meriden Federation of Teacher representatives for the schools that are using the new plan. The purpose of those meetings was gather feedback about the new plan and to review the December Teacher Evaluation Plan & BloomBoard survey results. The table below identifies strengths, concerns, and current/potential strategies moving forward as identified in the survey and the focus groups.

Thank you to those that participated in the meetings and contributed to the continuous improvement of our plan in Meriden.

	Trend in Survey Data	Current/Potential Strategies
Evaluation Plan	Limited SLOs from which to choose	<ul style="list-style-type: none"> SharePoint Evaluation folder has many that were developed by reading and math teams www.connecticutseed.org has options for non-classroom and secondary school teachers As SLOs are developed, they will be shared with MPS staff online
	More time would be helpful	<ul style="list-style-type: none"> Next year, half of October PD day will be for teachers to collaborate on SLOs with colleagues, upload them on BloomBoard, and receive technical guidance With practice and experience, BloomBoard will make the evaluation process more efficient and less time-consuming
	The plan connects work that we already do	<ul style="list-style-type: none"> Continue to connect major strategies in district, such as PLE, Expanded Time, technology integration, and CCSS to goal setting strategies for educators and administrators
	Educators and leaders know where to turn for assistance	<ul style="list-style-type: none"> Continue to communicate through email, newsletter, and school visits Build capacity by establishing teacher experts in BloomBoard at each school Continue regularly scheduled meetings with MFT/MAA representatives to discuss implementation strategies and issues
	Different schools have different information on implementation	<ul style="list-style-type: none"> Calibration meetings and standardized implementation procedures will be done through administrator meetings, communication through email, and newsletters Communication and clarification will be

		ongoing because the plan is new for everyone
	Plan was rushed	<ul style="list-style-type: none"> • In first year, plan was rushed due to timelines set by legislation • In preparation for second year, orientation is taking place in winter of first year • Meriden participates in feedback sessions with CT State Department of Education
	Need more professional development	<ul style="list-style-type: none"> • Visits/PD to staff are available upon request • Develop short videos with tutorials on major parts • Expand resource library online and on District SharePoint
	Trend in Survey Data	Current/Potential Strategies
BloomBoard	Too many glitches (Printing, sharing, saving)	<ul style="list-style-type: none"> • Weekly conversations with representatives from BloomBoard (BB) on common issues with system • Support emails are being tracked and timeliness is being monitored
	Not user friendly (Hard to find things, easy to lose things)	<ul style="list-style-type: none"> • Communication with design team is ongoing • BB Chief Operating Officer will visit Meriden in February to learn from staff how to improve the system's functionality for Meriden • Changes are being made to improve functionality as requests are made
	Need more Professional Development	<ul style="list-style-type: none"> • Tutorial videos will be developed by BB for Meriden • On-site tutorials available upon request • Webinars are shared with staff and available online
	Refresher workshop would be helpful	<ul style="list-style-type: none"> • Please email teachereval@meridenk12.org to schedule refresher workshop for individual, group of educators, or entire school

Cc; Meriden Professional Development Team
Administrators using new plan
MFT Building Representative Team
School Based Steering Team
MFT President, Erin Benham
MAA President, Ann Jellison, Ph.D.
District-Wide Fine Arts Coordinator