



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Superintendents of Unified School Districts
Directors of Public Charter Schools
Directors of Approved Private Special Education Programs
Executive Directors of Regional Educational Service Centers

FROM: Dr. Sarah J. Barzee 
Chief Talent Officer

DATE: May 11, 2018

SUBJECT: Educator Evaluation and Support Plan (EESP) Submission

EESP Checklist for 2018-19

For 2018-19, each Local Education Agency (LEA) is asked to complete and submit an online checklist to confirm continued use of the most recent Connecticut State Department of Education (CSDE)-approved EESP, or to indicate an amendment request for one or more EESP components. As LEAs prepare to submit the 2018-19 EESP Checklist, LEA leaders and their Professional Development and Evaluation Committee (PDEC) should review their most recent CSDE-approved EESP to determine if there are areas for refinement or improvement. Proposed revisions to district plans must be submitted to and approved by the CSDE prior to implementation, as outlined in Section 1.3 of the *Connecticut Guidelines for Educator Evaluation 2017 (Guidelines): Evaluation Approval Process*.

Note: Section 10-151b of the state general statutes requires:

- Participation of the PDEC in the development and updating of LEA Educator Evaluation and Support Plans; and
- Adoption of the CSDE-approved plan by the local or regional board of education prior to LEA implementation.

All CSDE-approved EESPs are available on the CSDE Talent Office webpage:

- [District, Charter School, and RESC CSDE-Approved Plans](#)
- [Approved Private Special Education Program CSDE-Approved Plans](#)

Please complete the [EESP checklist](#) to indicate your intent to continue using the current CSDE-approved plan or intent to request an amendment.

EESP Amendment Request Process

Please complete and submit the EESP amendment request as part of the [EESP checklist](#). To ensure timely review of EESP amendment requests by the CSDE:

- Review the [Guidelines 2017](#), which have been updated to reflect the April 5, 2017 State Board of Education’s resolution regarding the use of state test data in educator evaluation.
- Submit amendment requests early, prior to the end of the school year, so feedback from the CSDE can be discussed with your PDEC. The CSDE will provide responses within three weeks of submission.
- Contact the CSDE consultant assigned to your region, if needed, to discuss questions from your PDEC.
 - Sharon Fuller- sharon.fuller@ct.gov – (CES, EDADVANCE, LEARN)
 - Kimberly Audet- kimberly.audet@ct.gov – (ACES, CREC, EASTCONN)

Amendment requests for 2018-19 EESPs must be submitted to the CSDE by August 1, 2018 in order to ensure a CSDE response prior to the beginning of the 2018-19 school year.

Thank you for your continued commitment to the evaluation and support of Connecticut’s educators.