



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

MEMORANDUM

TO: School Administrators

FROM: Richard Phillips, Interim Deputy Commissioner
Division of Learning Services

DATE: September 24, 2010

SUBJECT: ARRA Education Evaluation Data Collection and Reporting Plan

A reporting requirement which came with Missouri's acceptance of the federal stimulus funding, Phase II of the State Fiscal Stabilization Fund, calls for our Department to collect aggregate data from each local education agency (LEA) related to teacher and principal performance evaluations.

The report will describe the systems that each LEA uses to evaluate the performance of their teachers and how the results from those systems are used in their decisions regarding teacher development, compensation, promotion, retention and removal.

The Department has designed and field tested a Web-based data collection tool within the Missouri Student Information System (MOSIS). The final version of the data collection tool will collect the following summary information from each LEA:

- A description of the system used to evaluate the performance of teachers and principals;
- The manner in which the LEA uses the results of the evaluations for making decisions on professional development, compensation, promotion, retention, and removal;
- Whether the evaluation includes student achievement outcomes and student growth data; and
- The number and percent of teachers and principals rated at each performance rating or level for each LEA.

The Department will collect only district summary data for this reporting requirement. It will *not* collect individual teacher or principal evaluation information.

With the field test this spring and summer, the Department has made available a template that LEAs may use to collect individual evaluation data, which will assist the LEA in calculating the summary data. This template is for internal LEA use only. Using this template for internal collection purposes will provide LEAs with the necessary information that will be required in the event of a federal audit. It will be important for districts to have appropriate documentation on the collection process, and this format will help meet those expectations.

In the weeks and months ahead, the Department will continue to provide guidance for this federal reporting requirement. The Department is required to post the summary information on the Department's website by September 2011.