



# Wyoming Department of Education

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## MEMORANDUM NO. 2008 - 100

**TO:** School District Superintendents  
Curriculum Coordinators

**FROM:** Alan Moore, Standards Team Supervisor *ADM*  
Standards, Assessment and Accountability Unit

**DATE:** July 18, 2008

**SUBJECT:** 2009 Body of Evidence Peer Review

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### INFORMATION TO SHARE

As the next step in helping districts to improve their Body of Evidence (BOE) systems and show that they are satisfactory, a mandatory BOE Peer Review will be conducted between April 20 and May 5, 2009 (exact dates to be determined). Each district will be required to submit a description of its current BOE system and evidence of its implementation for the peer review. This memorandum describes the procedures for 2009 BOE Peer Review.

As specified in statute W.S. 21-3-110(a)(xxiv) and Chapters 6 and 31 of the Current Rules and Regulations, each Wyoming school district is required to develop and implement a Body of Evidence (BOE) system to determine if students have met the Wyoming Content and Performance Standards and Common Core of Skills. To receive a diploma, students must meet both the Carnegie unit requirements and demonstrate proficiency on the Standards. The April 2009 Peer Review will serve as the update of each district's BOE documentation as specified in Chapter 31, Section 10(e)(iii). Attached to this memorandum are details of the Peer Review process.

Please contact Alan Moore (307) 777-6226, [amoore@educ.state.wy.us](mailto:amoore@educ.state.wy.us) for any questions you may have regarding the 2009 BOE Peer Review.

ADM:al

Attachments (5)

## **2009 Body of Evidence (BOE) Peer Review Process**

The Wyoming Department of Education has undertaken a series of initiatives to help districts enhance the technical quality and use of data from their BOE systems. During 2007-2008 a number of regional workshops were offered to help district participants to refresh and update their BOE systems. In April and May of 2008 optional Peer Reviews were conducted in Rock Springs, Douglas, and Thermopolis, to offer the opportunity for districts to have their BOE systems reviewed by peers so that areas for improvement might be identified. A BOE Leadership Academy was conducted in early June 2008 to provide the opportunity for participants to learn about the Wyoming BOE system, and to help districts refine their standard-setting procedures. During 2008-2009 districts will need to prepare for the 2009 BOE Peer Review which is outlined below. The last two pages of this attachment are flowcharts illustrating the process for 2009 and 2010.

### Submit BOE System Description

Each district must submit a description of its BOE system and evidence of its implementation to one of the two BOE Peer Reviews to be conducted in 2009. Submissions must follow the Guidelines for BOE Peer Review to be distributed to districts by September 1, 2008.

### BOE Review Teams

The review teams will consist of 3-5 reviewers and a team leader. Reviewers and team leaders will be selected from a pool of experienced educators familiar with the BOE system. They will have participated in a half-day training and calibration session prior to conducting reviews of district BOE systems. Each district's plan will be reviewed independently by two teams. For each BOE system, teams will look for evidence that the design criteria of alignment, consistency, fairness, standard-setting, and comparability have been satisfactorily met and that the system has been implemented.

### Decision procedures

The results of each district's review will be reported to that district's Superintendent. If the BOE system is found to be satisfactory, no further review will be required and no change in accreditation status will be recommended to the State Board of Education. If a district's BOE system is found to be unsatisfactory, the district will be required to participate in a 2010 BOE Peer Review, a letter will be sent to the district

Superintendent specifying which criteria have been satisfactorily met, which have not been satisfactorily met, and suggestions for what steps might be taken to address those criteria that have not been met. A recommendation to reduce the accreditation status to Accreditation with Follow-up may be made to the State Board of Education.

*2 satisfactory reviews*

If a district's BOE system is found to satisfactorily meet all 5 design criteria, the district's system will be considered satisfactory by WDE.

*1 satisfactory, 1 unsatisfactory review*

If a district's system is found to meet all criteria by one Peer Review team and not to meet all by the other, that plan will receive a third peer review. If that review finds that the system satisfactorily meets all criteria, that district's system will be considered satisfactory by WDE.

*2 unsatisfactory reviews*

If the two of the two or three reviews find that a system does not satisfactorily meet all of the design criteria, that district's description will be reviewed by a WDE BOE Review Panel. After reviewing the district BOE system description and the Peer Review results, the Panel will determine whether that the system is satisfactory or unsatisfactory.

WDE BOE Review Panel

The WDE BOE Review Panel will consist of several members from the WDE, knowledgeable about the BOE, an equal number of members representing school districts, and the Panel Chair, the WDE Standards Team Supervisor, currently Alan Moore. For those BOE system descriptions submitted to the WDE Review Panel, the panel will review the district submission, review the results of the Peer Reviews, and consider any other information submitted by the district related to their BOE system. Members will vote independently on whether the system is satisfactory. In case of a tie, the chair of the Panel will vote to break the tie.

If the WDE Review Panel finds that the system meets all design criteria, and that there is evidence of implementation, WDE will consider the system satisfactory.

If the Panel finds that the system has not met all criteria, or evidence of implementation is insufficient, WDE will consider the system unsatisfactory and will determine whether or not to recommend to the

State Board of Education a change in the district's accreditation status to Accreditation with Follow-up. Whether this change in accreditation status is recommended or not, the district will be required to submit to an April 2010 Peer Review conducted only for those districts whose BOE systems were found to be unsatisfactory in 2009. The same processes will be conducted during the 2010 Peer Review. If a district's BOE system is found by WDE to be unsatisfactory following the 2010 Peer Review, WDE may recommend that the State Board of Education change the district's accreditation status to Accreditation with Deficiencies.

#### Failure to Submit BOE System Description

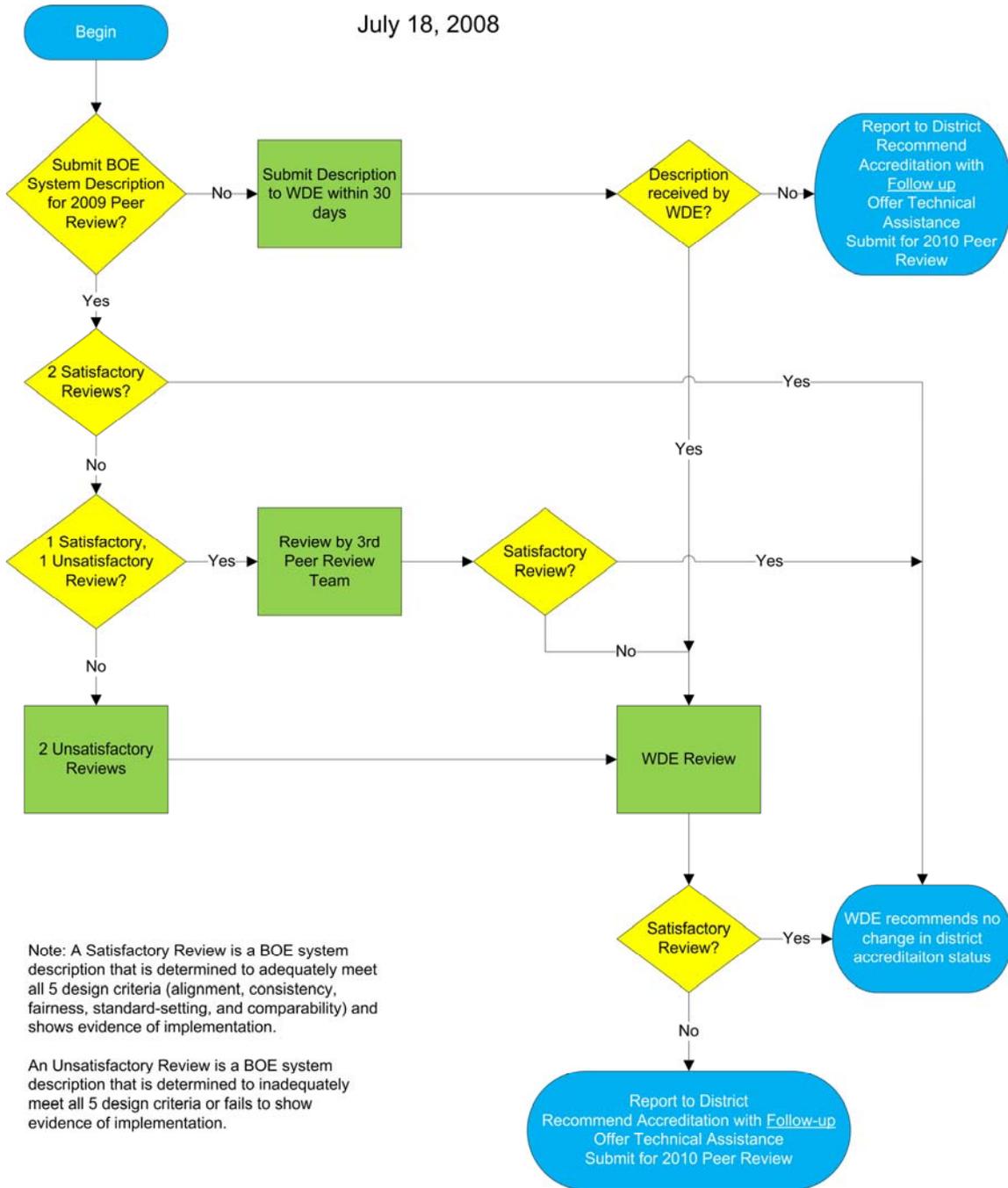
If a district fails to submit a BOE system description for the 2009 Peer Review (or 2010 Peer Review, if required), the district must submit its BOE System description to the WDE within one month following the Peer Review. The plan will be reviewed by the WDE BOE Review Panel, and determination made whether the system is satisfactory. If a district fails to submit a plan to WDE by the deadline, the plan will be assumed to be unsatisfactory, the district will be required to submit its BOE system for Peer Review in 2010, and a recommendation for change in accreditation status will be made to the State Board of Education.

#### Technical assistance

If a change in accreditation status for a district is recommended to the State Board of Education, WDE will offer that district technical assistance to help it to improve and implement its BOE system so that all design criteria can be satisfactorily met in the future. A number of meetings and workshops will be sponsored by the WDE during fall 2008 to assist district personnel in understanding and improving the implementation of their BOE systems. Information about these technical assistance opportunities will be posted in September 2008 on the WDE BOE website (<http://www.k12.wy.us/SAA/BOE.asp>).

# BOE Peer Review 2009

July 18, 2008



# BOE Peer Review 2010

July 18, 2008

