

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG



JILLIAN BALOW
Superintendent of Public Instruction

DICKY SHANOR
Chief of Staff

SHELLEY HAMEL
Chief Academic Officer

KARI EAKINS
Chief Policy Officer

TRENT CARROLL
Chief Operations Officer



CHEYENNE OFFICE
122 W. 25th St. Suite E200
Cheyenne, WY 82002
307-777-7675

RIVERTON OFFICE
320 West Main
Riverton, WY 82501
307-857-9250



ON THE WEB
edu.wyoming.gov
twitter.com/WYOEducation
facebook.com/WYOEducation

MEMORANDUM NO. 2019-006

TO: School District Superintendents
Personnel Directors
Principals

FROM: Shelley Hamel, Chief Academic Officer

DATE: January 14, 2019

SUBJECT: Leader Evaluation Model District Selection

LEADER EVALUATION MODEL SELECTED BY DISTRICTS

The [Chapter 29 rules](#) for the Evaluation Systems for District and School Leaders and Other Certified Personnel were fully promulgated by the State Board of Education (SBE).

The Chapter 29 rules require that "On or before February 1, 2019, the board of trustees shall notify the State Board of Education of its election to implement and administer either a state-defined district and school leader evaluation system or a locally designed district and school leader evaluation system for the evaluation of district and school leaders during the 2018-2019 school year as required by W.S. 21-3-110(a)(xxx)."

Districts must complete [this survey](#) by February 1, 2019 to serve as notification to the SBE of the district's election.

Evaluation Systems for Districts and School Leaders Timeline:

- February 1 - All districts must submit the survey.
- March 1 - The Wyoming Department of Education (WDE) will release the required information and data collection instruments.

Districts need to submit the following to the WDE:

- The purpose and goals of the evaluation system.
- Evidence that the district's standards reflect best practices.
- Evidence that the system quality adheres to the requirements in section 3(c) of the Chapter 29 rules.
- April 1 - Districts seeking SBE approval of their locally designed evaluation system must submit the required materials for review.
- June 1 - Districts must have received approval for their locally designed systems. Districts will be notified of their approval by letter.
- November 1 - Annual assurance must be submitted to the SBE proving that the district has adopted, implemented, and is continuing to administer the evaluation system.

More information about the Certified Personnel Evaluation System (CPES) is available on the [WDE website](#).

For more information, contact Laurel Ballard at 307-777-8715 or laurel.ballard@wyo.gov.