

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG

MEMORANDUM NO. 2019-048

TO: Superintendents
School Principals
Personnel Directors

FROM: Shelley Hamel, Chief Academic Officer

DATE: March 23, 2019

SUBJECT: Submission and Approval of Leader Evaluation Systems



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

SUBMISSION OF LEADER EVALUATION SYSTEMS WITH LOCALLY-DESIGNED PROFESSIONAL STANDARDS

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

Chapter 29 requires districts to submit their leader evaluations for SBE approval, if the evaluation is based on locally-designed professional standards. Districts must submit the required information and their professional standards to Laurel Ballard at the Wyoming Department of Education (WDE) by June 1, 2019.

The submission packet included with this memo (and on the [Certified Personnel Evaluation System](#) page) covers the following information:

- Professional standards used in the evaluation system.
- 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.

Districts choosing a leader evaluation system based on, or aligned to, the state-defined professional standards are not required to submit their evaluation system to the SBE for approval.

Evaluation Systems for Districts and School Leaders Timeline:

- June 1, 2019 - Districts submit the required information survey above on the selection of the state-defined or locally designed evaluation system.
- June/July 2019 - WDE will provide complete leader evaluation submission packets to SBE for review.
- July/August 2019 - SBE provides approval of leader evaluation systems based on locally-designed professional standards.

Informational webinars will be held 8-9 a.m. on April 5 and 3-4 p.m. on April 15 to go over the submission requirements and materials, timelines, and answer district questions. Registration is required.

- Register [here](#) to attend the April 5 webinar.
- Register [here](#) to attend the April 15 webinar.

Packets may be submitted to Laurel Ballard by email at laurel.ballard@wyo.gov, or hard copies can be mailed to:

Laurel Ballard
Student/Teacher Resources Team Supervisor
Wyoming Department of Education
122 W. 25th St. Suite E200
Cheyenne, WY 82002

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