

September 11, 2014

Attention Superintendent
MERGE SCHOOL DISTRICT
PO Box 279
Agra, Oklahoma 74824

Dear Superintendent of MERGE SCHOOL DISTRICT:

The Teacher and Leader Effectiveness Evaluation System (TLE) Qualitative Report was due on Wednesday, September 10, 2014. Your district did not complete and certify the report by this deadline.

Requirement to Report

Oklahoma State Statutes [70 O.S. §§ 6-101.10 (D), 6-101.11, 6-101.16 (F), and 6-101.17 (I)] require the Oklahoma State Department of Education (OSDE) to collect data regarding the implementation of the TLE and require districts to make data collected pursuant to the TLE available to the OSDE. Specific instructions to the OSDE include monitoring implementation of teacher evaluations, providing data for the improvement of teacher preparation programs, and providing information to the TLE Commission so they can make recommendations to the State Board of Education regarding implementation and alignment.

Oklahoma State Statutes [70 O.S. §§ 6-101.10 (F), 6-101.11, 6-101.16 (H), and 51 O.S. § 24A.7] protect the confidentiality of individual teacher data collected pursuant to the TLE.

It is mandatory for each district to complete the TLE Qualitative Report in order for the State Board of Education to implement the TLE in a manner consistent with state law.

Your district was first notified on July 14, 2014, that this report was required. You were notified on August 6, 2014, that the deadline for completing the report was extended to September 5, 2014, and again on September 5, 2014, that the deadline was further extended to September 10, 2014, to accommodate districts having technical difficulties. These three communications are attached for your reference. Additionally, reminders have been sent to your district throughout this time period.

Actions to Be Taken

On Thursday, September 25, 2014, the Oklahoma State Department of Education will provide members of the Oklahoma State Board of Education a list of school districts that have not complied with this requirement. Explanations from school districts that have been provided to the TLE Office will also be shared with the members of the Oklahoma State Board of Education. Please note the following statutory provisions related to TLE compliance and reporting requirements:

Refusal by a school district to comply with the provisions of this section shall be grounds for withholding State Aid funds until compliance occurs. [70 O.S. § 6-101.10 (E)]

The supervision of the public school system of Oklahoma shall be vested in the State Board of Education and, subject to limitations otherwise provided by law, the State Board of Education shall: ... Have authority to require persons having administrative control of all school districts in Oklahoma to make such regular and special reports regarding the activities of the schools in said districts as the Board may deem needful for the proper exercise of its duties and functions. Such authority shall include the right of the State Board of Education to withhold all state funds under its control, to withhold official recognition, including accrediting, until such required reports have been filed and accepted in the office of said Board and to revoke the certificates of persons failing or refusing to make such reports. [70 O.S. § 3-104]

The Oklahoma State Board of Education may choose to take action against districts refusing to comply with this requirement during their regularly-scheduled meeting. The meeting will take place as follows:

Thursday, September 25, 2014
9:30 a.m.
Oklahoma State Capitol Building
2300 North Lincoln Boulevard
Senate Room 535/5th Floor
Oklahoma City, Oklahoma 73105

Next Steps

If there is a substantive or statistical reason that prevented the district from meeting the September 10, 2014 deadline, please provide a written explanation on school district letterhead to Dr. Jenyfer Glisson, Executive Director of Teacher and Leader Effectiveness by Monday, September 22, 2014. Written explanations may be submitted via email to Dr. Glisson at Jenyfer.Glisson@sde.ok.gov. **Please direct all questions to Dr. Glisson by email.**

Sincerely,

Janet C. Barresi
State Superintendent of Public Instruction

cc: Dr. Kerri White, Assistant State Superintendent, Educator Effectiveness
Dr. Jenyfer Glisson, Executive Director, Teacher and Leader Effectiveness
Ms. Lynn Jones, Executive Director of Accreditation

July 14, 2014
TLE Qualitative Report

As a component of the development and implementation of the Teacher and Leader Effectiveness Evaluation System (TLE), **all Oklahoma school districts are required to submit** their 2013-2014 Qualitative evaluation scores for **each teacher and leader** to the Oklahoma State Department of Education (OSDE). The process for uploading the 2013-2014 Qualitative Report is explained in the **TLE Qualitative Report Manual (linked below)**.

District personnel, **designated by their superintendent**, should use the **spreadsheet template (linked below)** to guide the data collection. The spreadsheet must have all 100 indicator columns in place. If you do not place data in each of the 100 indicator columns, leave them blank, and **DO NOT DELETE** them. The columns themselves must exist in order to import data without getting an error.

To allow personnel ample time to complete this report, the **due date is Friday, August 15, 2014**. The following vendors have been notified of this report and should be prepared to assist districts with completion of this report: iObservation (LSI/Marzano), TalentED (Netchemia/Tulsa), OKTLE (Barlow and Associates/Tulsa), and SearchSoft (McREL).

The purpose of this data collection is to provide information to the TLE Commission and the Oklahoma State Board of Education to allow them to review progress toward development and implementation of the TLE components as required by law.

The Oklahoma State Board of Education requires that identifiable data collected to produce aggregate reports be accessible only to authorized employees and contractors of the OSDE solely for the purpose of creating reports for the TLE Commission, the State Board of Education, and other decision-making bodies with authority over TLE, or for providing information to the individual and his/her supervisor(s). To ensure that identifiable data/records of evaluations received by the OSDE for purposes of TLE development remain confidential, the Legislature amended 70 O.S. 6-101.16 to exempt evaluation data from release under the Open Records Act. As such, the OSDE will not release records or data related to annual evaluations.

For technical assistance regarding the TLE qualitative report upload process, please call the OSDE Customer Service Desk at (405) 521-3301. For questions regarding confidentiality of TLE reports, contact the TLE Office at (405) 522-8298.

- [TLE Qualitative Report Upload Manual](#)
- [TLE Qualitative Report Template \(xlsx\)](#)

August 6, 2014

Superintendents and Personnel Directors,

In order to better facilitate the TLE Qualitative Report Upload process and to accommodate district needs in communication with teachers about the data upload, the OSDE has extended the deadline for the TLE Qualitative Report Upload report to **Friday, September 5, 2014**.

Additionally, the OSDE has prepared the **document linked below** explaining the potential uses of the TLE data and the privacy protections required by law. OSDE staff met with CCOSA and OSSBA representatives to clarify why the OSDE is required to collect this data and how the OSDE will protect the confidentiality of teachers and administrators through this process.

OSDE's data collection partner (OMES) communicated with the various observation software vendors and provided them with the upload template. It is OSDE's understanding that districts that are using observation software vendors will be able to download the necessary data from the vendor in the correct template format so that minimal edits are required by the district before submitting the data. We anticipate that the extended deadline also will allow districts to work with their vendors to gain access to the data in this format if that was not already the case.

- TLE Data Usage Information

September 5, 2014

DEADLINE/ACTION REQUIRED: TLE Qualitative Report deadline extended to **Sept. 10**

DEADLINE EXTENSION: TLE Qualitative Reports due Sept. 10

Due to technical difficulties experienced by some districts in uploading their TLE Qualitative Report to the Wave, the certification deadline has been extended to Wednesday, September 10, 2014.

For specific information regarding data entry into the template there are specific instructions on pages 8 and 9 of the manual at this link:

http://ok.gov/sde/sites/ok.gov.sde/files/documents/files/TLE%20Qualitative%20Upload%20Report%202014_v01_03.pdf

For a copy of the template, [click here](#).

**Teacher and Leader Effectiveness Qualitative Report Recommendations
Pursuant to 70 O.S. §§ 6-101.10 (D), 6-101.11, 6-101.16 (F), and 6-101.17 (I)
September 25, 2014**

A letter of noncompliance was mailed to 48 school districts for failure to meet the due date for submission of the TLE Qualitative Report. The districts that remain noncompliant on September 24, 2014, are listed below according to OSDE reporting data.

Cannot Complete

Cave Springs
Pleasant Grove
Temple

Need More Time to Complete

Geary
Glover
Grant
Luther
Marble City
Nashoba
Paoli
Rocky Mountain
Ryal
Wickliffe
Woodland

Refuse to Complete

Friend
Sapulpa