

Hello Evaluation Configurators:

Welcome to the May monthly email for evaluation configurators! This monthly communication is designed to highlight key actions for the upcoming month as well as recently released resources. All evaluation updates will continue to be shared in the Commissioner’s Update for Directors, the Human Capital Update, and in direct communication to evaluation configurators, portfolio leads, and AGM leads. However, the educator effectiveness team will now publish this monthly communication to provide added reminders and support in meeting the deadlines of the [2021-22 TEAM Evaluation Timeline](#).

If you have any questions or feedback regarding any of the information contained in this email, please reach out to the appropriate contact listed below.

Key Actions for May

Deadline	Action	Owner(s)	Resources	Contact
May 2	Portfolios due on online platform, Portfolium	-Portfolio Leads and teachers	Portfolio Resources	Portfolio.Questions@tn.gov
May 2	Complete AGM implementation and upload scores into TNCompass	-AGM Leads	AGM Resources	Portfolio.Questions@tn.gov
May 10	Teacher Verification Phase closes for Roster Verification	-Tested teachers, school leaders	Roster Verification Resources	Claiming.Questions@tn.gov
May 11 – May 24	School Verification Phase open for Roster Verification	-School leaders	Roster Verification Resources	Claiming.Questions@tn.gov
May 25	District Verification Phase opens for Roster Verification	-District administrators	Roster Verification Resources	Claiming.Questions@tn.gov
May 31	Growth and Achievement Measure Selection window closes in TNCompass	-Evaluation Configurators	Achievement Resources	TEAM.Questions@tn.gov
Ongoing	Differentiated Pay Plan submission process ongoing until July 1	-HR Managers, CFOs, Directors of Schools	Differentiated Pay Plan Guidance	Compensation.Questions@tn.gov

Upcoming Updated Resources

Evaluation & Data Management Resources

After an extensive analysis of the 2021-22 TEAM Training Satisfaction Survey responses, the educator effectiveness team, in the spirit of continuous improvement, will implement many of our trainees' suggestions in the 2022-2023 observer certification trainings. These include:

- Communicating information regarding the 2022-23 certification windows earlier.
- Adding written justification for video ratings in initial teacher certification training.
- Revitalizing all administrator certification and re-certification training videos by featuring currently practicing leaders across our state.
- Updating the TEAM Teacher Evaluator Handbook and the TEAM Administrator Evaluator Handbook to directly support practices included in the training.
- Providing continuing observer support through two TEAM support trainings, [High-Quality Feedback](#) and [Observation Norming](#), each with full delivery instructions for district implementation.

Your feedback is important to us. We appreciate every trainee who provided feedback on our survey.

Teacher Tools: We encourage you to share the following with teachers in your district or charter

Teacher Tools

Prior to the final day of instruction, all teachers should check their personal profile pages for accuracy. Teachers who qualify as [partial year exemption](#) (PYE) should ensure that their record has been marked as PYE. Teachers who do not qualify as PYE should check their personal profile pages to ensure all components of their 2021-22 evaluation have been completed appropriately. This will ensure accurate and efficient generation of level of overall effectiveness (LOE) scores in the fall.

Under the evaluations tab, each profile should have:

- Fully completed **observation pacing** as indicated by closed pacing circles,
- A selected **achievement measure** (and scale for locally generated measures), and
- A school- or district-wide **growth measure** selection (even if an individual growth score is anticipated).

The absence of any of these components will prevent an LOE score from generating and provides grounds for an educator to file a grievance. Teachers should report incomplete observation records or missing growth/achievement measure selections to their school-level supervisors immediately.

Questions may be directed to TEAM.Questions@tn.gov.

We encourage you to share the [team-tn.org website](http://team-tn.org) with educators in your district and check it for updates throughout the year.

To stay informed regarding all evaluation-related updates, please [subscribe](#) to the Human Capital Update. Additionally, all monthly evaluation configurator emails can be found on the [TEAM website](#). To see any of the emails from past months, visit the homepage and scroll to "Monthly Emails."

Thank you for all that you do to support implementation of TEAM!

Best,

TEAM.Questions@tn.gov