*****Massachusetts Department of***

***Elementary and Secondary Education***

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**Educator Evaluation and Staff Attendance Reporting**

**Questions & Answers**

**EPIMS – Educator Evaluation:**

* Do collaboratives have to submit Educator Evaluations?
  + - A: No, collaboratives are not required to submit Educator Evaluation data. However, if a collaborative has an evaluation system that conforms to DESE regulations they can submit the data.
  + Is there a definition of "educator”? For what job codes do we report education evaluation data?
    - A: Anyone who is in a job classification that requires an ESE license is considered an educator and evaluation data should be reported. All of these job classifications requiring educator evaluation are listed in a document on the EPIMS webpage.
  + Will an administrator need to be evaluated in both positions if they teach and are an administrator?
    - A: An administrator needs to be evaluated in **one** of the positions. Determining which position to evaluate is at the discretion of the district.
  + If a district reports a long term sub because they have been in a classroom for more than 30 days, are they subject to evaluation? What are LTS coded who are licensed teachers but not evaluated?
    - A: Long term subs should be evaluated if they were employed in the same work assignment for more than 90 consecutive days. If a LTS was employed more than 90 consecutive days but not evaluated, code ‘00’. If a LTS was employed for 90 or fewer days, they should be coded ‘99’.
  + How about maternity leave? Are you expecting evaluation data for those employees on leave or that have left?
    - A: Yes, evaluation data should be reported for licensed educators who were employed more than 90 consecutive days at any point in the year.
  + What about OT/PT folks that are not ESE licensed, but we did evaluate?
    - A: OT and PT staff evaluations should not be reported as they are not DESE licensed.
  + Will there be an error if I report a long term sub but don't evaluate them?
    - A: Evaluation data should be submitted for all DESE licensed employees if they are employed for more than 90 consecutive days.
  + Do charter schools use 99 for all educator evaluation fields?
    - A: If the charter is a Commonwealth Charter school, report the evaluation ratins fields as 99 (not applicable) unless your evaluation system conforms with the educator evaluation regulations.
  + How do we report nurses who are on our teacher contract?
    - A: Evaluation data should be reported as they are ESE licensed positions.
  + Can you give clarification on the definition for SR 28?
    - A: SR28 is the educator’s current professional teacher status as determined by district policies. A teacher, school librarian, school adjustment counselor, school nurse, school social worker or school psychologist who has served in the public schools of a school district for the three previous consecutive school years shall be considered a teacher and shall be entitled to professional teacher status.

**EPIMS - Staff Attendance:**

* + With SIF how often do we need to update attendance data for staff?
    - A: It is up to the district to update the data regularly.
  + Do collaboratives need to submit attendance info?
    - A: Yes.
  + What about 12 month employees?
    - A: Report the number of days expected in that employee’s contract year and number of days present as of the date of collection.
  + Can you clarify vacation? If my work year is 220 days - my vacation time is not considered expected to be at work.
    - A: The number of days expected to be in attendance should be the total number of days in the employee’s contract year less the number of paid vacation days taken for the year.
  + Days expected starting 1st day of school? Days expected do not include July and August, should we start Sept? Is the number of days expected based on our contract expectations or school year?
    - A: The number of days expected should be based on the contract expectations for that employee. For a teacher, this could start the first day of school. For administrative staff, the contract year could start July 1.
  + Is attendance data reported on staff that left midyear?
    - A: Yes, attendance data should be reported if the employee is included on the staff roster.
  + If we are reporting them out all year on leave do we need to report actual attendance?
    - A: Yes, attendance is required to be reported if the employee is included on the staff roster. If an employee is out all year on leave, report 0 for SR36 and the number of days in that employee’s contract year for SR37.
  + Part Time staff who work an irregular schedule (2 hrs one day, 4 hrs the next) - how should we report attendance on those folks?
    - A: Report the days expected and days present as you would for a full time employee. An absence is defined as at least half the work day. If the work day is 4 hours, the employee should be there for at least 2 hours to be considered present for that day.
  + If a teacher is on maternity leave, should we still code them absent? How about paid leave? Jury Duty?
    - A: An absence is anything that falls outside of paid vacation time or district approved professional activities. Personal days, sick days, jury duty, bereavement, paid leave, maternity/paternity leave, unpaid sick leave etc. should be counted as absences.
  + Is attendance reported for inactive employees? Inactive staff is reported in staff roster if they are out on paid or unpaid leave. Why would we need to report attendance?
    - A: Attendance is required for all staff submitted in the staff roster.
  + Will you require attendance for consultants and contracted employees for OT, PT?
    - A: Attendance is required for all employees submitted in the staff roster.
  + Is attendance to be included for all employees or just educators?
    - A: It is required for all employees reported in the staff roster.
  + On SR37 days expected: does it include vacation or is that subtracted from the total?
    - A: The number of days expected to be in attendance should be the total number of days in the employee’s contract year less the number of paid vacation days the employee takes for that year.
  + If I have 20 vacation days out of 185 but I only take 10 off, how should this be reported?
    - A: If you take 10 vacation days, SR37 should be reported as 175 (185 days in contract year -10 vacation days). SR36 should be reported as 175 – number of personal and sick days taken that year.
  + How do we handle a teacher who has missed a significant portion of the school year due to illness?
    - A: Sick leave should be considered absent. Report number of days in the teacher’s contract year for SR37 and report the number of days present for SR36.