



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

MAY 23 2016

PAUL R. LEPAGE
GOVERNOR

WILLIAM H. BEARDSLEY
DEPUTY COMMISSIONER

Superintendent Meredith Nadeau
Cape Elizabeth School Department
PO Box 6267
Cape Elizabeth, Maine 04107

May 20, 2016

Dear Superintendent Nadeau,

The Maine Department of Education (Maine DOE) is writing to inform you that pending board approval, your PEPG Evaluation System for the Cape Elizabeth School District has been reviewed and preliminarily approved by the Maine Department of Education PEPG system review team. Your completed plan was last updated on May 3, 2016 and met all minimum requirements for Rule Chapter 180.

A comprehensive evaluation system is an important cornerstone to providing effective educators and increasing student achievement. It was through your district's hard work and efforts that your evaluation system met the requirements of the law. We applaud your leadership and extend our congratulations to your Steering Committee as well.

The Maine DOE PEPG Review team is providing you with some suggestions we feel would further strengthen the quality of your plan. There are no additional follow up steps necessary as your plan is already approved. Your plan will be posted on the Maine DOE site as an approved plan. Any changes to the plan should be resubmitted with your school board approval minutes.

Your final approval is contingent on Maine DOE's receipt of school board minutes approving your PEPG plan. A copy of the board minutes with approval should be sent to charles.lomonte@maine.gov

The following suggestions were made regarding your plan:

- 1.) We applaud your efforts in a well-balanced Steering Committee. Their decision making process is clear and should help guide the plan in the upcoming years.
- 2.) We applaud your inclusion of a clear explanation of schedule of evaluation beginning in the fall of 2016. Selection of teachers to be determined using specific criteria will be helpful in determining evaluation cycle for each educator.
- 3.) We applauded the use of the 360 survey and feel this is a strong component in your plan. The team feels it gives educators another reflective lens that will help inform and improve practice.
- 4.) You may want to include some long-range planning for training and professional development opportunities beyond the 2016-2017 school year that will ensure sustainability of your PEPG system.

Feel free to contact our educator effectiveness coordinator 624-6748 charles.lomonte@maine.gov with any questions regarding your approval. Congratulations on a job well done!

Respectfully,

A handwritten signature in blue ink that reads "Rachelle Tome". The signature is written in a cursive, flowing style.

Rachelle Tome,
Chief Academic Officer, Maine DOE