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August 22, 2019

**MEMORANDUM**

**TO: Superintendents, Charter School Administrators, and Education Leaders**

**FROM: Gwendolyn Perea Warniment, PhD, Deputy Secretary**

A handwritten signature in black ink, appearing to be "GPN", enclosed in a circular scribble.

**RE: Teacher Observation Tool and Plan Updates**

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The purpose of this memorandum is to announce the interim plan for providing teacher feedback and observations for the 2019-2020 School Year. The Educator Growth and Development Bureau of the NMPED has made the following changes to the Observation Tool formerly known as NMTEACH, based on feedback gathered during stakeholder engagement events and the work of the Teacher Evaluation Task Force.

Frontline will remain as the default interface for gathering evidence and scoring the domains. The Observation Tool which was formerly known as NMTEACH will be referred to as the NM Interim Feedback & Observation Plan.

**While the tool is largely the same, the following four updates will be in place for SY 19-20:**

- The Observation Tool which was formerly known as NMTEACH will be referred to as the NM Interim Feedback & Observation Plan.
- The Level of Performance reflected in the observation tool will be changed from 5 levels to 4 levels eliminating Level 5 (Exemplary) in all four domains.
- The Levels of Performance are: Innovating, Applying, Developing, and Not Demonstrating.
- Each teacher shall receive a minimum of one observation during this school year. Best Practice does indicate that Level 1 teachers should receive 2 observations. Districts may add additional observations as they deem necessary.
- Each teacher shall receive three walkthroughs that are focused on feedback around the elements and domains of the rubric.

NMPED is still finalizing the calculation for summative scores but will have this completed by September 9<sup>th</sup>. As a reminder, training for new administrators is September 11-13, 2019. Please contact Danielle Gothie at [katya.gothie@state.nm.us](mailto:katya.gothie@state.nm.us) for more information.

GPW/sf/kdg

cc: Kara Bobroff, Interim Secretary  
Timothy Hand, Ph.D., Deputy Secretary  
Kata Sandoval, Deputy Secretary  
Adan Delgado, Deputy Secretary  
Seana Flanagan, Director, Educator Quality Division