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SECRETARY OF EDUCATION

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GOVERNOR

August 18, 2020

**MEMORANDUM**

**TO:** Superintendents and Charter School Leaders

**FROM:** Deputy Secretary Dr. Gwen Perea Warniment

**RE: Guidance on Deadlines for Elevate NM First Walkthrough and PDP**

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The purpose of this memo is to clarify deadlines for required elements in the new teacher evaluation system – [Elevate NM](#).

Teacher Professional Development Plans (PDPs) are due by the 40<sup>th</sup> day, which translates to 40 days beginning on the first day of instruction. In an ideal world, school administrators would be able to conduct walkthroughs and provide feedback to teachers to help inform their PDPs. However, this school year is different and we know that a majority of our schools across the state are starting remotely. While we are developing guidance and support for how to conduct virtual walkthroughs, we encourage administrators to support their teachers by asking them to reflect on their practice from last year to help them think about what areas they want to focus on for this year in their professional learning.

Administrators should also encourage the use of early formative assessments so that teachers have data to help guide their PDPs and motivate teachers to set professional development goals that are related to: teaching in a remote or hybrid environment; expanding understanding of digital pedagogy and use of new technology; and supporting social and emotional well-being of students.

In summary, we are advising every administrator to engage in conversations with their teachers about their PDPs, knowing that while walkthroughs and feedback are important prior to teachers developing their PDPs. It is unrealistic to expect all administrators to complete the first walkthrough by our recommended deadline of September 25. Therefore, we recommend that teachers begin their PDP process after reflecting on last year's teaching, reviewing data compiled by start of the year formative assessments, and completing their self-assessments by reviewing the Observation Tool Scoring Rubric. Due to the fact that Frontline will not come online until early September, our guidance for teachers also includes completing their PDP self-assessments by downloading the four domains and rating themselves with the Observation Tool Scoring Rubric and writing out their PDPs on a Word or Google Doc. This way PDPs can be uploaded later to Frontline. **The date for all PDPs to be uploaded to Frontline will be extended to November 2, 2020.**

Guidance on how to conduct a virtual walkthrough will be forthcoming. Please contact Danielle Gothie [Katya.Gothie@state.nm.us](mailto:Katya.Gothie@state.nm.us) for further information.

cc: Secretary Dr. Ryan Stewart  
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