



Douglas County Federation



A Union of Professionals

801 S. Perry Street, Suite 140  
Castle Rock, CO 80104  
303-688-3381 Fax: 303-688-1039

AFL/CIO #2265  
DCFT.net

Dear Douglas County Certified Employee,

December 1, 2010

As we head into the final weeks before holiday break, we also head towards the half-way mark of the first year of CITE (Continuous Improvement of Teacher Effectiveness). With that, I would like to take this opportunity to make sure a few things are clear and ask for your help as we move into the future years of CITE and meeting the requirements of the MOU (Memorandum of Understanding) signed by the Douglas County School District, Douglas County Board of Education, and the Douglas County Federation.

Details, facts, and clarifications around CITE:

- Regarding Halogen:
  - It is being used to house the new evaluations; it is **not** the evaluation system itself
  - Thirteen schools used it last year for evaluations
  - It is used in other districts or employment organizations for their evaluation systems
  - It has allowed DCSD to make its evaluation system “paperless”
  - It has streamlined timelines and has clearly defined next steps for both evaluators and certified employees
- At the beginning of the year, you were asked to “benchmark” yourself in Halogen (this was due October 15<sup>th</sup>):
  - When benchmarking, you were asked to rate your level of comfort around indicators found in the new rubrics
  - Benchmarking information has been compiled by the Center for Professional Development (formally the Center for Staff and Community Development) with no individual information (names) attached
  - Benchmarking information should be used to drive professional/staff development in your building and across the district
- CITE is aimed at:
  - Making evaluation less subjective and more reflective
  - Basing evaluation less on one observation or “snapshot” of your proficiency as an educator and more as a way to inform your evaluator about your abilities in instruction and improve your success in the classroom

CITE is a work in progress, a multi-year process with the goal of producing an end product that will benefit the teachers and students in Douglas County. It is also a process that has had teacher input from the very beginning. With that in mind, I ask that you consider being a part of improving what needs to be changed and helping identify what has been successful. As we move into the second half of this school year, we will be bringing together volunteers who are willing to meet with myself and district leadership as we look at how to improve CITE and its current rubrics. Please contact me directly via email if you are willing to help, [courtney.smith@dcsdk12.org](mailto:courtney.smith@dcsdk12.org).

Have a good December and a Happy New Year!!

Courtney Smith, Douglas County Federation