

Minnesota Department of Education
Peer Review-Level 1-Document Review

Criteria	Recommendations	Meets Expectations	Commendations
Update on all program components		All program components have been implemented as approved in the application and outlined in the approval letter. If changes have been made they are in alignment with the legislation and the department has been properly notified. Challenges have been addressed or there are plans to address them in the next year.	
Job Postings		The job postings are in alignment with the position descriptions provided in the application and were in place and fully implemented on or before October 1 of the initial implementation year.	
Selection Process for Career Ladder positions		The selection process for all positions aligns with that described in the application and is competitive, equitable and transparent. Prior experience in improving student achievement and facilitating teams of adult learners in collegial groups.	
Updated professional development calendars		The professional development calendars for each site show when teams met and will be meeting, when instructional strategies were and will be introduced, when evaluation cycles occurred and will be completed by, and when coaching occurred.	

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Team meeting agendas and minutes		The team meeting agendas and minutes submitted show an alignment with the school goal. These also show that the professional development learning goes back into the classroom.	
Staff training materials		The staff training materials illustrate that all staff are clearly trained and informed of the program requirements and expectations in alignment with the approved application.	
Redacted teacher evaluation samples		The redacted teacher evaluation samples show that the evaluation system has been implemented in accordance with what was in the approved application and relates to performance pay.	
Performance Award update		The performance award update aligns with the application and show that performance awards are paid for meeting the specific performance standards outlined in the application for school wide gains, measures of student achievement, and teacher evaluation. If performance awards have been paid, evidence (data) shows that the necessary performance standards have been met.	