



Dr. Jeron Campbell
Chief Data and Accountability Officer
jtchambell@paterson.k12.nj.us

Donnie W. Evans, Ed. D.
State District Superintendent

Memo

To: Deputy Superintendent, Assistant Superintendents, Chiefs, Executive Directors, Directors, Principals, Vice Principals, and Supervisors, PPS Employees

Cc: Dr. Donnie Evans, State District Superintendent

From: Dr. Jeron Campbell, Chief Data and Accountability Officer

Re: Timelines for Observations/Evaluations, nonrenewal and withholding of increment for 2016-2017 School Year.

Date: September 1, 2016

Important dates to remember:

Note: October 1st will be used as a cutoff date to determine if a teacher will be observed using Year 1-2 or Year 3-4 guidelines.

YEAR 1 and YEAR 2 Non-Tenured Teachers and Support Services Staff
(Including Teacher Coordinators and Mentors)
(2 long observations, 1 short observation)

- The 1st non-tenured observation must be completed in Media X by **November 14, 2016.**
- The 2nd non-tenured observation must be completed in Media X by **February 6, 2017.**
- The 3rd non-tenured observation must be completed in Media X by **April 3, 2017.**
- **Summative Conferences must be completed and submitted in Media X by April 17, 2017. All teachers must sign electronically in Media X in order for observations to be considered for their summative evaluation. For all non-tenured teachers and support services staff, three observations must be conducted in order to receive a Summative Rating.**



**YEAR 3 Non-Tenured Teachers and Support Services Staff (Including
Teacher Coordinators and Mentors)**

(1 long observation, 2 short observations)

- The 1st non-tenured observation must be completed in Media X by **November 14, 2016**.
- The 2nd non-tenured observation must be completed in Media by **February 6, 2017**.
- The 3rd non-tenured observation must be completed in Media X by **April 3, 2017**.
- **Summative Conferences must be completed and submitted in Media X by April 17, 2017.** All teachers must sign electronically in Media X in order for observations to be considered for their summative evaluation. For all non-tenured teachers and support services staff, three observations must be conducted in order to receive a Summative Rating.

Tenured Teachers

(1 long observation, 1 short observation)

(Teachers Rated Highly Effective – 2 short observations)

- The 1st tenured observation must be completed in Media X by **November 21, 2016**.
- The 2nd tenured observation must be completed in Media X by **April 24, 2017**.
- **Summative Conferences must be completed and submitted in Media X by May 15, 2017.** All teachers must sign electronically in Media X in order for observations to be considered for their summative evaluation. For all tenured teachers, three observations must be conducted in order to receive a Summative Rating.

Support Services Staff (Including Teacher Coordinators and Mentors)

(1 long observation)

- One (1) long observation must be completed in Media X by **March 6, 2017**.
- **Summative Conferences must be completed and submitted in Media X by May 15, 2017.** All teachers must sign electronically in Media X in order for observations to be considered for their summative evaluation. If only one observation is conducted, ALL standards must be addressed in that observation.



Teachers and Support Services Staff on Corrective Action Plan (Non-Tenured)
(2 long observations, 2 short observations)

- The 1st observation must be completed in Media X by **October 11, 2016**.
- The 2nd observation must be completed in Media X by **December 2, 2016**. This will also serve at the Mid-Year Conference. **Please make sure you select “Yes” under “This is a Mid-Year CAP Review” option when completing the observation.**
- The 3rd observation must be completed in Media X by **February 2, 2017**.
- The 4th observation must be completed in Media X by **April 3, 2017**.
- **Summative Conferences must be completed and electronically signed and submitted in Media X by April 12, 2017.**

If staff member on CAP is non-tenured and will be non-renewed for sy16-17, their final observation and recommendation for non-renewal must be received by your Assistant Superintendent by **April 19, 2017**.

Teachers and Support Services Staff on Corrective Action Plan (Tenured)
(2 long observations, 1 short observation)

- The 1st observation must be completed in Media X by **November 14, 2016**.
- The 2nd observation must be completed in Media X by **February 6, 2017**.
- The 3rd observation must be completed in Media X by **April 24, 2017**.
- **Summative Conferences must be completed and electronically signed and submitted in Media X by May 12, 2017.**

If staff member on CAP is non-tenured and will be non-renewed for sy16-17, their final observation and recommendation for non-renewal must be received by your Assistant Superintendent by **May 19, 2017**.

Vice Principals (Tenured/Non-Tenured)
(3 Observations)

- The 1st observation must be completed in Media X by **November 28, 2016**.
- The 2nd observation must be completed in Media X by **February 28, 2017**.
- The 3rd observation must be completed in Media X by **April 20, 2017**.
- **Summative Conferences and Evaluations for non-tenured vice principals must be completed and electronically signed and submitted in Media X by April 27, 2017.**
- **Summative Conferences and Evaluations for tenured vice principals must be completed and electronically signed and submitted in Media X by May 31, 2017.**



School-Based and Central Office Supervisors (Tenured/Non-Tenured) **(3 Observations)**

- The 1st observation must be completed in Media X by **November 28, 2016**. (The first observation for School-Based Supervisors will be a co-observation by central office directors and principals.)
- The 2nd observation must be completed in Media X by **February 28, 2017**. (The second observation for School-Based Supervisors will be completed by principals.)
- The 3rd observation must be completed in Media X by **April 20, 2017**.
(The third observation and summative conference will be completed by central office directors.)
- **Summative Conferences and Evaluations for non-tenured School-Based Supervisors must be completed and electronically signed and submitted in Media X by April 27, 2017.**
- **Summative Conferences and Evaluations for tenured School-Based Supervisors must be completed and electronically signed and submitted in Media X by May 31, 2017.**

Principals (Tenured/Non-Tenured) **(Non-Tenured Principals - 3 Observations)** **(Tenured Principals with Effective or Highly Effective Summative Rating - 2 Observations)**

- The 1st observation must be completed in Media X by **November 28, 2016**.
- The 2nd observation must be completed in Media X by **February 28, 2017**.
- The 3rd observation must be completed in Media X by **April 20, 2017**.
- **Summative Conferences and Evaluations for non-tenured principals must be completed and electronically signed and submitted in Media X by April 27, 2017.**
- **Summative Conferences and Evaluations for tenured principals must be completed and electronically signed and submitted in Media X by May 31, 2017**



Central Office Administrators (Certificated and Non-Certificated)
(3 Observations for non-tenured, 1 observation for tenured)

- The 1st observation for non-tenured administrators must be completed in Media X or in Edumet, as appropriate, by **November 28, 2016**.
- The 2nd observation for non-tenured administrators must be completed in Media X or in Edumet, as appropriate, by **February 28, 2017**.
- The 3rd observation for non-tenured administrators must be completed in Media X or in Edumet, as appropriate, by **April 20, 2017**.
- **Summative Conferences and Evaluations must be completed, signed and submitted as appropriate, and signed originals completed and submitted to The Department of Accountability by April 27, 2017.**

Non-Certificated Staff
(1 Evaluation)

- Summative Conferences and Evaluations must be completed in Edumet for Instructional Aides, Personal Aides and all other non-certificated staff and **signed originals** submitted to Human Resource Services by **May 31, 2017**.
- Any recommendations of non-certified staff for non-renewal must be submitted to your Assistant Superintendent and to Human Resource Services, with their signed evaluation, by **May 1, 2017**.

Recommendation for nonrenewal and withholding of increment are due to Human Resource Services no later than May 1, 2017.



PROCEDURE FOR ALL NON RENEWALS

A cover letter indicating your recommendation, along with a rationale, must accompany the above-mentioned paperwork. Please be advised that all non-renewals must be approved by an Assistant Superintendent before moving forward with the recommendation to non-renew.

Please remind all administrators responsible for schools and academies that if they are recommending a non-renewal of non-tenured staff member they need the following information, minimally:

- At least three (3) observations and one (1) evaluation for teachers:
- Any additional documentation including, but not limited to, attendance records, warning letters, improvement plans, documentation of support provided, etc.

PROCEDURE FOR ALL WITHHOLDING OF INCREMENTS

A cover letter indicating your recommendation, along with a rationale, must accompany the above-mentioned paperwork. Please be advised that all withholding of increments must be approved by an Assistant Superintendent before moving forward with the recommendation to withhold the increment.

For recommendations to withhold an increment the following must be included and submitted:

- At least three (3) observations and one (1) summative evaluation for each employee.
- The box marked “increment withholding” must be checked off;
- An explanation of the reasons to withhold the increment must be provided in the summative evaluation.
- Any additional correspondence relative to the individual staff member’s performance and documentation of support provided throughout the year.

If the employee is a member of the PEA and they have received a partially effective or ineffective rating, increment will not be granted, and a recommendation for withholding of increment is unnecessary.

PROCEDURE FOR COLLECTION OF SUMMATIVE EVALUATIONS

School Administrator:

1. Collect, review and secure all summative evaluation copies (teachers, administrators, etc. reference PC list/route sheet to account for all staff members):
 - a. Annual Summary Conference Form: For Teachers Receiving a Median Student Growth Objective Percentile (mSGP) Score
 - b. Annual Summary Conference Form: For Teachers **NOT** Receiving Summative Rating
 - c. Annual Summary Conference Form: For Teachers Receiving Summative Rating



2. All rounds of the observations are completed for each designated staff member (reference PC list/route sheet to account for all staff members)
3. All standards within each round are completed for each designated staff member
4. All indicators within each standard are completed for each designated staff member
5. All staff members within my school (shared, new hires, new assignment, transferred and/or on leave of absence) are accounted within the observation process. Verified all my staff members against my school Position Control List/Staff Routing Sheet to see if there are missing staff members.
6. All observations are completed on the correct tool for each staff member
7. All CAPs are observed the appropriate times within the correct round
8. All observations received a post conference and pre-conference where designated
9. All observations are signed by both the staff and administrator in Media X system by all parties
10. Forward copies of all summative evaluations to your Assistant Superintendent with all required components of the evaluation process

Assistant Superintendents for Administration:

1. Collect, review and secure all summative evaluation copies (teachers, administrators, etc. reference PC list/route sheet to account for all staff members):
 - a. Annual Summary Conference Form: For Teachers Receiving a Median Student Growth Objective Percentile (mSGP) Score
 - b. Annual Summary Conference Form: For Teachers **NOT** Receiving Summative Rating
 - c. Annual Summary Conference Form: For Teachers Receiving Summative Rating
2. It was highly recommended that principals included the summative evaluation checklist with all summative evaluation for each staff member. Return to principals with follow-up directions and timeline for incomplete submissions **OR** accept completed submissions of summative evaluations for each school when all staff members are accounted
3. Make copies and/or scan copies for recordkeeping of each summative evaluation
4. Provide copies to the Accountability Department for each school along with the signed documentation of receipt

Department of Accountability:

1. Collect and secure all summative evaluation copies (teachers, administrators, etc. reference Edumet list/route sheet to account for all staff members)
2. Review and ensure the submitted copies of summative evaluations from the schools are correct and reflect all components (see checklist) along with all appropriate signatures.
3. Provide copies to Human Resource Services based on checklist of staff for each school along with the signed documentation of receipt for processing into Personnel Files

Remember: Ongoing documentation is critical if and when you are recommending the non-renewal or increment withholding of a staff member.

If you have any questions or concerns, please feel free to contact
Dr. Jeron Campbell at 973-321-2244.