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Eileen Shafer, M.Ed.
Superintendent of Schools

Memo

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

Cc: Ms. Eileen Shafer, Superintendent of Schools

From: Ms. Annalesa Williams-Barker, Executive Director

Re: Timelines for Observations/Evaluations, Non-renewal and Withholding of Increment for 2018-2019 School Year.

Date: July 13, 2018

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.
- February 15th** will be used as a cutoff date for making final adjustments to Student/Program Growth Objectives.

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 2018**.
- The 2nd non-tenured observation must be completed in Media X by **February 6, 2019**.
- The 3rd non-tenured observation must be completed in Media X by **April 10, 2019**.
- **Summative Evaluation Conferences must be completed and submitted in Media X by April 17, 2019. 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 and YEAR 4 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, 2018**.
- The 2nd non-tenured observation must be completed in Media by **February 6, 2019**.
- The 3rd non-tenured observation must be completed in Media X by **April 10, 2019**.
- **Summative Evaluation Conferences must be completed and submitted in Media X by April 17, 2019. 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, 2018**.
- The 2nd tenured observation must be completed in Media X by **April 29, 2019**.
- **Summative Evaluation Conferences must be completed and submitted in Media X by May 15, 2019. All teachers must sign electronically in Media X in order for observations to be considered for their summative evaluation. For all tenured teachers, two 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, 2019**.
- **Summative Evaluation Conferences must be completed and submitted in Media X by May 15, 2019. 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/indicators 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 10, 2018**.
- The 2nd observation must be completed in Media X by **December 3, 2018**. 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 1, 2019**.
- The 4th observation must be completed in Media X by **April 10, 2019**.
- **Summative Evaluation Conferences must be completed and electronically signed and submitted in Media X by April 12, 2019.**

If staff member on CAP is non-tenured and will be non-renewed for SY18-19, their final observation and recommendation for non-renewal must be received by your Assistant Superintendent by April 18, 2019.

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, 2018**.
- The 2nd observation must be completed in Media X by **February 6, 2019**.
- The 3rd observation must be completed in Media X by **April 18, 2019**.
- **Summative Evaluation Conferences must be completed and electronically signed and submitted in Media X by May 10, 2019.**

If staff member on CAP is tenured and will be non-renewed for SY18-19, their final observation and recommendation for non-renewal must be received by your Assistant Superintendent by May 17, 2019.



Vice Principals (Non-Tenured)
(3 Observations)

- The 1st observation must be completed in Media X by **November 27, 2018**.
- The 2nd observation must be completed in Media X by **February 28, 2019**.
- The 3rd observation must be completed in Media X by **April 18, 2019**.
- **Summative Evaluation Conferences for non-tenured vice principals must be completed and electronically signed and submitted in Media X by April 29, 2019.**

Vice Principals (Tenured)
(2 Observations)

- The 1st observation must be completed in Media X by **November 27, 2018**.
- The 2nd observation must be completed in Media X by **April 19, 2019**.
- **Summative Evaluation Conferences for tenured vice principals must be completed and electronically signed and submitted in Media X by May 31, 2019.**

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

- The 1st observation must be completed in Media X by **November 27, 2018**. (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, 2019**. (The second observation for School-Based Supervisors will be completed by principals.)
- The 3rd observation must be completed in Media X by **April 18, 2019**. (The third observation and summative conference will be completed by central office directors.)
- **Summative Evaluation Conferences for non-tenured School-Based Supervisors must be completed and electronically signed and submitted in Media X by April 29, 2019.**

School-Based and Central Office Supervisors (Tenured)



(2 Observations)

- The 1st observation must be completed in Media X by **November 27, 2018**. (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 **April 18, 2019**. (The second observation and summative conference will be completed by central office directors.)
- **Summative Evaluation Conferences for tenured School-Based Supervisors must be completed and electronically signed and submitted in Media X by May 31, 2019.**

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

- The 1st observation must be completed in Media X by **October 26, 2018**.
- The 2nd observation must be completed in Media X by **December 14, 2018**.
- The 3rd observation must be completed in Media X by **April 16, 2019**.
- **Summative Evaluation Conferences for non-tenured principals must be completed and electronically signed and submitted in Media X by April 29, 2019.**

Principals (Tenured)
(Tenured Principals with Effective or Highly Effective Summative Rating - 2 Observations)

- The 1st observation must be completed in Media X by **January 10, 2019**.
- The 2nd observation must be completed in Media X by **May 15, 2019**.
- **Summative Evaluation Conferences for tenured principals must be completed and electronically signed and submitted in Media X by May 31, 2019.**

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 27, 2018**.
- The 2nd observation for non-tenured administrators must be completed in Media X or in Edumet, as appropriate, by **February 28, 2019**.
- The 3rd observation for non-tenured administrators must be completed in Media X or in Edumet, as appropriate, by **April 18, 2019**.
- **Summative Evaluation Conferences for non-tenured central office administrators must be completed and electronically signed and submitted in Media X by April 29, 2019.**
- **Summative Evaluation Conferences for tenured central office administrators must be completed and electronically signed and submitted in Media X by May 31, 2019.**

Non-Certificated Staff
(1 Evaluation)

- **Summative Evaluation Conferences must be completed in Edumet for Instructional Aides, Personal Aides and all other non-certificated staff and signed originals submitted to Human Capital Services by May 31, 2019.**
- **Any recommendations of non-certified staff for non-renewal must be submitted to your Assistant Superintendent and to Human Capital Services, with their signed evaluation, by May 1, 2019.**

Recommendation for nonrenewal and withholding of increment are due to Human Capital Services no later than May 1, 2019.



Job Title	Observed using what tool?	Number of Observations: Tenured	Number of Observations: Non-Tenured	Required: 2 SGOs	Required: 2 PGOs	SGP (NJDOE Provided)
Audiologist	Itinerant Teacher of the Deaf Rubric	1	3		X	
Behavior Specialist	Behaviorist	1	3		X	
Climate and Culture Teacher	Climate and Culture Rubric	1	3		X	
Data Mentor	Data Mentor Rubric	1	3		X	
Director	Director Rubric	1	3		X	
Elementary Guidance Counselor	Guidance Rubric	1	3		X	
High School Counselor	Guidance Rubric	1	3		X	
Learning Disabilities Teacher-Consultant	LDT-C Rubric	1	3		X	
Library/ Media Specialist	Librarian Rubric	1	3		X	
Master Teacher – Early Childhood Education	Teacher Rubric	1	3		X	
Occupational/Physical Therapist	OT/PT Rubric	1	3		X	
School Nurse	Nurse Rubric	1	3		X	



Job Title	Observed using what tool?	Number of Observations: Tenured	Number of Observations: Non-Tenured	Required: 2 SGOs	Required: 2 PGOs	SGP (NJDOE Provided)
School Psychologist	Psychologist Rubric	1	3		X	
School Social Worker	Social Worker Rubric	1	3		X	
Student Assistance Coordinator	SAC Rubric	1	3		X	
Supervisor (school-related support)	Supervisor Rubric	2	3	Average of the school		
Supervisor (central office related support)	Supervisor Rubric	2	3		X	
All Teachers (Replacement, Permanent Substitutes)	Teacher Rubric	2	3	X		
Language Arts Grades 4-8 (Replacement, Permanent Substitutes)	Teacher Rubric	2	3	X		X
Math Grades 4-7 (Replacement, Permanent Substitutes)	Teacher Rubric	2	3	X		X
Teacher Coordinator	Teacher Coordinator Rubric	1	3		X	



Job Title	Observed using what tool?	Number of Observations: Tenured	Number of Observations: Non-Tenured	Required: 2 SGOs	Required: 2 PGOs	SGP (NJDOE Provided)
Job Title	Observed using what tool?	Number of Observations: Tenured	Number of Observations: Non-Tenured	Required: 2 SGOs	Required 2 PGOs	SGP (NJDOE Provided)
Assistant/Vice Principal	AP/VP Rubric	2	3	Average of the school		X
Athletic Supervisor	Athletic Supervisor Rubric	2	3		X	
Athletic Trainer	Athletic Trainer Rubric	1	3		X	
Behavioral Disabilities Counselor	BD Rubric	1	3		X	
Early Childhood PIRT	EC PIRT Rubric	1	3		X	
In-School Suspension Teacher	In-School Suspension Rubric	1	3		X	
Physical Education & Health Teacher	PE & Health Rubric	2	3	X		
Principal	Principal Rubric	2(Effective or Highly)	3	Average of the school		X
Principal-on-Assignment	Principal-on-Assignment Rubric	2(Effective or Highly)	3	Average of the school		X



Job Title	Observed using what tool?	Number of Observations: Tenured	Number of Observations: Non-Tenured	Required: 2 SGOs	Required: 2 PGOs	SGP (NJDOE Provided)
Speech Therapist	Speech Therapist Rubric	1	3		X	
Student Assistance Counselor	SAC Rubric	1	3		X	



Snapshot of Professional Practice Standards with Timelines

Non-Tenured Staff Ensure completion of Growth Objectives (2)	Observation One Sept-Nov (Nov. 14 th)	Observation Two Dec-Feb (Feb. 6 th)	Observation Three March-May (April 10 th)	Summative Conference
All Teachers, Librarians, Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, Guidance Counselors, Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Leave Replacement, Permanent Substitutes	Standards 1,3, and 5	Standards 1, 2, 3, and 4	Standards 4, 5, 6, and 7	<p>April 17th <i>The Media X System will not allow for the processing of summative evaluation conferences beyond this date.</i></p>
Teacher Mentors of Climate & Culture	Standards 1 and 2	Standards 3 and 4	Standards 5	
Teacher Mentors for Data	Standard 1	Standards 2 and 3	Standard 4	
Teacher Coordinators	Standards 1 and 2	Standards 3 and 4	Standards 5 and 6	

Tenured Staff Ensure completion of Growth Objectives (2)	Observation One Sept-Nov (Nov. 21 st)	Observation Two Dec-Feb (April 29 th)	Summative Conference
All Teachers, Librarians, Nurses, Psychologists, SACs, Behaviorists, Social Workers, LDT-Cs, Master Teachers, Guidance Counselors, Speech Therapists, BD Counselors, EC PIRTS, OT/PTs, Leave Replacement, Permanent Substitutes	Standards 1, 2, 3, 4 and 5	Standards 1, 2, 3, 4, 5, 6, and 7	<p>May 15th <i>The Media X System will not allow for the processing of summative evaluation conferences beyond this date.</i></p>
Teacher Mentors of Climate & Culture Required: one (1) long observation	Standards 1, 2, and 3 Standards 4 and 5 (Due: March 6th)		
Teacher Mentors for Data Required: one (1) long observation	Standard 1 and 2 Standards 3 and 4 (Due: March 6th)		
Teacher Coordinators Required: one (1) long observation	Standards 1, 2, and 3 Standards 4, 5, and 6 (Due: March 6th)		



Non-Tenured Staff	Observation One Sept-Nov (Nov. 27 th)	Observation Two Dec-Feb (Feb. 28 th)	Observation Three March-May (April 18 th)	Summative Conference
Principals	Standards B: 1, 2, 3 C: 1, 2	Standards B: 1, 2, 3 C: 1, 2, 3	Standards B: 1, 2, 3 C: 1, 2, 3	<p style="text-align: center;">April 29th</p> <p style="text-align: center;"><i>The Media X System will not allow for the processing of summative evaluation conferences beyond this date.</i></p>
Ensure completion of Administrator Goals	Standards: A1, D1, D2 (Class and school schedule), D3 (Climate)	Standards: A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards: E1, E2, A3, A4, D3 (Climate), E3	

Tenured Staff	Observation One Sept-Nov (Nov. 27 th)	Observation Two Dec-Feb (April 19 th)	Summative Conference
Principals	Standards: A1, D1, D2 (Class and school schedule), D3 (Climate) A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards: E1, E2, A3, A4, D3 (Climate), E3	<p style="text-align: center;">May 31st</p> <p style="text-align: center;"><i>The Media X System will not allow for the processing of summative evaluation conferences beyond this date.</i></p>
Ensure completion of Administrator Goals			



Non-Tenured Staff	Observation One Sept-Nov (Nov. 27 th)	Observation Two Dec-Feb (Feb. 28 th)	Observation Three March-May (April 18 th)	Summative Conference
Vice Principals	Standards B: 1, 2, 3 C: 1, 2	Standards B: 1, 2, 3 C: 1, 2, 3	Standards B: 1, 2, 3 C: 1, 2, 3	<p style="text-align: center;">April 29th</p> <p style="text-align: center;"><i>The Media X System will not allow for the processing of summative evaluation conferences beyond this date.</i></p>
Ensure completion of Administrator Goals	Standards: A1, D1, D2 (Class and school schedule), D3 (Climate)	Standards: A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards: E1, E2, A3, A4, D3 (Climate), E3	

Tenured Staff	Observation One Sept-Nov (Nov. 27 th)	Observation Two Dec-Feb (April 19 th)	Summative Conference
Vice Principals	Standards: A1, D1, D2 (Class and school schedule), D3 (Climate) A2, A3, D1(Budget), D2 (Time Management), E1, E2	Standards: E1, E2, A3, A4, D3 (Climate), E3	<p style="text-align: center;">May 31st</p> <p style="text-align: center;"><i>The Media X System will not allow for the processing of summative evaluation conferences beyond this date.</i></p>
Ensure completion of Administrator Goals			



Non-Tenured Staff	Observation One Sept-Nov (Nov. 27 th)	Observation Two Dec-Feb (Feb. 28 th)	Observation Three March-May (April 18 th)	Summative Conference
Supervisors	Standards: 1, 2,	Standards: 3, 4,	Standard: 5	<p>April 29th</p> <p><i>The Media X System will not allow for the processing of summative evaluation conferences beyond this date.</i></p>

Tenured Staff	Observation One Sept-Nov (Nov. 27 th)	Observation Two Dec-Feb (April 18 th)	Summative Conference
Supervisors	Standards: 1, 2,	Standards: 3, 4, 5	<p>May 31st</p> <p><i>The Media X System will not allow for the processing of summative evaluation conferences beyond this date.</i></p>



Non-Tenured Staff	Observation One Sept-Nov (Nov. 27 th)	Observation Two Dec-Feb (Feb. 28 th)	Observation Three March-May (April 18 th)	Summative Conference
Central Office Administrators (certificated and non-certificated) Ensure completion of Growth Objectives/Administrator Goals	Standards: 1, 2, 3, 4	Standards: 1, 2, 3, 4	Standards: 1, 2, 3, 4	<p style="text-align: center;">April 29th</p> <p style="text-align: center;"><i>The Media X System will not allow for the processing of summative evaluation conferences beyond this date.</i></p>

Tenured Staff	Observation One Sept-Nov (Nov. 27 th)	Summative Conference
Central Office Administrators (certificated and non-certificated) Ensure completion of Growth Objectives/Administrator Goals	Standards: 1, 2, 3, 4	<p style="text-align: center;">May 31st</p> <p style="text-align: center;"><i>The Media X System will not allow for the processing of summative evaluation conferences beyond this date.</i></p>



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 PROCESSING SUMMATIVE EVALUATIONS

Staff and Administrator:

1. Collect, review and secure all summative evaluation conference via Media X (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 of my designated staff member (reference PC list/route sheet to account for all staff members) with appropriate electronic signatures
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, resignation, transferred and/or on leave of absence) are accounted within the observation process
6. I verified all my staff members against my school Position Control List/Staff Routing Sheet to see if I am missing any staff members
7. All observations are completed on the correct tool for each of my staff member with appropriate signatures
8. All non-tenured CAPs are observed four times within the correct round with appropriate signatures
9. All tenured CAPs are observed three times within the correct round with appropriate signatures
10. All my observations within my school/department received a post conference and pre-conference where designated
11. All observations are signed by both the staff and administrator within Media X system
12. Copies should be retained by each staff member and their observer with an additional copy forwarded to Human Capital Services for staff member's personnel file

If you have any questions or concerns, please feel free to contact
Annalesa Barker at 973-321-0715 or abarker@paterson.k12.nj.us