

Paterson Public Schools
Department of Accountability

Evaluation System Key Dates and Action

Key Date	Key Action	Purpose
April 3, 2017 (Extension Date: April 10, 2017)	Conduct Observation: Round #3	Teachers and Support Services Staff (Non-Tenured)
April 3, 2017 (Extension Date: April 10, 2017)	Conduct Observation: Round #4	Teachers and Support Services Staff on Corrective Action Plan (Non-Tenured)
April 12, 2017	Complete Summative Conference	Teachers and Support Services Staff on Corrective Action Plan (Non-Tenured)
April 17, 2017 (Extension Date: April 26, 2017)	Complete Summative Conference	Teachers and Support Services Staff (Non-Tenured)
May 19, 2017	Inform Non-Tenured of Non-renewal	If staff member on CAP is non-tenured and will be <u>non-renewed</u> their final observation and recommendation for non-renewal must be received by your Assistant Superintendent
April 20, 2017	Conduct Observation: Round #3	School-Based and Central Office Supervisors (Tenured/Non-Tenured)
April 20, 2017	Conduct Observation: Round #3	Vice Principals (Tenured/Non-Tenured)
April 20, 2017	Conduct Observation: Round #3	Principals (Tenured/Non-Tenured)
April 20, 2017	Conduct Observation: Round #3	Central Office Administrators (Certificated and Non-Certificated)
April 24, 2017 (Extension Date: May 1, 2017)	Conduct 2 nd Observation	Teachers and Support Services Staff (Tenured)
April 24, 2017 (Extension Date: May 1, 2017)	Conduct Observation: Round #3	Teachers and Support Services Staff on Corrective Action Plan (Tenured)
April 27, 2017	Complete Summative Conference	Vice Principals (Tenured/Non-Tenured)
April 27, 2017	Complete Summative Conference	School-Based and Central Office Supervisors (Non-Tenured)
April 27, 2017	Complete Summative Conference	Principals (Non-Tenured)
April 27, 2017	Complete Summative Conference	Central Office Administrators (Certificated and Non-Certificated)
May 1, 2017	Inform Non-Certificated staff of Non-renewal	Non-Certificated staff
May 12, 2017	Complete Summative Conference	Teachers and Support Services Staff (CAP Tenured)

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May 15, 2017	Complete Summative Conference	Teachers and Support Services Staff (Tenured)
May 31, 2017	Complete Summative Conference	Vice Principals (Tenured/Non-Tenured)
May 31, 2017	Complete Summative Conference	School-Based and Central Office Supervisors (Non-Tenured)
May 31, 2017	Complete Summative Conference	Principals (Tenured)
May 31, 2017	Complete Summative Conference	Non-Certificated Staff

NOTE:

If a support service staff member is tenured and receiving one observation, ALL standards must be scored during that observation.

Staff members placed “on assignment” should seek guidance on how they will be evaluated for the “assigned” school year, as this may impact final summative rating for the year.

All staff members within my school (shared, new hires, new assignment, transferred and/or on leave of absence, sabbatical, etc.) are accounted within the observation process. I verified all my staff members against my school Position Control List/Staff Routing Sheet to see if I am missing any staff members.

Key Actions:

- **Every resignation/retirement** for a given staff member must receive a summative evaluation closing out their time with Paterson Public Schools District.
- Requests to open rounds must go through your Unit Assistant Superintendent.
- Monthly training is available to new teachers and administrators. No observations should be conducted until training has taken place.
- Review Evaluation System Dashboard provided for each round and ensure all staff member receives an observation for each round. If the required observations are not completed, this may pose a challenge in generating a summative evaluation.
- Changes in weights for evaluation system for impacted staff (see the attached memorandum from New Jersey Department of Education):

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For the 2016-17 school year, component weights for evaluation models for teachers and principals will revert back to similar levels used in the first year of AchieveNJ, as shown below.

Type of Educator	Evaluation Component Weights
mSGP ¹ Teacher	<ul style="list-style-type: none"> • mSGP: 30% • Student Growth Objective (SGO): 15% • Teacher Practice: 55%
Non-mSGP Teacher	<ul style="list-style-type: none"> • SGO: 15% • Teacher Practice: 85%
mSGP Principal/ Assistant/Vice Principal (AP/VP)	<ul style="list-style-type: none"> • mSGP: 30% • Administrator Goals: 10% • SGO Average: 10% • Principal Practice²: 50%
Non-mSGP Principal/AP/VP	<ul style="list-style-type: none"> • Administrator Goals: 40% • SGO Average: 10% • Principal Practice: 50%

- See the attached documents needed to generate summative evaluations.
- Due to snow storm March 23, 2017 will be the date for teacher training. Due to assessments in April, monthly training will resume on May 17th for teachers and May 18th for administrators.