

Department of Accountability

Cover Page

Roadmap to Successful Summative Evaluation Conference

- Required Consideration for the Evaluation System
- Conducting Summative Evaluation Conference
- Student/Program Growth Objective
- Important Dates
- Procedures for the Collection of Summative Evaluations
- Summative Checklists:
 - Classroom Teacher (tenured/Non-Tenured)
 - Support Services
 - CAP/IIP Requirements

Department of Accountability

Roadmap to Successful Summative Evaluation Conference

Note: In order for a given staff member to receive a summative evaluation all components of the evaluation system must be completed. This is inclusive of the following areas:

Required Consideration:

Teacher/Staff Practice:

- All rounds of the observations are completed for each designated staff member
- All standards within each round are completed for each designated staff member
- All indicators within each standard are completed for each designated staff member
- All staff members within my school (shared, new hires, retirement, resignation, new assignment, transferred and/or on leave of absence) 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.
- All observations are completed on the correct tool for each staff member
- All CAPs are observed the required times within the correct round
- All observations received a post conference and pre-conference where designated
- All observations are signed by both the staff and administrator in Media X system

Student Achievement:

- All staff members have completed SGOs for student achievement with appropriate pre/post results (as prescribed by Academic Services)
- All SGP data will be provided via NJDOE
- All staff members have completed PGOs where appropriate

Scheduling Considerations:

- All students are scheduled in a class/course and connected to the staff member (inclusive of co-teaching, pull-out, push-in, etc.)
- All staff members are scheduled appropriately and verify rosters at each post conference
- All staff members have their designated caseload and verify during the school year

Conducting Summative Evaluation Conference:

During the Summative Evaluation Conference the following areas below will serve as guidance:

- Use the direction sheet for the printing of Summative Evaluation Conference Form
- Review, check, and secure signatures for the staff member's summative evaluation rating areas for all your staff members using the "**For Teachers Not Receiving mSGP Score**":
 - Practice Score
 - SGO/PGO Score
 - Summative Rating Score
 - PDP Plan
- Review, check, and secure signatures for the staff member's "**For Teachers Receiving a Median Student Growth Percentile (mSGP) Score**". This includes reviewing Teacher Practice Score and the SGO/PGOs for the staff member. (If the staff member is responsible for grades 4-8 ELA and/or grades 4-7 mathematics, this will mean the staff member is awaiting NJDOE to release PARCC scores.) Do **NOT** enter mSGP score, as they will not be released from NJDOE.
- Use the "**For Teachers Not Receiving Summative Rating**" to provide staff members with an overview of their performance to date. This would be in the case of staff members who were hired after February, LOA, transferred (Not able to develop/assess SGO, etc.)
- Review the staff member's progress on their Professional Development Plan (PDP) and make adjustments and additions for the upcoming PDP.
- Make copy of the signed Summative Evaluation Conference Form. The staff member and the school administrator should maintain copies.
- Ensure staff members who are resigning or retiring are provided with a summative evaluation to close out their performance for the given school year. This is expected for staff members who have worked for 40% or more of the school year.
- Forward (school administrator) all collected and signed Summative Evaluation Conference Form and deliver to Unit Assistant Superintendent for Administration on or before May 31, 2018.

Student Growth Objective/Program Growth Objective:

1. SGO/PGO scores are to be entered into Media X, where the Summative Conference Form will also be generated (See attachment for guidance).
 - ✓ Each staff member is required to have two SGO/PGO scores
 - ✓ The SGO/PGO scores will be required to complete the Summative Conference Form
 - ✓ The SGO/PGO scores will then be averaged for a single score
 - ✓ The SGO/PGO scores are due into Media X system April 27, 2018 (non-tenured staff)
 - ✓ The SGO/PGO scores are due into Media X system May 15, 2018 (tenured staff)
2. To ensure the accuracy of the data entry, we have added a signature requirement for both the principal and the teacher, which is the same process as the signatures for observations. If you need support with this, please contact Accountability Department at accountability@paterson.k12.nj.us.
3. Staff members being shared across multiple locations will have their summative manually calculated by the Data and Accountability Department. In order for the manual calculation to be completed, the following items must be forwarded to via scanned Email to accountability@paterson.k12.nj.us:
 - Signed copy of scored SGO/PGO for the staff member
 - Signed copies of all required observation(s) for the staff member

Important Dates:

Timeline	Expected Action
April 27, 2018	Enter Non-tenured teachers' final SGO/PGO scores into Media X.
May 15, 2018	Enter Tenured teachers' final SGO/PGO scores into Media X.
May 31, 2018	Forward all signed copies summative evaluation to Unit Assistant Superintendent for Administration. Use the Summative Checklist to ensure each staff member received all required components of the evaluation system.

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) within the timeframe designated
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, retiring, resigning, 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

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

Annual Summary Conference Form

For Teachers Receiving a Median Student Growth Percentile (mSGP) Score

Date	Name	School	Assignment	Tenure (Y/N)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Practice Score	SGO Score*	mSGP Score	Summative Rating
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Leave boxes blank in annual summary conference - mSGP scores and summative ratings will be provided by NJDOE when scores are available (early 2017).

*Average score if two SGOs used

Guidelines for Conference Discussion

Practice

Using specific documentation (observation reports, teacher reflection, etc.) and citing specific evidence, identify and discuss:

- 1-3 areas of strength
- 1-3 areas for improvement

Student Growth Objectives

Using completed SGO forms and supporting documentation (assessment results, etc.), discuss:

- Successes and challenges of SGO process
- Lessons from SGOs about teaching and student learning
- Steps to improve SGOs for next year

Professional Development Plan (PDP)

Using the current PDP, discuss strategies for improving performance next year, such as:

- Successes and challenges on this year's PDP
- Areas of professional development linked to information from evaluation
- Components and implementation of a Corrective Action Plan (CAP) where warranted

Median Student Growth Percentile

mSGP data for SY13-14 evaluation will be released in early 2015. At that time, a summative rating can be calculated and provided to the teacher.

	Name	Signature	Date
Teacher	_____	_____	_____
Evaluator	_____	_____	_____

- | |
|---|
| <input type="checkbox"/> Recommended for non-renewal (non-tenured)
<input type="checkbox"/> Recommended for tenure charges (tenured)
<input type="checkbox"/> Recommended for withholding of increment
<input type="checkbox"/> Placed on Corrective Action Plan |
|---|

Adopted from NJDOE [AchieveNJ](#)

Paterson Public Schools Annual Summary Conference Form

Annual Summary Conference Form


For Teachers Not Receiving Summative Rating

Date	Name	School	Assignment	Tenured (Y/N)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Practice Score	SGO Score*
<input type="text"/>	<input type="text"/>

mSGP Score	Summative Rating
<input type="text"/>	<input type="text"/>

- On Leave
- Hired after February
- Transferred (Not able to develop/assess SGO)
- Other (Specify)

 *Average score if two SGOs used

Guidelines for Conference Discussion

Practice

Using specific documentation (observation reports, teacher reflection, etc.) and citing specific evidence, identify and discuss:

- 1-3 areas of strength
- 1-3 areas for improvement

Student Growth Objectives

Using completed SGO forms and supporting documentation (assessment results, etc.), discuss:

- Successes and challenges of SGO process
- Lessons from SGOs about teaching and student learning
- Steps to improve SGOs for next year

Professional Development Plan (PDP)

Using the current PDP, discuss strategies for improving performance next year, such as:

- Successes and challenges on this year's PDP
- Areas of professional development linked to information from evaluation
- Components and implementation of a Corrective Action Plan (CAP) where warranted

	Name	Signature	Date
Teacher	<input type="text"/>	<input type="text"/>	<input type="text"/>
Evaluator	<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="checkbox"/> Recommended for non-renewal (non-tenured)
<input type="checkbox"/> Recommended for tenure charges (tenured)
<input type="checkbox"/> Recommended for withholding of increment
<input type="checkbox"/> Placed on Corrective Action Plan
<input type="checkbox"/> Removed from Corrective Action Plan

Annual Summary Conference Form

For Teachers Not Receiving mSGP Score

Date	Name	School	Assignment	Tenure (Y/N)
------	------	--------	------------	--------------

--	--	--	--	--

Practice Score (80%)	SGO Score* (20%)	Summative Rating
-------------------------	---------------------	------------------

--	--	--

Summative Rating Scale	
Highly Effective	3.50 – 4.00
Effective	2.65 – 3.49
Partially Effective	1.85 – 2.64
Ineffective	1.00 – 1.84

* Average score of two SGOs

Guidelines for Conference Discussion

Practice

Using specific documentation (observation reports, teacher reflection, etc) and citing specific evidence, identify and discuss:

- 1-3 areas of strength
- 1-3 areas for improvement

Student Growth Objectives

Using completed SGO forms and supporting documentation (assessment results, etc), discuss:

- Successes and challenges of SGO process
- Lessons from SGOs about teaching and student learning
- Steps to improve SGOs for next year

Professional Development Plan

Discuss strategies for improving performance next year.

- Review successes and challenges on this year's PDP
- Identify areas of professional development linked to information from evaluation
- Discuss the components and implementation of a Corrective Action Plan where warranted

	Name	Signature	Date
Teacher	_____	_____	_____
Evaluator	_____	_____	_____

<input type="checkbox"/> Recommended for non-renewal (non-tenured) <input type="checkbox"/> Recommended for tenure charges (tenured) <input type="checkbox"/> Recommended for withholding of increment <input type="checkbox"/> Placed on Corrective Action Plan <input type="checkbox"/> Removed from Corrective Action Plan

Adopted from the NJDOE AchieveNJ

Paterson Public Schools Annual Summary Conference Form

Office of Data and Accountability

SUMMATIVE CHECKLIST

Name of Staff Member: _____ Position: _____

The purpose of the Summative Checklist is to ensure all components of the evaluation system have been completed in order for a summative to be generated for each staff member.

Classroom Teacher Requirements (Tenured & Non-tenured)

❖ Entered in Applicable Rubric

Yes _____ No _____ (Please request that applicable round be opened)

❖ 3 Observations Required

- Entered in Round 1 _____
Observer signed _____ Teacher signed _____
- Entered in Round 2 _____
Observer signed _____ Teacher signed _____
- Entered in Round 3 _____
Observer signed _____ Teacher signed _____

❖ 2 SGOs Required (tested grades 1 SGO and 1 SGP)

- Entered SGO(s) in Media-X _____
Observer signed _____ Teacher signed _____
- If tested grade – Waiting on SGP checked _____

Office of Data and Accountability

SUMMATIVE CHECKLIST

Name of Staff Member: _____ Position: _____

The purpose of the Summative Checklist is to ensure all components of the evaluation system have been completed in order for a summative to be generated for each staff member.

Support Services Requirements

❖ Entered in Applicable Rubric

Yes _____ No _____ (Please request that applicable round be opened)

❖ Tenured – 1 Observation Required

Observer signed _____ Teacher signed _____

❖ Non-tenured – 3 Observations Required

- Entered in Round 1 _____
Observer signed _____ Teacher signed _____
- Entered in Round 2 _____
Observer signed _____ Teacher signed _____
- Entered in Round 3 _____
Observer signed _____ Teacher signed _____

❖ 2 PGOs Required

- Entered PGO(s) in Media-X _____
Observer signed _____ Teacher signed _____

Office of Data and Accountability

SUMMATIVE CHECKLIST

Name of Staff Member: _____ Position: _____

The purpose of the Summative Checklist is to ensure all components of the evaluation system have been completed in order for a summative to be generated for each staff member.

CAP/IIP Requirements

❖ Entered in Applicable Rubric

Yes _____ No _____ (Please request that applicable round be opened)

❖ 4 Observations Required

- Entered in Round 1 _____
Observer signed _____ Teacher signed _____
- Entered in Round 2 _____
Observer signed _____ Teacher signed _____
- Entered in Round 3 _____
Observer signed _____ Teacher signed _____
- Entered in CAP/IIP _____
Observer signed _____ Teacher signed _____

❖ 2 SGOs/PGOs required (tested grades 1 SGO and 1 SGP)

- Entered SGO(s) in Media-X _____
Observer signed _____ Teacher signed _____
- If tested grade – Waiting on SGP checked _____