



Department of Accountability

Summative Evaluation Conferences 2017-2018 School Year

Roadmap to Success: Summative Evaluation Conferences



Getting to the Finish Line Successfully

Required Action

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:

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/Growth Objectives/Administrator or Cabinet Goals:

- All staff members have completed two (2) 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 two (2) PGOs where appropriate
- All staff members have completed administrator or Cabinet goals

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

All summative evaluation conference for nursing staff will be completed by the building administrator.

Required Action

Media X has been updated to include the following information for the completion of summative evaluation conference for the 2017-2018 School Year:

- The use of the Excel spreadsheet to complete summative conference for principals, vice/assistant principals will now be completed within Media X (see attached direction sheet and direction video).
- Through the work of District Evaluation Advisory Committee (DEAC), the use of whole numbers (1, 2, 3, and 4) for calculating the “practice score” has been changed to reflect the use of quarters (1.00, 1.25, 1.50, 1.75, 2.00, 2.25, 2.50, 3.00, 3.25, 3.50, 3.75, 4.00). This has widened the placement options on the scale for all certificated staff members using their respective rubrics.
- Each school/site can generate within Media X the overall SGO/PGO score. This can be accomplished by using the SGO/PGO Calculator (see attached direction sheet and direction video). As a standard practice copies of all SGO/PGOs should be maintained by the staff and administrators. This practice is highly recommended for administrator goals and Cabinet goals as well.
- Staff members will be required to electronically check and verify their SGO/PGO/administrator goals score within Media X.
- Staff members will be required to electronically sign and verify their summative evaluation conference. This is in conjunction with the required “face-to-face” conference.
- Although a vast majority of the summative evaluation conference use electronic signatures for the 2017-2018 School Year, it is highly recommended to save copies of the Summative Evaluation Conference Form. The staff member and the school administrator should maintain copies. Human Capital Services may also require copies be forwarded for staff Personnel Files/QSAC. This matter should be reviewed with Human Capital Services.

Conducting Summative Evaluation Conferences

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

- Use the *Media X (eWalk) direction sheet/video* for completing the steps for the Summative Evaluation Conference

- Review, check appropriate boxes, and secure *electronic signatures* for the staff member's summative evaluation rating areas for all your staff members- **“For Teachers Not Receiving mSGP Score”**:
 - ✓ Practice Score
 - ✓ SGO/PGO Score
 - ✓ Summative Rating Score
 - ✓ PDP Plan (must correlate to specific areas of observations during the school year).
This is a required component of AchieveNJ and QSAC.

Conducting Summative Evaluation Conferences

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

- Use the *Media X (eWalk) direction sheet/video* for completing the steps for the Summative Evaluation Conference
- Review, check appropriate boxes, and secure *electronic 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. PDP Plan (must correlate to specific areas of observations during the school year). This is a required component of AchieveNJ and QSAC.
- 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 at the time of the conference.
- mSGP scores are expected to be release the following school year, at such time the final summative evaluation conference will take place. Finalized signatures will take place between staff and administrator.
- Teachers scheduled courses with students in grades 4-8 ELA and/or grades 4-7 mathematics in push-in, pull-out, SPED, ELL, etc. are considered an mSGP teacher.**
- If an mSGP teacher was not identified appropriately and mSGP score(s) is sent by NJDOE, there will be a required summative conference for the staff member.**

Conducting Summative Evaluation Conferences

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

- Use the *Media X (eWalk) direction sheet/video* for completing the steps for the Summative Evaluation Conference
- Review, check appropriate boxes, and secure *electronic signatures* for the staff member's- **“For Teachers Not Receiving Summative Rating”** 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 1st , LOA, transferred (Not able to develop/assess SGO, etc.)

Conducting Summative Evaluation Conferences

- Review the staff member's progress on their Professional Development Plan (PDP) and make adjustments and additions for the upcoming PDP. There should be a direct correlation to the observations conducted during the school year as prescribed by QSAC and as a best practice.

- Although a vast majority of the summative evaluation conference use electronic signatures for the 2017-2018 School Year, it is highly recommended to save copies of the Summative Evaluation Conference Form. The staff member and the school administrator should maintain copies. Human Capital Services may also require copies be forwarded for staff Personnel Files/QSAC. This matter should be reviewed with Human Capital Services.

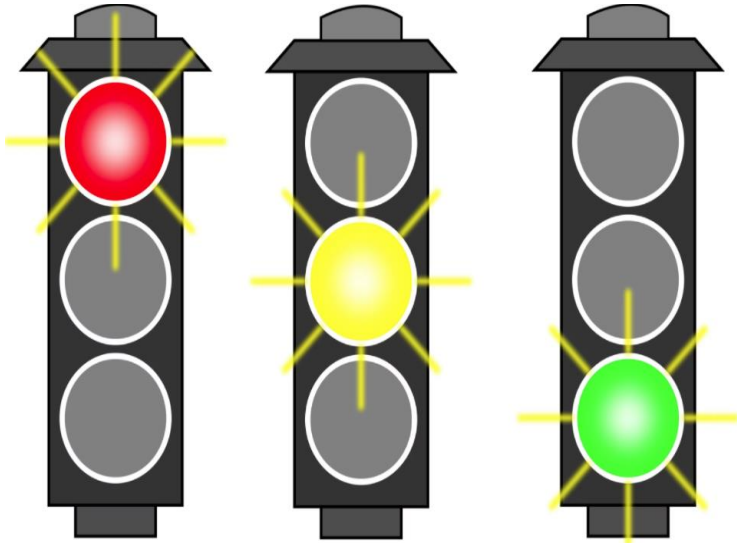
- Ensure staff members who are resigning or retiring are provided with a summative evaluation conference to close out their performance for the given school year. This is expected for staff members who have worked for 40% or more of the school year. Without this information, these staff members will be reported as "Not Evaluated"-NE. Override of signature can be provided by the respective Assistant Superintendent for Administration for staff members no longer in the District at the completion of the summative evaluation.

- Use/see the annual evaluation memorandum on the timelines for the completion of electronic signatures for summative evaluation conference (see attached).

Shared Staff: Summative Evaluation Conferences

- Staff members being shared across multiple locations will have their summative manually calculated and will require paper-based processing by the Accountability Department. Communicate with shared school administrator to ensure all staff members on your building roster are accounted during the evaluation process. 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:
 - **Must include:**
 - ✓ Signed copy of each scored SGO/PGO for the staff member
 - ✓ Signed copies of all required observation(s) for the staff member

Getting to the Finish Line



Are all **rounds** completed?
Are all set **timelines** followed?
Are all **tenured/non-tenured** observed the appropriate amount of times?
Are all **standards** completed?
Are all **indicators** completed?
Are all **transferred staff members** observations and summative evaluation completed?

Are all **leave replacement, provisional, resigning, retiring staff members** accounted for in the observation and summative evaluation process?
Are all **new hires** accounted for in the observation and summative evaluation process?
Are all **shared staff members** crosschecked and accounted for in the observation and summative evaluation process?

Are all staff given **new assignment** and/or “**on assignment**” are crosschecked in the observation and summative evaluation process?
Are all staff members observed on the **correct tool**?
Are all staff members observed at the **correct school(s)/location**?
Are all **CAPs/IIPs** observed the appropriate amount of times for the observation and summative evaluation process?