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October 10, 2017

TO: Chief School Administrators

ROUTE TO: All District Principals, Assistant/Vice Principals, Web User Administrators, and School/District Certification Staff

FROM: Kristen Brown, Chief Talent Officer
Division of Talent and Performance

SUBJECT: Support Materials for Upcoming Release of 2016-17 Median Student Growth Percentile Scores (mSGP) and Evaluation Score Certification Process

This memo provides districts with information on the upcoming release of educator mSGP scores and related resources as follows:

- The New Jersey Department of Education (NJDOE) will **release 2016-17 educator mSGP scores in late October, the earliest they have been released;**
- For teachers/school leaders who qualify to receive a 2016-17 mSGP score, **it will count for 30 percent of their 2016-17 summative evaluation score;**
- **Districts will have the ability to verify and correct scores**, as necessary, using the online Evaluation Score Certification Tool (ESCT), which will be available starting **in mid-November 2017;** and
- The addendum below includes **suggestions and resources to help districts prepare for mSGP score release.**

As always, we welcome your feedback on the materials contained in the addendum, and invite districts to visit the [AchieveNJ website](#) and email educatorevaluation@doe.state.nj.us to share questions or comments.

KB/CB

c: Members, State Board of Education
Kimberley Harrington, Commissioner
Senior Staff
Diane Shoener
Executive County Superintendents

Comprehensive Support Network Directors
Statewide Parent Advocacy Network
Executive County Business Officials
Garden State Coalition of Schools
NJ LEE Group

Addendum:

I. Change to Principal/Assistant Principal (AP)/Vice Principal (VP) mSGP delivery process for 2016-17

This year, mSGP reports for principals, assistant principals and vice principals will be delivered the same way they are for teachers, through NJ SMART. This represents a change from prior years, when these school leader mSGP reports were delivered through the NJDOE's Homeroom webpage.

II. Guidance Materials to Support mSGP Score Release

As district and school leaders prepare to share 2016-17 mSGP scores with educators, we recommend that you review the following materials and consider how they might support your local approach to releasing the scores. All of these materials and more can be found on our [Student Growth Percentile webpage](#).

A. Use of Multiple Years of Data to Derive mSGP

State evaluation requirements allow for the use of multiple years of mSGP data for teacher evaluations within the same district. The analysis of several years of student growth provides the opportunity to demonstrate a fuller picture of teacher effectiveness. Teachers who qualified to receive the 2016-17 mSGP score will earn that score based on a) the most recent year (2016-17) or, b) the median of the previous three years combined (2014-15 *and* 2015-16 *and* 2016-17) – whichever is most advantageous to the educator. To understand this process and view related Frequently Asked Questions, please see the following:

- [Guidance on Multiple Years of Data to Calculate mSGP](#)

B. Updated Scoring Guides

To help districts prepare to finalize all 2016-17 evaluation scores, the NJDOE provides the following materials:

- Teacher Evaluation Scoring Guide ([PPT](#) | [PDF](#))
- Principal Evaluation Scoring Guide ([PPT](#) | [PDF](#))

C. Score Verification and Correction Procedures

The NJDOE will again provide districts the opportunity to review evaluation data, correct any errors that occurred in the original NJ SMART submission, and certify the accuracy of each staff member's final score. Any modifications will be made through the Evaluation Score Certification Tool (ESCT), which will be available in mid-November, shortly after the mSGP score release. At that time, the NJDOE will provide detailed guidance on using the ESCT and making any necessary score corrections.

III. Steps to Consider in Preparing for the Score Release

In order to prepare for the upcoming release of mSGP reports and the ESCT, chief school administrators should work with school leaders to determine a strategy to share this information consistently across schools. Below is an outline of steps to consider:

1. Review mSGP Guidance Materials

Take time to review the materials described above and discuss questions and issues unique to the district.

2. Confirm the District/School Approach for the Score Release

- When scores are made available in October, each district should be prepared to provide individual mSGP score reports to teachers and principals, along with relevant support materials. The NJDOE suggests the following approach to distribute mSGP scores to teachers:
 - a. Principals familiarize themselves with the [SGP video](#) and [Teacher Evaluation Scoring Guide](#), as well as the 2016-17 Teacher mSGP Report User Guide that will be made available at the time of the score release.
 - b. Principals communicate the key materials listed above to their teachers and any others deemed appropriate.
 - c. Principals answer any questions at a faculty or team/PLC meeting using the guidance documents provided in this memo. Contact the NJDOE's Office of Evaluation at educatorevaluation@doe.state.nj.us for points of clarification.
 - d. Principals then meet with individual teachers to discuss mSGP scores either at an observation post-conference or at a separately scheduled time. The NJDOE recommends notifying teachers in advance that you will be using this conference to distribute their 2016-17 mSGP scores, so that teachers are able to come prepared with relevant course roster data. At this time, principals may gather pertinent information from teachers to ensure that the district course roster information used to calculate their mSGP score is accurate.
 - e. Principals should anticipate which teachers may earn a final rating of Partially Effective or Ineffective once they receive their mSGP scores and develop Corrective Action Plans (CAPs) with those teachers accordingly. *The CAP must replace the teacher's professional development plan (PDP) within 25 working days of receipt of the summative rating, which will be provided by the NJDOE through the ESCT for district review and verification.*
- For school leader (principal/AP/VP) mSGP scores, the NJDOE suggests using an approach similar to that for sharing teacher mSGPs. *When practical, districts might consider working through this process with school leaders first*, thus positioning them to effectively conduct a similar process with their teachers:

- a. School leaders and their supervisors review the material available for mSGPs, particularly the [SGP video](#), [Principal Evaluation Scoring Guide](#), and the 2016-17 Principal mSGP Report User Guide that will be made available at the time of the score release.
 - b. During a leadership meeting, supervisors answer any questions that school leaders may have regarding the mSGP process.
 - c. Supervisors meet with school leaders receiving mSGP scores to discuss their specific results.
3. **Confirm Plans for Completing the Evaluation Score Certification Tool (ESCT) Process**

Shortly after the release of mSGP scores, the NJDOE will open the 2016-17 ESCT (as described in section C above). Districts will have approximately one month to complete this task after receiving instructions for accessing the tool. To prepare for this, leaders should review procedures employed last year and confirm their approach for this process.

4. **Submit Provisional Teachers' Evaluation Data in the Provisional Licensure Registration Management System (PLRMS)**

New Jersey requires provisional teachers to demonstrate multiple years of successful performance (defined as summative ratings of “Effective” or “Highly Effective” on AchieveNJ) to earn a standard certificate. After receiving mSGP scores from the NJDOE, and certifying evaluation scores using the ESCT, each district should input provisional mSGP teachers’ summative evaluation data into the PLRMS to facilitate the issuance of standard certificates for provisional teachers. Please refer to the related [Broadcast memo issued on April 25, 2017](#) for instructions on inputting all provisional teachers’ evaluation data into PLRMS.