

TRENTON BOARD OF EDUCATION

EVALUATION TIMELINE TENURED INSTRUCTIONAL STAFF 2016 – 2017

Observations must be completed in accordance with AchieveNJ Regulations. All teachers must have at least one unannounced observation. The other must be announced with both pre and post-conferences.

Tenured Teachers:

- Teachers who were rated effective or highly effective in the prior school year will receive *2 short* (at least 20 minutes each) observations. However, if the first observation in the current year is ineffective, the teacher would receive one additional short (at least 20 minutes) observation.
- Teachers who were rated partially effective or ineffective during the prior school year must be placed on a Corrective Action Plan (CAP) for the 2016-2017 school year. These teachers must receive *3 short* (at least 20 minutes each) observations and should adhere to the evaluation timeline for non-tenured instructional staff.
- **OPTIONAL:** Teachers who are rated highly effective in the prior school year, may have *1 observation* based on a **portfolio of practice** chosen from a Commissioner-approved list including:
 - Reflective educator practice (videos, student surveys, etc.)
 - Work with student teachers
 - National Board Certification process

Optional approach must be agreed to by both teachers and administrators.

| <i>Date</i> | <i>Task</i> |
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| September 15, 2016 | CAPs (Corrective Action Plan) must be completed for staff with SY 2015 – 2016 annual ratings of partially effective or ineffective |
| September 15, 2016 | PDPs (Professional Development Plans) are required for all classroom and specialist teachers. (CAPs for struggling teachers are their PDPs). PDPs must be developed no later than 30 days after an employee's start date, if hired after 9/1. |
| October 31, 2016 | SGOs (Student Growth Objectives) must be finalized by the teacher and approved by the principal in EVALUATION MANAGEMENT SYSTEM. |
| December 2, 2016 | First Co-Observation is to be completed. |
| December 11, 2016 | First Observation completed with electronic signatures from teacher and administrator. |
| December 16, 2016 | SGOs benchmark progress review. |
| February 10, 2017 | Any adjustments made to SGOs require Superintendent/Designee's approval. |
| February 17, 2017 | Final SGOs must be approved by the Principal in EVALUATION MANAGEMENT SYSTEM. |
| March 3, 2017 | Second Co-Observation is to be completed. |
| March 31, 2017 | Second Observation completed with electronic signatures from teacher and administrator. |
| April 13, 2017 | Third Observation completed with electronic signatures from teacher and administrator. (for those teachers requiring it). |
| April 13, 2017 | Final review and evaluation of SGOs Final Summative Evaluations must be completed in EVALUATION MANAGEMENT SYSTEM. |
| April 26, 2017 | Recommendations for withholding of increments or tenure charges with supporting documentation, are submitted to the Assistant Superintendent of Talent Acquisition and Development. |

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| May 1- 3, 2017 | Meetings scheduled with Superintendent, Cabinet and Principals to review denial of increment and tenure charge recommendations. |
| May 4 - 5, 2017 | Staff recommended for withholding of increment, and/or tenure charges are notified. |

Board Approved 8.29.16