

TRENTON BOARD OF EDUCATION

EVALUATION TIMELINE NON-TENURED INSTRUCTIONAL STAFF 2016 – 2017

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

- Non-Tenured Teachers:
 - Teachers in years 1-4 will receive 3 *short* (at least 20 minutes each) observations.
 - 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 4 *short* (at least 20 minutes each) observations.

Please note that tenured teachers with a Corrective Action Plan should be evaluated using this timeline

<i>Date</i>	<i>Task</i>
September 6, 2016	Mentors must be selected for teachers hired with a Certificate of Eligibility (CE) or Advanced Standing Certificate of Eligibility (CEAS) or within fifteen days of hire, if hired after 9/1
September 15, 2016	CAPs (Corrective Action Plan) must be completed for teachers 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.
November 18, 2016	First Observation completed with electronic signatures from teacher and administrator.
December 2, 2016	First Co-Observation is to be completed.
December 16, 2016	SGOs benchmark progress review.
January 20, 2017	Second Observation completed with electronic signatures from teacher and administrator.
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 the Evaluation Management System.
March 3, 2017	Second Co-Observation is to be completed.
March 24, 2017	Third Observation completed with electronic signatures from teacher and administrator.
April 13, 2017	Fourth Observation completed with electronic signatures from teacher and administrator for teachers on CAPs.
April 13, 2017	Final review and evaluation of SGOs Final Summative Evaluations must be completed in EVALUATION MANAGEMENT SYSTEM.
April 26, 2017	Recommendations for non-renewals or withholding of increments with supporting documentation are submitted to the Assistant Superintendent of Talent Acquisition and Development.
May 1- 3, 2017	Meetings scheduled with Superintendent, Leadership and Principals to review non-renewals or denial of increment recommendations.

May 4 - 5, 2017

Staff recommended for non-renewal or withholding of increment are notified.

Board Approved 8.29.16