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February 23, 2016

**TO:** Chief School Administrators

**ROUTE TO:** All District Principals, Assistant/Vice Principals, Teaching Staff Members, and Web User Administrators

**FROM:** Peter Shulman, Deputy Commissioner  
Division of Talent and Performance

**SUBJECT:** Support Materials for Upcoming Release of 2014-15 Median Student Growth Percentile Scores and Evaluation Score Certification Process

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As explained in this [memo of November 17, 2015](#), the New Jersey Department of Education (“the Department”) is preparing to release 2014-15 median Student Growth Percentile (mSGP) scores in late March. Today’s memo includes information to help districts prepare to share mSGPs with educators and to finalize all 2014-15 evaluation scores. As always, we welcome your feedback on these materials and invite you to visit the [AchieveNJ website](#) and email [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us) to share questions or comments.

**I. Guidance Materials to Support the Score Release**

As district and school leaders prepare to share 2014-15 mSGP scores with educators, we recommend you review the following materials and consider how they might support your local approach to releasing the scores.

## **A. SGP across the Transition from NJ ASK to PARCC**

As you know, the transition from the NJ ASK to the PARCC exam has resulted in many questions from educators and others about the calculation of SGP and mSGP across the two tests. To provide more information, the Department has prepared the following materials:

- [Updated SGP Video](#)
- Updated SGP Overviews [[Word](#) and [PPT](#)]

## **B. Use of Multiple Years of Data to Derive mSGP**

State evaluation requirements allow for the use of multiple years of mSGP data for educator evaluations within the same district. The analysis of several years of student growth provides the opportunity to demonstrate a fuller picture of educator effectiveness. Given that 2013-14 was the first year of AchieveNJ implementation, the 2014-15 evaluation cycle is the first time that multiple years of mSGP information can apply. Therefore, educators who qualified to receive the 2014-15 mSGP score will earn that score based on a) the most recent year (2014-15) or, b) the median of the previous two years combined (2013-14 *and* 2014-15) – 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](#)

## **C. Updated Scoring Guides**

To help districts prepare to finalize all 2014-15 evaluation scores, the Department has updated the following materials:

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

## **D. Score Verification and Correction Procedures**

As we did last year, the Department will provide several options for districts to address situations where local course roster or assignment errors result in the need to modify the 2014-15 mSGP or final evaluation score. Any modifications will once again be made through the Evaluation Score Certification Tool (ESCT), which will be opened in late March, shortly after the mSGP score release. At that time, the Department will provide detailed guidance on using the ESCT and making any necessary score corrections.

## **II. Steps to Consider in Preparing for the Score Release**

In order to prepare for the late March 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 New and Updated Guidance Materials**

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

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

- When scores are made available in late March, each district should be prepared to provide individual mSGP score reports to teachers and principals, along with relevant support materials. The Department suggests the following approach:
  1. Principals familiarize themselves with the updated [SGP video](#) and [2014-15 Teacher Evaluation Scoring Guide](#), as well as the 2014-15 Teacher mSGP Report User Guide, which will be made available at the time of the score release.
  2. Principals email teachers links to key SGP materials listed above and any others deemed appropriate.
  3. Principals answer any questions at a faculty or team/PLC meeting using the guidance documents provided in this memo. Contact the Department's Office of Evaluation at [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us) for further clarification on questions, as needed.
  4. Principals then meet with individual teachers to discuss mSGP scores either at an observation post-conference or at a separately scheduled time after communicating expectations for the conference in advance.
  5. Principals should anticipate which teachers may earn a final rating of Partially Effective or Ineffective once they receive their mSGP score and develop a Corrective Action Plan (CAP) with those teachers accordingly. The CAP must replace the teacher's current professional development plan (PDP) within 15 working days of receipt of the final rating, which will be provided by the Department through the ESCT.
- For principal/AP/VP mSGP scores, the Department suggests using an approach similar to that for sharing teacher mSGPs. **When practical, districts might consider working through this process with principals first**, thus positioning these school leaders to effectively conduct a similar process with their teachers:
  1. Principals and their supervisors review the material available for mSGPs, particularly the [SGP video](#), [2014-15 Principal Evaluation Scoring Guide](#), and the 2014-15 Principal mSGP Report User Guide, which will be made available at the time of the score release.
  2. During a leadership meeting, supervisors answer any questions that principals may have regarding the mSGP process.
  3. Supervisors meet with school leaders receiving mSGP scores to discuss their specific results.

## 3. Confirm Plans for Completing the Evaluation Score Certification Process

- Shortly after the release of mSGP scores, the Department will open the 2014-15 ESCT for districts to use in certifying final 2014-15 evaluation scores for all educators. The ESCT will allow districts 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. 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.

Thank you for your thoughtful collaboration on this important element of evaluation.

PS/JP/CB/021616 mSGP Release Support Materials memo.doc

c: Members, State Board of Education  
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