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May 9, 2017

TO: Chief School Administrators

ROUTE TO: All District Principals, Assistant/Vice Principals, and Teaching Staff Members

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

SUBJECT: AchieveNJ End-of-Year Reminders

This memo and attached addendum provide districts with reminders for the following action steps:

1. Review end-of-year reminders and **complete the required annual evaluation survey by July 1, 2017.**
2. **Review key regulatory updates** that went into effect in the 2016-17 school year.
3. **Review and sign up for workshops in July and August 2017** to help improve educator effectiveness through better evaluation.
4. **Access instructions for AchieveNJ Data Card**, a concise, district-specific document containing useful information for inspecting and improving evaluation systems.
5. **Review guidance related to evaluation, tenure acquisition and long-term leaves in advance of May 15** (the deadline for notice of staff member non-renewal).

The addendum below includes more detailed information on these AchieveNJ updates and available resources. As always, we welcome your feedback on the materials contained in the addendum, and invite districts to visit the [AchieveNJ website](#) and share questions or comments by emailing educatorevaluation@doe.state.nj.us.

KB/CB

c: Members, State Board of Education
Kimberley Harrington, Acting Commissioner
Senior Staff
Diane Shoener
Executive County Superintendents
Executive Directors for Regional Achievement Centers

Executive County Business Officials
Statewide Parent Advisory Network
Garden State Coalition of Schools
NJ LEE Group

Addendum:

1. End-of-Year Reminders:

- a. Please go to the NJDOE's [Homeroom webpage](#) to **complete the AchieveNJ Annual Evaluation Survey by July 1, 2017**. As in the past, this survey provides a method for districts to confirm their 2017-18 evaluation instruments, and communicate about other required evaluation practices. In order to reduce the number of surveys the New Jersey Department of Education (NJDOE) requests from districts, this year's evaluation survey contains some additional questions regarding teacher preparation programs and staffing needs. The information you provide will be used to inform the NJDOE's efforts to strengthen the teaching workforce in the state as required in New Jersey Administrative Code 6A:9A-3.2(f).
- b. **Each educator must receive an annual summary conference prior to the end of the school year** to review available evaluation data, progress on current professional development plan (PDP), and the preliminary annual performance report.
 - i. As per revised regulations, **PDPs must be updated annually by October 31**.
 - ii. PDPs must also include at least one area for development of professional practice derived from:
 1. The results of observations and evidence accumulated through the teacher's annual performance evaluation; and
 2. Individual, collaborative team, school, or school district improvement goals.

Please note that Corrective Action Plans (CAPs) must replace PDPs for teachers with summative scores below 2.65. Further information can be found on the [AchieveNJ and Professional Development](#) page.

2. **Regulatory Updates:** As previously [communicated](#), the NJDOE made regulatory updates to evaluation requirements beginning in the 2016-17 school year to streamline processes and provide more local flexibility. Details of these changes can be found in this [document](#) and a summary is provided below:

Regulatory Update	Resources
Modification of minimum observation requirements for teachers	<ul style="list-style-type: none">• Teacher Evaluation and Support
Several new options for evaluating Highly Effective teachers	<ul style="list-style-type: none">• Reflective Practice Protocol Implementation Guidebook• Benefits of Reflective Practice Protocol
Deadline for updating Professional Development Plans and/or setting Corrective Action Plans moved to October 31	<ul style="list-style-type: none">• AchieveNJ & Professional Development
Training for administrators on Student Growth Objectives (SGOs) occurs during their annual evaluation training	<ul style="list-style-type: none">• SGO Training Requirements• SGO 2.1 Guidebook
Evaluation Leadership Instrument now an <i>optional</i> component of school leader practice	<ul style="list-style-type: none">• Principal Evaluation Leadership Instrument• Assistant and Vice Principal Evaluation Leadership Instrument

- 3. Educator Effectiveness Workshops:** The NJDOE continues to provide workshops that allow educators and NJDOE staff to come together to address important topics. Join an Educator Effectiveness workshop this summer, where each of the following strategies will be discussed:
- Improving Accuracy to Add Value:* Evaluation scoring methods affect rating accuracy and impact the value of this information for informing professional development recommendations, including those provided by School Improvement Panels (SciPs).
 - Reframing Principal Evaluation:* Principals create their impact on student learning differently from teachers, and the evaluation process should reflect this. Reframing how your district conducts the cycle of observations for principals will help evaluations support the learning and growth of school leaders.
 - Supporting, Retaining and Elevating Highly Effective Teachers:* AchieveNJ and the associated Teacher Leader initiatives can help districts retain top teaching talent and leverage best practices.

The table below includes the dates, times, locations and a registration link for each regional workshop. If you wish to sign up for a particular workshop, click on the registration link.

Date	Location	Time	Registration
July 10	Bergen Community College (Lyndhurst Campus) Lyndhurst, NJ	9 a.m. - 12:30 p.m.	Register
July 11	Passaic County Technical Institute Wayne, NJ	9 a.m. - 12:30 p.m.	Register
July 12	Woodbridge High School Woodbridge, NJ	9 a.m. - 12:30 p.m.	Register
July 27	Glen Landing Middle School Blackwood, NJ	9 a.m. - 12:30 p.m.	Register
August 1	West Essex Regional High School North Caldwell, NJ	9 a.m. - 12:30 p.m.	Register
August 2	Monmouth University (Pozycki Hall) West Long Branch, NJ	9 a.m. - 12:30 p.m.	Register
August 3	Hunterdon Central Regional High School Flemington, NJ	9 a.m. - 12:30 p.m.	Register

- 4. AchieveNJ Data Card:** Districts can access newly developed AchieveNJ Data Cards through the NJDOE's [Homeroom webpage](#). The primary purpose of the AchieveNJ Data Card is to provide a longitudinal view of a district's certified AchieveNJ data. The AchieveNJ Data Card includes the past three years of district-certified evaluation data and may be used by authorized school district personnel to:
- Examine information on trends in evaluation within one comprehensive document;
 - Promote conversations regarding evaluation efficacy in relation to student achievement; and
 - Encourage actions to improve evaluation accuracy and usefulness.

The AchieveNJ Data Cards are accompanied by a [User Guide](#) to help districts read and use the cards effectively.

Please note that the AchieveNJ Data Cards differ from the New Jersey School Performance Reports. The Data Cards are for district use only, while the Performance Reports provide in-depth information on each school and are publicly accessible.

- 5. Guidance on Evaluation, Tenure Acquisition and Long-term Leave.** The TEACHNJ Act changed the way educators hired after August 12, 2012 earn tenure. For more detail on these changes, including how AchieveNJ impacts tenure, please review guidance found in the [AchieveNJ Overview](#), pages 5-6.

Extended leave during the first four years of employment may impact the timeline of an individual seeking to earn tenure. Guidance for such issues can be found in [Evaluating Teachers with Extended Leaves/Absences](#). Contact the Office of Evaluation at (609) 777-3788 for additional questions regarding tenure acquisition.

As we approach the end of the fourth year of AchieveNJ, we gratefully acknowledge the hard work on the part of New Jersey's educators to improve the profession, which ultimately benefits student outcomes.