



State of New Jersey  
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Acting Commissioner

September 16, 2014

**TO:** Chief School Administrators  
Charter School Lead Persons  
School Leaders

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

**FROM:** Peter Shulman, Assistant Commissioner/Chief Talent Officer *PS*  
Division of Teacher and Leader Effectiveness

**SUBJECT:** AchieveNJ Update

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- II. [Administrator Leadership in Evaluation "Syllabus for Success"](#)
- III. [School Improvement Panel \(ScIP\) Workshops](#)

With the first few weeks of the new school year behind us, I am writing to share a few important updates about our evaluation system. I hope you are having a great start to the year and that you will continue to share feedback and suggestions for our state updates and resources. Please visit the [AchieveNJ website](#) for all evaluation-related information and send any comments or questions to [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us).

**I. Score Review Forms for 2013-14 Student Growth Objective and Administrator Goal Ratings**

As announced previously, the Department is offering<sup>1</sup> a score review process for 2013-14 summative ratings impacted by Student Growth Objective (SGO) and/or Administrator Goal ratings. If a teacher's SGO score or a principal/assistant principal(AP)/vice principal(VP)'s Administrator Goal score was the sole cause for an Ineffective or Partially Effective summative rating for the 2013-2014 academic year, the educator will be eligible to ask for an expedited review

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<sup>1</sup> This process was proposed to the State Board on August 6 and is pending approval.

of the rating. In addition, if a teacher's rating is adjusted through the SGO review, that teacher's SGO score may be negated from the principal's SGO average if doing so improves the principal's rating from Ineffective or Partially Effective to Effective or Highly Effective.

These reviews will apply only to the 2013-14 school year and **this is the only change impacting 2013-14 evaluation scores.** The steps for this process are as follows:

1. The Department has released simple forms for educators to complete that will automatically indicate the adjusted annual summative rating. Principals should share these online forms with teachers who wish to participate in this review:
  - [Non SGP Teacher SGO Review Form](#)
  - [Non-SGP Admin. Goal Review Form](#)
2. Qualifying teachers and principals should complete the forms and submit them to the principal (for teachers) or the chief school administrator (for principals) by February 1, 2015 or within 15 school days of receiving the summative rating – whichever is later.
3. The principal or chief school administrator (CSA) must provide an answer to the teacher or principal within 15 school days of receiving an appeal. In instances where the principal reviews a teacher's form, the principal should then forward the information to the CSA.
4. Once the CSA signs off on the review, the score weight will be adjusted from 15 percent to 1<sup>2</sup> percent and the teacher practice or principal practice instrument score weight will be increased accordingly.
5. The educator has 15 school days following the receipt of the CSA's decision to appeal any disagreement they may have to the Commissioner of Education.

Please direct any questions about this process to [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us).

## **II. Administrator Leadership in Evaluation “Syllabus for Success”**

Throughout the first year of AchieveNJ implementation, the Office of Evaluation had direct contact with tens of thousands of educators and nearly every school district in the state. In these conversations, districts that have embraced a collaborative and reflective approach to implementation reported the most positive impact of the new system.

To help support such an approach, we have created an optional “Syllabus for Success” that provides useful monthly activities for district and school leadership groups to help foster discussion and strategic action. Topics include:

- Promoting High-Quality Student Growth Objectives (SGOs)
- Questioning, Discussion, and Student Engagement
- Effective Observation Practices
- Student Growth Percentile (SGP) Use
- Effective Feedback
- Time Management
- Student Surveys
- Reflection and Continuous Improvement

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<sup>2</sup> According to regulations, the weight of the component cannot be zero; thus it will be reduced to the lowest amount.

The guide provides linked videos, guidance documents, discussion questions and other tools to make professional learning manageable for leadership team. Access this resource at the following link: ([Word](#) | [PDF](#))

### III. School Improvement Panel (ScIP) Workshops

In early August, we released the first [ScIP Guidance](#) document in response to many educator requests for more information to support the activities of these school-based panels. In an effort to discuss this resource with educators, hear feedback and questions about current ScIP activities, and expand and improve future guidance, the Office of Evaluation will conduct a series of fall ScIP workshops as indicated on the chart below. We strongly encourage local ScIP members to consider attending these sessions, which will include information-sharing as well as questions from the Department to attendees to better understand useful supports for ScIP activities.

Date	Location	Time	Registration
October 16, 2014	NJPSA <a href="#">Monroe Township</a>	10 am – 12 pm	<a href="#">Register</a>
October 21, 2014	Bergen Community College <a href="#">Paramus Campus</a>	10 am – 12 pm	<a href="#">Register</a>
October 30, 2014	Berkeley Township Elementary School <a href="#">Bayville</a>	10 am – 12 pm	<a href="#">Register</a>
November 5, 2014	Collingswood Community Center <a href="#">Collingswood</a>	10 am – 12 pm	<a href="#">Register</a>
November 13, 2014	Cumberland County Technical Education Center <a href="#">Bridgeton</a>	10 am – 12 pm	<a href="#">Register</a>

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c: Members, State Board of Education  
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 Senior Staff  
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 William Firestone  
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 Executive County Superintendents  
 Executive Directors of Regional Achievement Centers  
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