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March 22, 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 *PS*

SUBJECT: **Release of Median Student Growth Percentiles (mSGPs) for 2014-15**

IN THIS MEMO

Today, the New Jersey Department of Education ("the Department") is releasing median Student Growth Percentile (mSGP) scores for qualifying teachers, principals and assistant/vice principals (APs/VPs) from 2014-15 to approved district personnel. *This information shall be maintained by the school district, shall be confidential, and shall not be accessible to the public in accordance with the TEACHNJ Act and N.J.S.A. 18A:6-120.d and 121.d. Further, such individual data is exempt from the Open Public Records Act (OPRA).*

For the 2014-15 school year, mSGP scores count for 10 percent of qualifying educators' evaluations. This memo includes detailed instructions and guidance to help district leaders access and share the mSGP scores. Please read all sections carefully, visit the AchieveNJ website for more information, and send questions or comments to educatorevaluation@doe.state.nj.us. Please note that the Office of Evaluation is also sending emails directly to New Jersey teachers and principals to alert them to this important data release.

I.   Background and Action Items

The *TEACHNJ Act* of 2012 requires the use of multiple measures of educator practice and student learning, including the state's standardized assessment, as appropriate. AchieveNJ includes two measures of student learning – the Student Growth Objective (SGO) score for all teachers and the mSGP score for qualifying teachers of $4^{th} - 8^{th}$ grade language arts and $4^{th} - 7^{th}$-grade math. The state engaged in several years of development and piloting prior to full implementation of the mSGP measure. Please see this New Jersey SGP Timeline for more details. Last year, 2013-14 mSGP scores were released for use in educator evalutions for the first time under AchieveNJ.

Elements Unique to 2014-15
This year's release follows the same processes and is supported by new and updated resources that reflect feedback from educators, as well as two elements unique to the 2014-15 data:
1.   Transition from NJ ASK to PARCC: In response to questions about the calculation of SGP and mSGP across the two assessments, the Department has updated SGP overviews.
2.   Use of Multiple Years of Data: State evaluation requirements allow for the use of multiple years of mSGP data for educator evaluations within the same district. 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. This means that educators who did not receive the mSGP score for 2013-14 because they had less than 20 qualifying students may receive a score for 2014-15 using the multi-year methodology, as they could accumulate the 20-student minimum across the two years.

Please refer to the memo of February 23 for more information about these resources, which include the following:
- Updated SGP Video
- Updated SGP Overviews [Word and PPT]
- Guidance on Multiple Years of Data to Calculate mSGP

Confidentiality
2014-15 mSGP score reports are accessible only to those with proper data access permissions, and districts must ensure confidentiality of individual personnel data. The Department strongly recommends that districts store mSGP data in each teacher's personnel file or in another secure manner that is easily accessible to the educator either electronically or on paper. As stated above, evaluation data of a particular employee must be confidential in accordance with the *TEACHNJ Act* and *N.J.S.A.* 18A:6-120.d and 121.d. Further, such individual data is exempt from the *Open Public Records Act* (*OPRA*). Educator mSGP data should be handled in the same secure manner with which you would treat, handle and store any part of a confidential personnel record and it should not be released to the public.

A. Steps and Resources for Accessing and Sharing 2014-15 mSGP Scores

The chief school administrator (CSA) should review the district's teacher and principal/AP/VP mSGP reports and determine a strategy to share this information consistently across schools. Below is an outline of events that district and school leaders might find useful. Note that **although information about the Teacher mSGP Reports is listed first here, districts should determine the most fitting sequence of events locally**. Attached, please also consult Appendix A for an annotated guide to several detailed resources to support this distribution.

1. Access Teacher mSGP Reports
The Teacher Median Student Growth Percentile District Summary Report is accessible only through the secure NJ SMART portal and only to those with account access and permissions that allow access to SMID Management (note that users must have permission to access student data within NJ SMART in order to use the new drilldown functionality explained below). Account access and permissions are administered and managed by your district Web User Administrator.

New enhancements to the report will feature a cross tab format designed to give users access to aggregate information for a teacher, including mSGP subject breakdown, overall mSGP, and number of students included versus number of students excluded from the mSGP calculations. The report will provide a drilldown functionality from the aggregate data to a Student List. The Student List will contain students who are linked to the individual teacher based on the NJ SMART Course Roster Submission. The list will include student specific attributes such as relevant course roster and SGP data. Users will also have the ability to export a full data extract containing all staff and student data used in teacher mSGP calculations. This full export will provide districts with all data necessary to verify teacher mSGPs.

Authorized NJ SMART users with SMID Management account privileges can access the report by following these steps:
1. Log into the NJ SMART portal using your assigned credentials.
2. Click on "*State ID Management*" on the top of the NJ SMART Page (second option from left).
3. Click "*SMID Management*" (second option in drop-down menu).
4. Click "*Reports*" (on the left navigation bar).
5. Click "*Teacher Median SGP Summary*" (the only report option that will appear).
6. Make the desired selections from the resulting Report Parameters page to choose the specific school(s) and/or teacher(s) for whom the report will be run, and click "*Run Report*."
7. For further guidance on how to use the enhanced functionality in the mSGP reports, including Teacher Median SGP Drilldown Functionality, consult the Click-by-Click guide.
8. Save the resultant report(s) in a manner that is consistent with your local policies and procedures, just as you would secure any confidential document or part of a staff member's personnel file.

2. Share Teacher mSGP Reports

District leaders should work with principals to provide individual mSGP score reports to teachers along with the 2014-15 Teacher mSGP Report User Guide. 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.
2. Principals email teachers the 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 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. During the meeting, they might take the following steps:
   - Address any of the teacher's outstanding questions about the SGP process.
   - Share the teacher's mSGP score and the mSGP Conversion Chart showing how the mSGP rating converts to a 1.0 - 4.0 score, using the 2014-15 Teacher mSGP Report User Guide as a reference.
   - Share the calculated summative rating and show how the mSGP score fits with the other two components of teacher evaluation (teacher practice ratings and SGO scores) to generate an overall score. The 2014-15 Summative Rating Calculator may be used for this purpose, along with the 2014-15 AchieveNJ Optional mSGP Annual Summary Conference Form (supervisors can update the form if partially completed in the personnel file, or can use a clean form to finalize the 2014-15 summative rating).
   - Discuss the teacher's mSGP score in relation to evaluation information gathered so far for 2015-16.
   - Discuss the teacher's current Professional Development Plan (PDP) and opportunities to address any relevant areas or standards indicated by the mSGP results and finalized 2014-15 summative evaluation rating. If the final rating is Partially Effective or Ineffective (2.64 or below), ensure that the teacher is placed on a Corrective Action Plan (CAP) within 15 working days of receipt of the final rating, which will be provided by the Department through the Evaluation Score Certification Tool (ESCT). Please see Section I.B. for more information on CAP procedures.

3. Access Principal/AP/VP mSGP Reports

The 2014-15 Principal/AP/VP Median Student Growth Percentile District Summary Reports can be accessed at NJDOE Homeroom (http://homeroom.state.nj.us) under 2014-15 Principal mSGP Summary Report. If the CSA (or his/her designee) already has a district-level Homeroom account, then he/she will need to be authorized to view the grade reports. Additional user accounts can also be added to view the reports through Homeroom Administration. Authorized Homeroom users can access the report by following these steps:

1. Log into the Homeroon portal using your assigned credentials.
2. Click on and download each of the following three available reports:
   - Summary Report
   - Individual Principal/AP/VP Narrative Reports
   - Excel Document with all Principal/AP/VP Scores

- Building-level Principal Score Report *(this file should be used to determine the mSGP scores for any principals and assistant principals whose assignment was not accurately reflected in the district's NJ SMART Staff Submission for the 14-15 school year)*

4. Share Principal/AP/VP mSGP Reports

District leaders should provide individual mSGP score reports to principals/APs/VPs, along with the 2014-15 Principal mSGP Report User Guide. 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**, 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.
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. During this meeting, supervisors might consider the following guidelines:
    - Address any of the principal's outstanding questions about the mSGP process.
    - Share the principal's individual mSGP profile, using the 2014-15 Principal mSGP Report User Guide as a reference.
    - Show how the mSGP score fits with the other components of principal evaluation to generate a summative score. Discuss the relationship between the mSGP score and other components of the principal's evaluation and to evaluation information gathered so far for 2015-16.
    - Discuss the principal's mSGP score in relation to the PARCC data from which it was derived and multi-year trends in standardized tests scores, data on the school performance report, and other markers of student success. Use these data to help inform the principal's future PDP, Administrator Goals, and school-wide priorities.
    - Discuss the principal's current PDP and opportunities to address any relevant areas or standards indicated by the mSGP results and finalized 2014-15 summative evaluation rating. If the final rating is Partially Effective or Ineffective (2.64 or below), ensure that the principal is placed on a CAP within 15 working days of receipt of the final rating, which will be provided by the Department through the ESCT. Please see Section I.B. for more information on CAP procedures.

Should you have any questions or concerns with any of the steps listed above, please contact the Office of Evaluation at educatorevaluation@doe.state.nj.us or 609-777-3788.

B. Corrective Action Plan Procedures for Educators Rated Ineffective or Partially Effective

All teachers, principals, and APs/VPs are required to participate in the creation of an individual PDP each year based in part on information gathered through the evaluation process. Educators rated Partially Effective or Ineffective on a summative evaluation in a given year must be placed on a CAP to receive additional support.

If changes to the educator's summative rating result in a new rating of Partially Effective or Ineffective, then a CAP must be created to replace the PDP within 15 working days following the district's receipt of the summative rating. Districts will receive the summative rating when given access to the ESCT, which will include each educator's component scores and summative rating (see Section I.C.).

In order to ensure that educators with a CAP receive all the necessary supports, please consult this Summary of Legal Requirements for Evaluation and Tenure Cases. Also, educators on a CAP must

- o Remain on the CAP until they receive their next summative rating;
- o Be observed by multiple observers; and
- o Receive at least one observation in addition to the number typically required. Educators should receive the additional observation for every year they are on a CAP, even if the CAP only applies to part of the year.

The Department has published several resources to help districts with PDP and CAP procedures:

- Guidance on Corrective Action Plan Procedures 2015-16
- Overview of PDP and CAP Requirements
- Optional Teacher PDP Template and Sample (Word | PDF)
- Optional Blank Teacher PDP Template (Word)
- Optional Teacher CAP Template and Sample (Word | PDF)
- Optional Blank Teacher CAP Template (Word)

C. Upcoming Evaluation Score Certification Process

In the coming days, the Department will share information about the electronic application for districts to use in certifying final 2014-15 evaluation scores for all educators. This Evaluation Score Certification Tool (ESCT) is an improved version of the one used last year, and 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. When the ESCT interface is opened to districts, the Department will provide detailed guidance for score verification and correction procedures.

II. Technical Details and Assistance

A. Qualifications for Receiving a 2014-15 mSGP Score

Median SGP scores are developed using course roster information submitted by districts. The accuracy of these scores relies on accurate district submissions within NJ SMART. The 2014-15 mSGP data available today is based on data submissions for the 2014-15 school year. To calculate mSGPs, the Department matched student school and course assignments with corresponding SGP scores for those students assigned to each educator. The median score on an educator's roster is his or her 2014-15 mSGP score. For detailed information on SGPs and mSGPs, please visit the AchieveNJ SGP web page.

<u>Qualifications for Teachers</u>
2014-15 mSGP data are available for those who taught language arts in grades 4-8 and/or math in grades 4-7. For the mSGP to be part of a teacher's evaluation, a teacher must:

- Have been the teacher of record for at least 60 percent of the course prior to the state assessment; and
- Have valid SGP scores for at least 20 separate students who were enrolled in the class for at least 70 percent of the school year before taking the assessment in 2014-15 *or* in 2013-14 and 2014-15 *combined* (for more information on the multi-year mSGP, please refer to this Guidance on Multiple Years of Data to Calculate mSGP).

Approximately 20 percent of New Jersey teachers received mSGP scores for 2014-15.

<u>Qualifications for Principals and APs/VPs</u>
2014-15 mSGP data are available for those who led schools including one or more SGP grades. For the mSGP to be part of a principal/AP/VP's evaluation, that educator must have been:

- Assigned on October 15, 2014 to a school attended by more than 20 separate students who took the grades 4-8 language arts exam and/or the grades 4-7 math exam; and
- Assigned to qualifying students reported as having attended the school for one full year prior to the administration of the exam, according to the data submitted by the district in its State Submission.

Approximately 60 percent of New Jersey principals and APs/VPs received mSGP scores for 2014-15.

B. Accessing Full Course Roster Data

The mSGP reports include the total number of qualifying students assigned to the educator in language arts and/or math along with the mSGP score, based on data submitted by your district during the 2014-15 NJ SMART Course Roster Submission. Educators who wish to access their full historical student roster for 2014-15 should consult the supervisor to request the information from the individual(s) who manage your district's NJ SMART data submissions. Please note that such rosters may take some time for data managers to provide and are based on district assignments and priorities. To help authorized NJ SMART users gain access to the historical district submissions that result in the mSGP report, NJ SMART has provided a Click-by-Click Guide.

Detailed steps on verifying and correcting mSGP scores, as well as all component and final evaluation scores for 2014-15, will be provided with the release of the ESCT in the coming days.

PS/JP/CB/032216 14-15 mSGP Release memo
Attachment
c: Members, State Board of Education   Garden State Coalition of Schools
    David C. Hespe, Commissioner   NJ LEE Group
    Senior Staff
    Diane Shoener
    Executive County Superintendents
    Executive Directors for Regional Achievement Centers
    Executive County Business Officials

APPENDIX A: Annotated Resource Guide

mSGP and SGP Resources
The following resources are available to support district distribution of 2014-15 mSGP data:

- **2014-15 Teacher mSGP Report User Guide** and **2014-15 Principal mSGP Report User Guide:** These detailed guides include background on the use of growth measures, a detailed explanation of the calculation of mSGP scores and how they convert to evaluation scores, and suggestions for confidentially sharing the data and using it to inform professional growth. We strongly encourage district and school leaders to closely review the User Guides and share them with your school communities as appropriate.
- **Updated SGP Methodology Video** and Updated SGP Overviews [Word and PPT]: These materials explain how SGP scores are calculated with updated information about the transition from the NJ ASK to the PARCC exam.
- **Guidance on Multiple Years of Data to Calculate mSGP**: This document explains the process by which 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.
- **mSGP Conversion Chart**: This document shows the chart converting 1-99 mSGP scores to a 1.0-4.0 evaluation rating.
- **Evaluation Scoring Web Page:** This page lists comprehensive information and resources for scoring educator evaluations.
- **NJ SMART Course Roster Access Click-by-Click Guide**: This guide shows screen shots and provides instructions for district Web User Administrators to access the full course rosters for each teacher as submitted to the Deparmtent during the Summer 2014 Course Roster Submission.
- **Course Roster Verification and Submission Guide**: This document explains the Department's guidance and procedures for district submissions of course rosters.
- **AchieveNJ SGP Web Page**: This page lists comprehensive information on the use of SGPs and mSGPs in New Jersey.
- **SGP FAQ**:These questions and answers address common concerns related to SGP and mSGP.