

# TRENTON BOARD OF EDUCATION

## EVALUATION TIMELINE NON-TENURED INSTRUCTIONAL STAFF 2017 – 2018

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 2017-2018 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>
<b>September 8, 2017</b>	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.
<b>October 31, 2017</b>	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.
<b>October 31, 2017</b>	CAPs (Corrective Action Plan) must be completed for teachers with SY 2016 – 2017 annual ratings of partially effective or ineffective.
<b>October 31, 2017</b>	SGOs (Student Growth Objectives) must be finalized by the teacher and approved by the principal in the Evaluation Management System.
<b>November 15, 2017</b>	<b>First Observation completed with electronic signatures from teacher and administrator.</b>
<b>December 1, 2017</b>	<b>First Co-Observation is to be completed.</b>
<b>December 15, 2017</b>	SGOs benchmark progress review.
<b>February 2, 2018</b>	<b>Second Observation completed with electronic signatures from teacher and administrator.</b>
<b>February 9, 2018</b>	Any adjustments made to SGOs require Superintendent's approval.
<b>February 16, 2018</b>	Final SGOs must be approved by the principal in the Evaluation Management System.
<b>March 2, 2018</b>	<b>Second Co-Observation is to be completed.</b>
<b>March 23, 2018</b>	<b>Third Observation completed with electronic signatures from teacher and administrator.</b>
<b>March 29, 2018</b>	<b>Final SGOs are scored and submitted in the Evaluation Management System by teachers.</b>
<b>April 13, 2018</b>	<b>Fourth Observation completed with electronic signatures from teacher and administrator for teachers on CAPs.</b>
<b>April 20, 2018</b>	Final review and evaluation of SGOs. Final Summative Evaluations must be completed in the Evaluation Management System.
<b>April 26, 2018</b>	Recommendations for non-renewals or withholding of increments with supporting documentation are submitted to the Chief Talent Officer.

<b>May 1 - 3, 2018</b>	Meetings scheduled with Superintendent, Cabinet and Principals to review non-renewals or withholding of increment recommendations.
<b>May 3 - 4, 2018</b>	Staff recommended for non-renewal or withholding of increment are notified.

*Board Approved 8.28.17*