

TRENTON BOARD OF EDUCATION
EVALUATION TIMELINE
TENURED INSTRUCTIONAL STAFF
2017– 2018

Observations must be completed in accordance with AchieveNJ Regulations. All teachers must have at least one unannounced observation. The other must be announced with both pre and post-conferences.

Tenured Teachers:

- Teachers who were rated effective or highly effective in the prior school year will receive 2 *short* (at least 20 minutes each) observations. However, if the first observation in the current year is ineffective, the teacher would receive one additional short (at least 20 minutes) observation.
- 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 3 *short* (at least 20 minutes each) observations and should adhere to the evaluation timeline for non-tenured instructional staff.

<i>Date</i>	<i>Task</i>
October 31, 2017	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.)
October 31, 2017	CAPs (Corrective Action Plans) must be completed for staff with SY 2016 – 2017 annual ratings of partially effective or ineffective.
October 31, 2017	SGOs (Student Growth Objectives) must be finalized by the teacher and approved by the principal in the Evaluation Management System.
December 1, 2017	First Co-Observation is to be completed.
December 11, 2017	First Observation completed with electronic signatures from teacher and administrator.
December 15, 2017	SGOs benchmark progress review.
February 9, 2018	Any adjustments made to SGOs require Superintendent's approval.
February 16, 2018	Final SGOs must be approved by the Principal in the Evaluation Management System.
March 2, 2018	Second Co-Observation is to be completed.
March 29, 2018	Second Observation completed with electronic signatures from teacher and administrator. Final SGOs are scored and submitted in the Evaluation Management System by teachers.
April 13, 2018	Third Observation completed with electronic signatures from teacher and administrator. (for those teachers requiring it).
April 20, 2018	Final review and evaluation of SGOs. Final Summative Evaluations must be completed in the Evaluation Management System.
April 26, 2018	Recommendations for withholding of increments or tenure charges with supporting documentation, are submitted to the Chief Talent Officer.
May 1- 3, 2018	Meetings scheduled with Superintendent, Cabinet and Principals to review withholding of increment and tenure charge recommendations.
May 3 - 4, 2018	Staff recommended for withholding of increment, and/or tenure charges are notified.

Board Approved 8.28.17