



State of New Jersey

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November 22, 2016

TO: Chief School Administrators

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

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

SUBJECT: Support Materials for Upcoming Release of 2015-16 Median Student Growth Percentile Scores (mSGP) and Evaluation Score Certification Process

This memo provides districts with information on the upcoming release of educator mSGP scores and related resources as follows:

- The New Jersey Department of Education (NJDOE) will **release 2015-16 educator mSGP scores in mid-December;**
- For teachers/school leaders who qualify to receive a 2015-16 mSGP score, **it will count for 10 percent of their 2015-16 summative evaluation score;**
- **Districts will have the ability to verify and correct scores,** as necessary, using the Evaluation Score Certification Tool (ESCT), which will be available **in early January 2017;** and
- The addendum below includes **suggestions and resources to help districts prepare for mSGP score release.**

As always, we welcome your feedback on the materials contained in the addendum, and invite districts to visit the [AchieveNJ website](#) and email educatorevaluation@doe.state.nj.us to share questions or comments.

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
Garden State Coalition of Schools
NJ LEE Group

Addendum:

I. Guidance Materials to Support mSGP Score Release

As district and school leaders prepare to share 2015-16 mSGP scores with educators, we recommend that you review the following materials and consider how they might support your local approach to releasing the scores.

A. Use of Multiple Years of Data to Derive mSGP

State evaluation requirements allow for the use of multiple years of mSGP data for teacher evaluations within the same district. The analysis of several years of student growth provides the opportunity to demonstrate a fuller picture of teacher effectiveness. Teachers who qualified to receive the 2015-16 mSGP score will earn that score based on a) the most recent year (2015-16) or, b) the median of the previous three years combined (2013-14 *and* 2014-15 *and* 2015-16) – whichever is most advantageous to the educator. To understand this process and view related Frequently Asked Questions, please see the following:

- [Guidance on Multiple Years of Data to Calculate mSGP](#)

B. Updated Scoring Guides

To help districts prepare to finalize all 2015-16 evaluation scores, the NJDOE provides the following materials:

- Teacher Evaluation Scoring Guide ([PPT](#) | [PDF](#))
- Principal Evaluation Scoring Guide ([PPT](#) | [PDF](#))

C. Score Verification and Correction Procedures

The NJDOE will again provide districts the opportunity 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. Any modifications will be made through the Evaluation Score Certification Tool (ESCT), which will be opened in early January, shortly after the mSGP score release. At that time, the NJDOE will provide detailed guidance on using the ESCT and making any necessary score corrections.

II. Steps to Consider in Preparing for the Score Release

In order to prepare for the December release of mSGP reports and the ESCT, chief school administrators should work with school leaders to determine a strategy to share this information consistently across schools. Below is an outline of steps to consider:

1. Review New and Updated Guidance Materials

- Take time to review the materials described above and discuss any questions or issues unique to the district.

2. Confirm the District/School Approach for the Score Release
 - When scores are made available in December, each district should be prepared to provide individual mSGP score reports to teachers and principals, along with relevant support materials. The NJDOE suggests the following approach to distribute mSGP scores to teachers:
 - a. Principals familiarize themselves with the [SGP video](#) and [Teacher Evaluation Scoring Guide](#), as well as the 2015-16 Teacher mSGP Report User Guide, which will be made available at the time of the score release.
 - b. Principals email their teachers the links to key SGP materials listed above and any others deemed appropriate.
 - c. Principals answer any questions at a faculty or team/PLC meeting using the guidance documents provided in this memo. Contact the NJDOE's Office of Evaluation at educatorevaluation@doe.state.nj.us for clarification on questions.
 - d. Principals then meet with individual teachers to discuss mSGP scores either at an observation post-conference or at a separately scheduled time. The NJDOE recommends notifying teachers in advance that you will be using this conference to distribute their 2015-16 mSGP scores, so that teachers are able to come prepared with relevant course roster data. At this time, principals may gather pertinent information from teachers to ensure that the district course roster information used to calculate their mSGP score is accurate.
 - e. Principals should anticipate which teachers may earn a final rating of Partially Effective or Ineffective once they receive their mSGP scores and develop Corrective Action Plans (CAP) with those teachers accordingly. **The CAP must replace the teacher's current professional development plan (PDP) within 15 working days of receipt of the final rating, which will be provided by the NJDOE through the ESCT.**
 - For principal/AP/VP mSGP scores, the NJDOE suggests using an approach similar to that for sharing teacher mSGPs. **When practical, districts might consider working through this process with principals first**, thus positioning these school leaders to effectively conduct a similar process with their teachers:
 - a. Principals and their supervisors review the material available for mSGPs, particularly the [SGP video](#), [Principal Evaluation Scoring Guide](#), and the 2015-16 Principal mSGP Report User Guide, which will be made available at the time of the score release.
 - b. During a leadership meeting, supervisors answer any questions that principals may have regarding the mSGP process.
 - c. Supervisors meet with school leaders receiving mSGP scores to discuss their specific results.
3. Confirm Plans for Completing the Evaluation Score Certification Process (ESCT)
 - Shortly after the release of mSGP scores, the NJDOE will open the 2015-16 ESCT (as described in section C above). Districts will have approximately one month to complete this task after receiving instructions for accessing the tool. To prepare for this, leaders should review procedures employed last year and confirm their approach for this process.