### Annual Summary Conference Form

For Principals and Assistant/Vice Principals Receiving a Median Student Growth Percentile (mSGP) Score

**Date** | **Name** | **School** | **Assignment** | **Years in District** | **Tenured (Y/N)**
--- | --- | --- | --- | --- | ---

<table>
<thead>
<tr>
<th>Student Achievement Measures</th>
<th>mSGP Score 30%</th>
<th>Summative Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Score* (50%)</td>
<td>SGO Score (10%)</td>
<td>Administrator Goals (10%)</td>
</tr>
</tbody>
</table>

Fill in these boxes when scores are released by NJDOE.

**Summative Rating Scale**

- Highly Effective: 3.50 – 4.00
- Effective: 2.65 – 3.49
- Partially Effective: 1.85 – 2.64
- Ineffective: 1.00 – 1.85

**Practice Instrument**

Using documentation (observation reports, principal self reflection, etc.) and citing specific evidence, identify and discuss:

- ☐ 1-3 areas of strength
- ☐ 1-3 areas for improvement

**Evaluation Leadership Rubric***

Using the state’s Evaluation Leadership Rubric and citing specific evidence, identify and discuss:

- ☐ 1-3 areas of strength
- ☐ 1-3 areas for improvement

**Student Growth Objectives (Score is an average of teachers’ SGO scores)**

Using completed SGO forms and supporting documentation (assessment results, etc), discuss:

- ☐ Successes and challenges of SGO process
- ☐ Lessons from SGOs about teaching and student learning
- ☐ Steps to improve SGOs for next year

**Administrator Goals (Between 1 and 4 goals. The number is determined by the district)**

Using completed administrator goal forms, associated rubric and other supporting data and documentation, discuss:

- ☐ Successes and challenges of administrator goal-setting process
- ☐ Lessons learned from administrator goals about schoolwide student success
- ☐ Steps to improve administrator goals for next year

**mSGP**

Using the state provided mSGP for this principal, suggested topics for discussion include:

- ☐ Success and areas for growth seen in this year’s mSGP
- ☐ Relationship between mSGP, Administrator Goals and Professional Development Plan

**Professional Development Plan (PDP)**

Using the current PDP, discuss strategies for improving performance next year, such as:

- ☐ Successes and challenges on this year’s PDP
- ☐ Areas of professional development linked to information from evaluation
- ☐ Establish PD Goals for the following year
- ☐ Components and implementation of a Corrective Action Plan if warranted (replaces PDP)

**Name**

Principal/AP/VP

Evaluator

**Signature**

________________________   ______________________   ________

**Date**

________________________

* Includes observations using a state approved instrument and may include optional Evaluation Leadership Rubric.

☐ Recommended for rehire (non-tenured)

☐ Recommended for continued employment (tenured)

☐ Placed on Corrective Action Plan

Optional Form from the New Jersey Department of Education (5-17)