



TRENTON PUBLIC SCHOOLS
EVALUATION TIMELINE
TENURED INSTRUCTIONAL STAFF
2019– 2020

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 2019-2020 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.
- The Instructional Support Plan (ISP) must be used when an observation rating is less than 2.5.

<i>Date</i>	<i>Task</i>
October 10th, Thursday	School Professional Development Plans (PDPs) submitted through Frontline.
October 17th, Thursday	Instructional Staff Professional Development Plans (PDPs) 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 24th, Thursday	SGOs (Student Growth Objectives) must be finalized by the teacher and approved by the principal in the Evaluation Management System Frontline.
October 25th, Friday	CAPs (Corrective Action Plans) must be completed for staff with SY 2018 – 2019 annual ratings of partially effective or ineffective.
December 6th, Friday	First Co-Observation is to be completed.
December 13th, Friday	SGOs benchmark progress review.
January 16th, Thursday	First Observation completed with electronic signatures from teacher and administrator in Frontline.
January 24th, Friday	CAP Status Report due for staff member on a Corrective Action Plan (CAP)
February 6th, Thursday	SGO revisions completed and approved in Frontline. Any adjustments made to SGOs require Superintendent's approval.
March 5th, Thursday	Second Observation completed with electronic signatures from teacher and administrator in Frontline. Second Co-Observation is to be completed.
April 2nd, Thursday	Danielson Domain 4 artifacts uploaded in Frontline. Third Observation completed with electronic signatures from teacher and administrator in Frontline (for those teachers requiring it).
April 10th, Friday	Final review and evaluation of SGOs. Final Summative Evaluations must be completed in the Evaluation Management System.
April 20th, Monday	Summary Evaluations submitted to CAO's Office (Overall tab in Frontline).
Prior to April 27th BOE Meeting	Recommendations for withholding of increments or tenure charges, with supporting documentation, are submitted, in accordance with the May15th statutory deadline.
April 20-22nd, Mon-Wed	Meetings scheduled with Superintendent, Cabinet and Principals to review withholding of increment and tenure charge recommendations.
April 23-24, Thurs-Fri	Staff recommended for withholding of increment or tenure charges are notified.
May 15th, Friday	ALL tenured staff reappointed
June 4th, Thursday	PD Hours (20 hours annually) Documentation Submitted

Please note:

1. NJDOE deadlines for SGO submission and revision are October 31, 2019 and February 15, 2020, respectively. Our internal deadlines are roughly a week earlier to allow Central Office time to ensure submission for very staff member for whom this is a requirement.
2. With the exception of May 15th, all other deadlines are internal. For TEA and TASA members, NJDOE does not specify date which observations and evaluations must be completed, with the exception of April 30th for non-tenured teachers and administrators. NJDOE does specify the required number of observations, the minimum duration of observations, and other requirements (e.g., at least one observation must be done per semester, there must be a combination of unannounced observations, a post-conference is required for very observation within a certain timeframe, and a pre-conference is required for every announced observation).
3. For second semester courses only, SGO submission date is February 28, 2020, SGO revision date is March 13, 2020, and SGO final review date is April 10, 2020.