



TRENTON PUBLIC SCHOOLS
EVALUATION TIMELINE
NON-TENURED INSTRUCTIONAL STAFF
2019 – 2020

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 2019-2020 school year. These teachers must receive **4 short (at least 20 minutes each)** observations.
- The Instructional Support Plan (ISP) must be used when an observation rating is less than 2.5.

Please note that tenured teachers with a Corrective Action Plan should be evaluated using this timeline

<i>Date</i>	<i>Task</i>
September 13th, Friday	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.
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.
November 22nd, Friday	First Observation completed with electronic signatures from teacher and administrator in Frontline.
December 6th, Friday	First Co-Observation is to be completed.
December 13th, Friday	SGOs benchmark progress review.
January 24th, Friday	Second Observation completed with electronic signatures from teacher and administrator in Frontline. 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 Co-Observation is to be completed.
March 12th, Thursday	Third Observation completed with electronic signatures from teacher and administrator in Frontline.
March 16th, Monday	Danielson Domain 4 artifacts uploaded in Frontline
April 2nd, Thursday	Fourth Observation completed with electronic signatures from teacher and administrator in Frontline (for those teachers requiring it or on CAPs).
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 non-renewal or withholding of increments, 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 non-renewal recommendations.
April 23-24, Thurs-Fri	Staff recommended for non-renewal or withholding of increment are notified.
May 15th, Friday	Reappointments
June 4th, Thursday	PD Hours (20 hours annually) Documentation Submitted

Pending Board Approval

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.