TO:  Chief School Administrators  
     Charter School Lead Persons  
     School Leaders  

ROUTE TO: All district principals and assistant/vice principals  

FROM: Peter Shulman, Assistant Commissioner/Chief Talent Officer  
       Division of Teacher and Leader Effectiveness  

SUBJECT: New Workshop from the Office of Evaluation  

In January and February, the Department of Education’s Office of Evaluation will offer a new training and support workshop for administrators at various times and locations around the state. This workshop will provide optional guidance on the following topics:  

- Assessing and potentially adjusting Student Growth Objectives (SGOs) prior to the February 15th deadline for SGO changes;  
- Adjusting instruction to stay on target to meet SGOs;  
- Collecting assessment evidence for scoring SGOs; and  
- Understanding Student Growth Percentiles (SGPs) and how they apply to educator evaluations.  

In keeping with previous sessions offered by the Office of Evaluation, the workshop will provide practical resources that can be shared with other district educators.  

Administrators are encouraged to attend one of sessions detailed in the chart on the following page:
<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22, 2014</td>
<td><strong>EIRC/LRC-South</strong>, Mullica Hill</td>
<td>10 am-12 pm</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td><strong>LRC Central</strong>, Trenton</td>
<td>10 am-12 pm</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td><strong>LRC North</strong>, East Orange</td>
<td>10 am-12 pm</td>
<td>Registration</td>
</tr>
<tr>
<td>January 24, 2014</td>
<td><strong>EIRC/LRC-South</strong>, Mullica Hill</td>
<td>10 am-12 pm</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td><strong>LRC Central</strong>, Trenton</td>
<td>10 am-12 pm</td>
<td>Registration</td>
</tr>
<tr>
<td>February 4, 2014</td>
<td><strong>LRC North</strong>, East Orange</td>
<td>10 am-12 pm</td>
<td>Registration</td>
</tr>
<tr>
<td>February 5, 2014</td>
<td><strong>LRC North</strong>, East Orange</td>
<td>10 am-12 pm</td>
<td>Registration</td>
</tr>
</tbody>
</table>

If you have any questions, please email educaterevaluation@doe.state.nj.us or call Keesha M. Wright at 609-777-3788.

PS/TM/JP/  

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