



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 12, 2018
To: Chief School Administrators, School Project Leads
Route To: All District Principals, Assistant/Vice Principals, and Teaching Staff Members
From: Carl Blanchard, Director
Office of Evaluation

AchieveNJ End-of-Year Reminders

This memo provides districts with reminders about evaluation data collection, principal evaluation, AchieveNJ summer regional workshops and provides some notes for planning for the upcoming school year.

Revised Evaluation Data Submission Process

As first communicated in the New Jersey Department of Education's [April 17 memo](#), districts will use a revised evaluation data submission process beginning with the 2017-2018 evaluation year. In order to streamline data submission, districts will now submit and certify their staff evaluation data through one tool – the Evaluation Information System – an application in the NJDOE's Homeroom webpage that is similar to the Evaluation Score Certification Tool that has been in use for the past four years. Also, rather than submitting required evaluation-related information through the annual AchieveNJ survey, districts will submit this information using the Evaluation Information System tool.

While the portal for collection of evaluation information will be Homeroom rather than NJ SMART, the process for data upload and the timeline will be nearly identical to prior years. In preparation for the data submission, which will begin in early July and end in early August, the NJDOE welcomes districts to review the [Staff Evaluation Submission Data Element Guide](#), which outlines acceptable values for populating the upload spreadsheet.

All other NJ SMART data collections such as staff and course roster information will continue as before. A memo and a notification on the AchieveNJ website will alert districts when the Evaluation Information System is open for data submission.

A Technical Manual, which will include the step-by-step process for upload, will be available prior to the opening of the Evaluation Information System portal. Again, these steps will almost exactly match those that were in place for upload to NJ SMART.

NJ Principal Evaluation for Professional Learning Process and Observation Instrument

Following a series of statewide presentations at county superintendent roundtables, the NJDOE has been encouraged by the interest expressed by district leaders in the [New Jersey Principal Evaluation for Professional Learning \(NJPEPL\) Process](#) and [Observation Instrument](#).

Districts will have the option to adopt this instrument for the observation of their Principals and Assistant and Vice Principals beginning in the 2018-2019 school year. As always, when making significant changes to local evaluation policies, the NJDOE recommends districts engage with the appropriate stakeholder groups to solicit feedback and input prior to making a final decision.

Districts will be able to inform the NJDOE of their instrument choice for principals and teachers through the Evaluation Information System tool when it goes live in July.

In response to a frequent request during our outreach, the NJDOE will be publishing a set of guiding principles for how the NJPEPL observation instrument may be used for other administrators such as directors, supervisors and assistant superintendents.

Finally, in July, the NJDOE will provide online training modules for the NJPEPL Process and Observation Instrument and offering technical assistance for these modules at our annual regional AchieveNJ workshops (more information below).

AchieveNJ Regional Summer Workshops

You are welcome to join the Office of Evaluation for our annual AchieveNJ regional workshops. The theme of this year's sessions is leveraging evaluation systems to cultivate leadership growth in schools. In addition, the NJDOE will be offering the opportunity to provide feedback on the AchieveNJ educator evaluation system.

Detailed information can be found in the [AchieveNJ Regional Summer Workshops](#) memo. Dates and locations with registration links are provided below. These workshops are designed with district and school leaders in mind.

Date/Time	Location	Registration Link
July 23, 2018	Bergen County Community College, Lyndhurst	Register online
July 25, 2018	Southern Regional Institute & ETTC, Galloway	Register online
July 31, 2018	Raritan Valley Community College, Branchburg	Register online
August 2, 2018	West Essex Regional High School, North Caldwell	Register online
August 6, 2018	Kean University, Union	Register online
August 7, 2018	Rowan College at Gloucester County, Sewell	Register online
August 8, 2018	Somerset County Office of Education, Somerville	Register online

Important Reminders

August 31 – School Improvement Panels must be in place in each school

October 1 – All teaching staff members must be notified of policies and procedures related to evaluation

October 31 – All Student Growth Objectives (SGOs), Administrator Goals and Professional Development Plans are in place for 2018-2019

October 31 – Corrective Action Plans are in place for 2018-2019 (or within 25 working days of receiving summative score for mSGP teachers and principals)

Also, please remember that before evaluative observations can occur, evaluation refresher training for evaluators and evaluatees, and more in-depth training for new staff, must be provided.

District Evaluation Advisory Committee (DEAC) Requirement Sunsets

In the five years since the launch of AchieveNJ, DEACs have functioned with great success in school districts throughout the state. In many cases, DEACs have become an invaluable part of the communication and leadership fabric of the school district. However, starting with the 2018-2019 school year, districts are no longer required by AchieveNJ code to convene a DEAC. The NJDOE encourages districts to continue convening their DEAC if this committee has been useful for helping educators improve outcomes for students.

Contact information

For questions, please contact the Office of Evaluation at edueval@doe.nj.gov or (609) 376-3974.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner
NJDOE Staff

Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group