



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHRISTOPHER D. CERF
Commissioner

February 4, 2014

TO: Chief School Administrators
Charter School Lead Persons
School Leaders

ROUTE TO: All district principals, assistant/vice principals, and teaching staff members

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

SUBJECT: Secure District Access to 2012-13 Teacher Median Student Growth Percentile Reports

The TEACHNJ Act, passed unanimously by the legislature and signed into law in August 2012, requires the use of a student growth measure in educator evaluations. However, evaluations must never be based on a single metric, let alone a single test score. Therefore, AchieveNJ includes median Student Growth Percentile (mSGP) scores as one of multiple measures, accounting for 30 percent of qualifying teachers' evaluations in the current (2013-14) school year.

Today, the New Jersey Department of Education ("the Department") is providing all New Jersey districts access to mSGP data for qualifying teachers from last school year (2012-13) through NJ SMART. This data does not have any consequences for the purposes of this year's evaluation as it describes student growth from last school year. Instead, the information is being shared primarily to help districts and the Department to examine the quality of the data, consider related professional development opportunities, and prepare for the distribution of the first official mSGP scores (for 2013-14) next year. **This information shall be maintained by the school district, shall be confidential, and shall not be accessible to the public in accordance with the TEACHNJ Act and N.J.S.A. 18A:6-120.d and 121.e.**

Median SGP data are available only for those who teach Language Arts or Mathematics in grades 4–8. For the mSGP to be part of a teacher's evaluation, a teacher must:

- be the teacher of record for at least 60 percent of the course prior to the NJ ASK, and
- have valid SGP scores for at least 20 separate students who are enrolled in the class for at least 70 percent of the school year before they take the NJ ASK.

School year 2013-14 is the first year when SGP data will count toward evaluation ratings. As more years of data become available, more 4th through 8th grade Language Arts and Mathematics

teachers may become eligible to receive mSGPs and annual mSGP values may encompass multiple years of performance:

- The qualification that a teacher must have at least 20 unique students with SGPs may be achieved over multiple years (i.e., a teacher may have 12 students for one school year and 14 students the following year, thereby allowing for an mSGP value in the second year when the total is at least 20).
- In the future, if two or three years of data are available, a teacher will be evaluated on the best available score for the teacher — either the teacher's median score from his or her current roster of students or the median of all student scores over the available years.

Median SGP scores are developed using course roster information submitted by districts; the accuracy of these scores relies on accurate district submissions. The 2012-13 mSGP data available today is based on roster information districts submitted last summer. **Teachers and leaders should take this opportunity to review the submission process in advance of the next data collection this summer to ensure accuracy for the first official mSGP scores next year.**

For more information about SGPs and mSGPs, please visit the [AchieveNJ SGP Web Page](#).

Accessing the Data

The Teacher Median Student Growth Percentile District Summary Report is accessible only through the secure NJ SMART portal and only by those with account access and permissions that allow access to SMID Management. Account access and permissions are administered and managed by your district or charter school by your Web User Administrator.

Authorized NJ SMART users can access the report by following these steps:

1. Log into the NJ SMART portal using your assigned credentials.
2. Click on “*State ID Management*” on the top of the NJ SMART Page (second option from left).
3. Click “*SMID Management*” (second option in drop-down menu).
4. Click “*Reports*” (on the left navigation bar).
5. Click “*Teacher Median SGP Summary*” (the only report option that will appear).
6. Make the desired selections from the resulting Report Parameters page to choose the specific school(s) and/or teacher(s) for whom the report shall be run, and click “*Run Report*.”
7. Save the resultant report(s) in a manner that is consistent with your local policies and procedures, as you would secure any confidential document or part of a staff member’s personnel file.

The reports include the total number of qualifying students assigned to the teacher in Language Arts and/or Mathematics along with the mSGP score, based on data submitted by your district during the 2012-2013 NJ SMART Course Roster Submission. Teachers who wish to access their full historical student roster for 2012-13 should consult their principal/supervisor to request the information from the individual(s) who manage your district’s NJ SMART data submissions. Please note that such rosters may take several weeks for data managers to provide, and are based on district assignments and priorities.

To help authorized NJ SMART users access the historical district submissions that result in this mSGP report, NJ SMART will host a series of webinars in the coming months. Please monitor NJ SMART monthly announcements via email, or consult the [NJ SMART page](#) on the Department website, for schedules and instructions on how to participate in these trainings.

Handling and Storing the Data

The Department strongly recommends that districts store mSGP data in each teacher's personnel file or in another secure manner that is easily accessible to the teacher (either electronically or on paper). As stated above, evaluation data of a particular employee shall be confidential in accordance with the TEACHNJ Act and N.J.S.A. 18A:6-120.d and 121.e. Teacher mSGP data should be handled in the secure manner you would treat, handle, and store any part of a confidential personnel record and should not be released to the public.

User Guide for the Teacher mSGP Report

To help districts understand and effectively use the 2012-13 mSGP data, the Department has published a detailed [User Guide for the Teacher mSGP Report](#). This guide includes background on the use of growth measures, a detailed explanation of the calculation of mSGP scores and how they convert to evaluation scores, and suggestions for confidentially sharing the data and using it to inform professional growth. We strongly encourage district and school leaders closely review this User Guide and share it with your school communities as appropriate.

Using the Data

Early in 2013, New Jersey's teacher evaluation pilot districts received 2011-12 teacher mSGP data and were able to use it in a variety of ways, as documented in the [Final Evaluation Pilot Advisory Committee \(EPAC\) Report](#) (p. 27-33). In particular, districts should provide thorough training in SGPs to alleviate miscommunication. Suggestions from this report are summarized in the [User Guide](#) referenced above (p. 6-8), along with additional guidance for district and school leaders in using the data.

In consultation with principals, the chief school administrator (CSA) should review the district's mSGP reports and determine a strategy to share this information consistently across district schools. While this may happen in a variety of ways, below is a suggested sequence of events that district and school leaders might find useful:

- 1) Principals watch the [SGP video](#) and review the [Overview of Student Growth Percentile presentation](#) and the [Teacher Evaluation Scoring Guide](#).
- 2) Principals email teachers links to key SGP materials listed above and any others deemed appropriate.
- 3) Principals answer any questions at a faculty or team/PLC meeting as best as possible and record any others that can be emailed to the Department's Office of Evaluation at educatorevaluation@doe.state.nj.us.
- 4) Principals then meet with individual teachers to discuss mSGP scores either at an observation post-conference or at a separately scheduled time.

If leaders conduct individual meetings with teachers, they should communicate expectations for the conference in advance. During the meeting, they might conduct the following steps:

- 1) Ask the teacher if he or she has any outstanding questions about the SGP process.

- 2) Share the teacher's mSGP score with the reminder that this is data from 2012-13 and will not count toward the current evaluation.
- 3) Use the [mSGP Conversion Chart](#) to show how the mSGP rating converts to a 1-4 score under AchieveNJ as a demonstration of how the process will work for 2013-14 data.
- 4) Show how this score fits with the other two components of teacher evaluation (teacher practice ratings and SGO scores) to generate an overall score. *Note: When considering prior year observation ratings, please consider that they may not be compatible with or representative of scores on the district's current practice instrument.*
- 5) Discuss the teacher's mSGP score in relation to his or her current observation ratings and current student performance on benchmark and other summative assessments.
- 6) Discuss the teacher's current Professional Development Plan and opportunities to address any relevant areas or standards indicated by the mSGP results.

Since the accuracy of course rosters is essential to the accuracy of teacher mSGPs, we encourage districts to ensure that each roster of students is correct for 2013-14. As a best practice, each teacher should review his/her 2013-14 course roster with the principal/supervisor during the final summative evaluation conference at the end of the school year. The 2013-14 course roster data submission will occur during the summer of 2014.

Next Steps

Districts are encouraged to identify ways in which 2012-13 mSGP data might inform individual teachers' professional growth and to share these ideas – along with any other suggestions, concerns, and feedback – with the Department. We will work with educators across the state to gather information about and examples of effective use of this data. This feedback will help to shape additional guidance. As part of this effort, the Department is examining quality control procedures and developing a process for addressing potential data inaccuracies to avoid any instance where an educator's final evaluation rating is impacted by misinformation. We will share guidance about this process with educators in the coming months.

As a reminder, districts are responsible for submitting evaluation data for all teaching staff members as part of the Staff Evaluation Data Submission in NJ SMART at the end of 2013-14. Detailed guidance on data submission procedures was provided in this [Summer 2014 Evaluation Data Collection Memo \(1-7-14\)](#). In early 2015, the Department will enter mSGP scores as well as the final summative rating scores for each educator receiving an mSGP.

Additional Resources

In addition to the User Guide for the Teacher mSGP Report (<http://www.nj.gov/education/AchieveNJ/teacher/percentile/mSGPuserguide.pdf>), please view the following resources about measuring student growth:

- AchieveNJ Teacher SGP Web Page (<http://www.nj.gov/education/AchieveNJ/teacher/percentile.shtml>)
- SGP Methodology Video (<http://survey.pcgus.com/njgrowth/player.html>)
- SGP FAQ (http://www.state.nj.us/education/genfo/faq/faq_eval.htm#growth)
- Evaluation Scoring Web Page (<http://www.nj.gov/education/AchieveNJ/resources/scoring.shtml>)

School SGPs/Principal Evaluation

Schoolwide SGPs, which will be used as one measure in qualifying principals' evaluations for 2013-14, are provided as part of the annual school performance reports.

Thank you for your collaboration on this critical element of educator evaluation. We look forward to hearing your feedback about this data and working together to create the strongest statewide evaluation system possible.

As always, we encourage you to send any questions and feedback to educatorevaluation@doe.state.nj.us.

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