

Annual Summary Conference Form

For Principals and Assistant/Vice Principals Receiving a Median Student Growth Percentile (mSGP) Score

Date	Name	School	Assignment	Years in District	Tenured (Y/N)
<input type="text"/>					

Student Achievement Measures

Practice Score* (50%)	SGO Score (10%)	Administrator Goals (10%)
<input type="text"/>	<input type="text"/>	<input type="text"/>

mSGP Score	Summative Rating
30%	<input type="text"/>
<input type="text"/>	<input type="text"/>

Fill in these boxes when scores are released by NJDOE.

Summative Rating Scale

Highly Effective	3.50 – 4.00
Effective	2.65 – 3.49
Partially Effective	1.85 – 2.64
Ineffective	1.00 – 1.85

Practice Instrument

Using documentation (observation reports, principal self reflection, etc.) and citing specific evidence, identify and discuss:

- 1-3 areas of strength
- 1-3 areas for improvement

Evaluation Leadership Rubric*

Using the state's Evaluation Leadership Rubric and citing specific evidence, identify and discuss:

- 1-3 areas of strength
- 1-3 areas for improvement

Student Growth Objectives (Score is an average of teachers' SGO scores)

Using completed SGO forms and supporting documentation (assessment results, etc), discuss:

- Successes and challenges of SGO process
- Lessons from SGOs about teaching and student learning
- Steps to improve SGOs for next year

Administrator Goals (Between 1 and 4 goals. The number is determined by the district)

Using completed administrator goal forms, associated rubric and other supporting data and documentation, discuss:

- Successes and challenges of administrator goal-setting process
- Lessons learned from administrator goals about schoolwide student success
- Steps to improve administrator goals for next year

mSGP

Using the state provided mSGP for this principal, suggested topics for discussion include:

- Success and areas for growth seen in this year's mSGP
- Relationship between mSGP, Administrator Goals and Professional Development Plan

Professional Development Plan (PDP)

Using the current PDP, discuss strategies for improving performance next year, such as:

- Successes and challenges on this year's PDP
- Areas of professional development linked to information from evaluation
- Establish PD Goals for the following year
- Components and implementation of a Corrective Action Plan if warranted (replaces PDP)

Name

Signature

Date

Principal/AP/VP

Evaluator

* Includes observations using a state approved instrument and may include optional Evaluation Leadership Rubric.

- Recommended for rehire (non-tenured)
- Recommended for continued employment (tenured)
- Placed on Corrective Action Plan