

Stronge Timeline 2016-2017

DUE DATE	ACTIVITY	TEACHER/EDUCATION SPECIALIST RESPONSIBILITY	ADMINISTRATOR RESPONSIBILITY
September 21	Corrective Action Plans due for identified certificated personnel (these staff members do not complete a PDP)	Complete CERTIFICATED STAFF CORRECTION ACTION PLAN	Work collaboratively with staff member to develop CAP and approve form
September 30	Certificated personnel complete Professional Development Plan	Complete CERTIFICATED STAFF PROFESSIONAL DEVELOPMENT PLAN	Provide input in the development of the PDP and approve form
October 14	SGOs due for all certificated personnel	Complete SGO APPROVAL FORM	
October 31	Final approval of SGOs by Principals and/or Supervisors		Approve/acknowledge SGO APPROVAL FORM
October 31	One observation of non-tenured certificated personnel completed in Oasys	For announced observations, complete the PRE-OBSERVATION CONFERENCE RECORD	Complete FORMAL OBSERVATION or UNANNOUNCED FORMAL OBSERVATION FORM
December 23	Second observation of non-tenured certificated personnel completed in Oasys	For announced observations, complete the PRE-OBSERVATION CONFERENCE RECORD	Complete FORMAL OBSERVATION or UNANNOUNCED FORMAL OBSERVATION FORM
December (tentative)	NJDOE releases teacher mSGP scores from 2015-2016 school year		
January 20	Mid-year evaluation of non-tenured certificated personnel completed in Oasys First observation of tenured certificated staff completed in Oasys		Complete INTERIM PERFORMANCE REPORT
January 20	Mid-year review of CAP progress (if applicable)	CERTIFICATED STAFF MID-YEAR REVIEW OF CAP PROGRESS	Meet with staff member, review progress, and revise CAP if necessary

DUE DATE	ACTIVITY	TEACHER/EDUCATION SPECIALIST RESPONSIBILITY	ADMINISTRATOR RESPONSIBILITY
February 15	Mid-year SGO check in and approval of any necessary SGO revisions	Complete SGO MID-YEAR REVIEW	
April 7	Final observation of non-tenured certificated personnel completed in Oasys	For announced observations, complete the PRE-OBSERVATION CONFERENCE RECORD	Complete FORMAL OBSERVATION or UNANNOUNCED FORMAL OBSERVATION FORM
April 21	SGO scores calculated by certificated personnel and uploaded into Oasys	Complete SGO RESULTS AND SCORING	
April 21	Second (final) observations of tenured certificated personnel due in Oasys	For announced observations, complete the PRE-OBSERVATION CONFERENCE RECORD	Complete FORMAL OBSERVATION or UNANNOUNCED FORMAL OBSERVATION FORM
April 28	Documentation Log of Artifacts due for all certificated staff personnel	Complete DOCUMENTATION LOG OF ARTIFACTS	
May 19	Summative Review of PDP or CAP due for all certificated personnel Documentation of PD Hours (20 per year) due for all certificated personnel	Complete either CERTIFICATED STAFF PDP SUMMATIVE REVIEW or CERTIFICATED STAFF SUMMATIVE REVIEW OF CAP PROGRESS	
June 9	Summative evaluations for all certificated personnel due in Oasys (including SGOs, Documentation Logs, PDPs/CAPs, and PD hours)		Complete SUMMATIVE PERFORMANCE REPORT and COMPOSITE SCORE REPORT—meet with all certificated personnel to review