

# 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"/>					

Practice Measures		Student Achievement Measures	
Practice Score (30%)	ELR* Score (20%)	SGO Score** (10%)	Administrator Goals*** (30%)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

mSGP Score 10%	Summative Rating	Fill in these boxes when scores are released by NJDOE .
<input type="text"/>	<input type="text"/>	

**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 PDP

**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 2015-16
- Components and implementation of a Corrective Action Plan if warranted (replaces PDP)

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Principal/AP/VP</b>	_____	_____	_____
<b>Evaluator</b>	_____	_____	_____

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