



# *EBEA News Brief*

from our

## Teacher Evaluation Advisory Team

East Brunswick Education Association

December 2016

### ***Walk-throughs...***

East Brunswick Public Schools uses “preponderance of evidence” to determine the Summative Score at the end of the year. This means the score is not necessarily mathematically calculated. Information observers collect during walk-throughs can be used in the “evidence” for your Summative Score.

Therefore, it is very important you take a proactive role when a walk-through occurs. It is recommended you do the following for EACH walk-through:

1. Contact the administrator via email and request an appointment to obtain feedback about the walk-through.
2. Bring reflective notes about the lesson to the appointment for YOUR use to help guide a reflective discussion.
3. Implement any constructive suggestion(s) that may be given.
4. Reflect on the results of the implemented constructive suggestions and send the administrator a quick email letting him/her know you implemented the suggestion(s).
5. By documenting the walk-throughs, you are ensuring you have input!

### ***Respond to EACH evaluation...***

Each person, every time, should respond to their evaluation by uploading the response in the “Observation Response and Acknowledgement” section of Oasys. Your response should be thoughtful and reflective and should not simply state, “thank you for your observation.” Rather, you can state how you are going to change something in the future, reflect on what resources you will seek out, disagree with the comments in your observation by providing your own data, and highlight what you do that was not observed during the .19% of the time you were observed. Help for writing responses is located on the EBEA website. Visit [www.my-ebea.org](http://www.my-ebea.org), log in, go to the **Members** tab, then choose **Teacher Evaluation** from the drop down menu. Explore the website to ensure a positive evaluation rating.

### **TIME IS OF THE ESSENCE...**

1. You must receive your written observation no more than 15 working days following the observation.
2. A post-observation conference must occur no more than 15 working days following the observation.
3. Teacher’s response must be submitted to the evaluator within 10 working days of the written evaluation/post conferences (whichever is received last).

### **Uploading evidence/artifacts**

It is **NOT** a requirement to upload pre-conference questions, artifacts, or evidence. However, if you do upload these documents to Oasys, they will be part of the “evidence”. Essentially anything uploaded to Oasys is “virtually stapled” to the observation. If you email it or provide a hard copy, it will not be included as evidence. This is purely a matter of choice, but if you have important data or something you would like to be used as evidence, you may want to upload to Oasys.

### **SGO Information**

1. If you have students that are missing your class due to pull out lessons (band, orchestra, Math Prime, TAG, etc) you should keep a record of each day they miss. This data could be used during your SGO conference to show the student should not be counted against you.
2. Review your SGO before each unit to ensure you are reaching the goals you set.
3. Review the data from your SGO by the start of January 2017. If you feel your SGO may need to be revised, send an email, via the district email, to your principal and supervisor and copy the superintendent. According to the AchieveNJ law, adjustments can be made to your SGO with the Superintendent’s approval.

# Entering Your Observation Data in the EBEA Database

**WHO....** All Certificated Staff, your input will remain anonymous

**WHAT....** EBEA Evaluation Database

**WHERE...** www.my-ebea.org

**WHEN....** Each time you receive an evaluation – takes less than 5 minutes

**WHY....** The EBEA will use the data to analyze trends and patterns.

**HOW does this help?....** The EBEA can then advocate for our members if we notice negative scores coming from a particular administrator. Additionally, the EBEA can identify areas where workshops presented by EBEA can be useful.

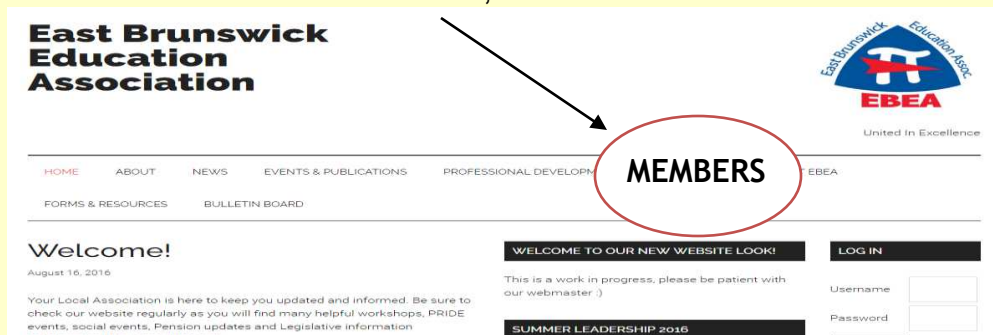
You are observed  
.19% of the time  
you teach each  
year!

First, have your observation in front of you.

1. Then visit the EBEA website at [my-ebea.org](http://my-ebea.org)
2. Login to our members only area using your NJEA PIN number and password.

\*\* (If you never changed your password it is the last four digits of your Social Security #)

3. Go to the menu bar and click on “MEMBERS”, click on “Teacher Evaluation”.



4. Scroll down to **HELPFUL INFORMATION** and click on the line entitled “EBEA Evaluation Database”.

A screenshot of the "Danielson Evaluation Data Collection" form. It includes fields for "Last, First", "Tenure Status" (with radio buttons for "Tenured" and "Non-tenured"), and "Grade Level".

Follow the directions on the website for **EACH** observation.

If you have questions, feel free to reach out to EBEA Teacher Evaluation Action Team Co-chairs: Mercedeh Sampson [mkermanshahisampson@ebnet.org](mailto:mkermanshahisampson@ebnet.org) and Terri Yoselevich [tyoselevich@ebnet.org](mailto:tyoselevich@ebnet.org)

**REMEMBER, your information is being placed on a secure site and will remain confidential.**

## New Evaluation Rules...

Proposed regulations, which will be adopted at the December state DOE meeting, remove the requirement for one observation each semester. The NJDOE told districts that they could use the proposed regulations beginning September, 2016. They did add a regulation that a second observation could not be completed until the post observation conference was completed from a first observation.

\* ONLY data will be shared with the EBEA Teacher Evaluation Advisory Team, names will not be shared.

\*\* If you do not have your NJEA PIN number or membership card please call the EBEA office at (732) 390-6600 for help.