

Paterson Public Schools

Department of Accountability

Evaluation System Key Date Reference 2026–2027 School Year

This reference consolidates every date, deadline, and timing rule specific to the evaluation system for the 2026–2027 school year, drawn from the Training and Meeting Date Window, the Annual Evaluation Schedule, and the Teacher Evaluation Guidebook. Fixed calendar dates are listed first, followed by rolling timing rules that apply relative to an event rather than to a set date on the calendar.

1. PD30 Foundation Training Completion Windows

For newly hired or newly transferred teachers and administrators. All training is completed within eDoctrina, PD30 section of eDoctrina, using single sign-on (SSO) credentials. Training is asynchronous.

Month	PD30 Completion Window Due By
September	16th
October	14th
November	18th
December	9th
January	6th
February	10th
March	17th
April	7th
May	12th

Office Hours (Q&A Support and Troubleshooting)

Held virtually. Office Hour time: 9:30 a.m. to 10:00 a.m.

Month	Office Hours Dates
September	16th, 30th
October	14th, 28th
November	4th, 25th
December	9th, 16th
January	6th, 27th
February	10th, 24th
March	3rd, 24th
April	14th, 28th
May	12th, 26th

2. District Evaluation Advisory Committee (DEAC) Virtual Meetings

Month	Date	Time
October	14th	3:30–4:30 p.m.
January	6th	3:30–4:30 p.m.

Month	Date	Time
May	12th	3:30–4:30 p.m.

All DEAC meetings are held virtually.

3. Observation Round Dates by Staff Category

Dates below reflect the round timeline established in the Annual Evaluation Schedule. Each round's specific component focus is detailed in the Framework Chart appendices of that document.

Non-Tenured Staff — 3 Observation Rounds

Round	Date	Focus
Round 1	November 23rd	Planning, Preparation, Compliance Systems
Round 2	January 29th	Service Delivery, Mid-Year Adjustments
Round 3	March 12th	Monitoring Impact, Outcomes, Professional Contribution
Summative Conference	April 15th	Required "Rated Year"

Tenured Staff — 2 Observation Rounds

Round	Date	Focus
Round 1	December 18th	Planning, Preparation, Compliance Systems
Round 2	March 12th	Sustained Implementation, Impact, and Professional Contribution
Summative Conference	May 30th	Required "Rated Year"

Non-Tenured Corrective Action Plan (CAP) — 4 Observation Rounds

Round	Date	Focus
Round 1	October 2nd	Baseline Practice and System Alignment
Round 2	December 4th	Early Implementation Monitoring
Round 3	January 15th	Targeted Support and Practice Adjustment
Round 4	March 12th	Sustained Implementation and Impact Verification
Summative Conference	April 15th	Required "Rated Year"

Tenured Corrective Action Plan (CAP) — 3 Observation Rounds

Round	Date	Focus
Round 1	November 13th	Planning, Preparation, Compliance Systems
Round 2	January 15th	Service Delivery, Mid-Year Adjustments
Round 3	March 12th	Monitoring Impact, Outcomes, Professional Contribution
Summative Conference	May 30th	Required "Rated Year"

4. Growth Objective, PDP, and CAP Fixed Dates

Date	Requirement
October 1st	Cutoff date for evaluation notification on policies and procedures

Date	Requirement
October 31st	Due date for Corrective Action Plans, Improvement Plans, Professional Development Plans, and Student/Program Growth Objectives and Administrator/Cabinet Goals; also, the default deadline for CAP development and discussion for the year following the year of evaluation
February 15th	Final cutoff for adjustment of Student/Program Growth Objectives and Administrator/Cabinet Goals; mid-year review deadline and Cutoff date to determine Year 1-4 guidelines of observation status
August 31st	School Improvement Panel (SciP) must be in place by this date

5. Rolling Timing Rules (Relative to Events, Not Fixed Dates)

Event	Timing Rule
Pre-conference	At least 1 workday before, no more than 7 working days before the observation
Observation	Minimum of 30 minutes
Post-observation conference	Within 7–10 working days of the observation
Classroom/site visit	10 minutes minimum per visit; at least 3 required for the school year
Written objection to an observation	May be attached within 7–10 workdays of the post-observation conference
CAP development (rating received after October 1st)	Must be developed within 25 staff member working days following receipt of the Ineffective or Partially Effective rating
New hire onboarding	Within 20 workdays of hire
SGO development (hired after October 1st)	20 working days to develop two SGOs

6. Special Provisions by Hire Date

Hire Date	Requirement	Due By
Hired after February 1st	One observation with pre- and post-conference, and one observation with post-conference only; not a rated year SGOs must encompass the instructional period between February 1st and March 14th	April 15th
Hired after March 15th	One observation with pre- and post-conference; not a rated year, SGOs not required	April 15th

Source documents: 2026–2027 Training and Meeting Date Window; Annual Evaluation Schedule; Teacher Evaluation Guidebook.