

11. Additional Requirements - Principals

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11.1) Assurances -- Improvement Plans

Please check the boxes below.

11.1) Assurances -- Improvement Plans Assure that principals who receive a Developing or Ineffective rating will receive a Principal Improvement Plan (PIP) within 10 school days from the opening of classes in the school year following the performance year	Checked
11.1) Assurances -- Improvement Plans Assure that PIPs shall include: identification of needed areas of improvement, a timeline for achieving improvement, the manner in which the improvement will be assessed, and, where appropriate, differentiated activities to support a principal's improvement in those areas	Checked

11.2) Attachment: Principal Improvement Plan Forms

As a required attachment to this APPR plan, upload the PIP forms that are used in your school district or BOCES. For a list of supported file types, go to the Resources folder (above) and click Technical Tips.

[assets/survey-uploads/5276/124303-Df0w3Xx5v6/PIP_Form_POB.docx](#)

11.3) Appeals Process

Pursuant to Education Law section 3012-c, a principal may only challenge the following in an appeal:

(1) the substance of the annual professional performance review

(2) the school district's or BOCES' adherence to the standards and methodologies required for such reviews, pursuant to Education Law section 3012-c

(3) the adherence to the regulations of the Commissioner and compliance with any applicable locally negotiated procedures, as well as the school district's or BOCES' issuance and/or implementation of the terms of the teacher or principal improvement plan, as required under Education Law section 3012-c

Describe the procedure for ensuring that appeals of annual performance evaluations will be handled in a timely and expeditious way:

Principal APPR Appeal Process

1. Appeals of annual professional performance reviews may be brought for Ineffective or Developing. An appeal may only be initiated once a principal receives the overall composite score and rating.

2. A draft annual evaluation shall be presented to the Building Principal at a meeting between the administrator and the Superintendent of Schools, in June of each year.

3. *Within five (5) business days of the meeting, the Superintendent shall issue the final evaluation reflecting the discussions held at this meeting.*

4. *Within five (5) business days of the receipt of the annual evaluation providing a rating set forth above, the principal may appeal the annual evaluation to the Superintendent of Schools or his/her designee. The failure to file an appeal within these timeframes shall be deemed a waiver of the right to appeal, and the appeal shall be deemed abandoned. The appeal shall be in writing and shall articulate in detail the basis of the appeal. Appeals are limited to those identified by Education Law §3012-c, as follows:*

- a. *The substance of the annual professional performance review;*
- b. *The school district's adherence to the standards and methodologies required for such reviews;*
- c. *The adherence to the Commissioner's regulations, as applicable to such reviews;*
- d. *Compliance with any applicable locally negotiated procedures applicable to annual professional performance reviews; and*

5. *Any issue(s) not raised in the written appeal shall be deemed waived.*

6. *Within five (5) business days of receipt of an appeal, the District must submit a detailed written response to the appeal. Such decision shall be a final decision made by the Superintendent. The decision shall set forth the reasons and factual basis for the determination on each of the specific issues raised in the appeal. The superintendent must affirm, set aside, or modify the initial rating. A copy of the Superintendent's decision shall be provided to the principal.*

7. *The determination of the Superintendent of Schools as to the substance of the annual professional performance review shall not be grievable, arbitrable, nor reviewable in any other form. Procedural issues that will be set forth in this section shall be subject to the grievance machinery in the contract.*

8. *Should a principal receive a rating of Developing or Ineffective for a second consecutive year, the appeal will be made to a committee that will consist of:*

- a. *One representative for the District;*
- b. *One representative for the Administrators' and Supervisors' Association (ASA); and*
- c. *One third party representative mutually agreed upon by the District and ASA.*

This appeals process will occur in a timely and expeditious manner in accordance with Education Law §3012-c. The committee shall be identified in a separate writing between the parties. The committee review shall be completed within ten (10) business days of delivery of the written request for review to the committee members. No hearing shall be held and the review shall be based solely upon the original draft evaluation and subsequent final evaluation. The committee's written review recommendation shall be transmitted to the Superintendent and appellant upon completion. The Superintendent shall consider the written review recommendation of the committee and shall issue a written decision within ten (10) business days thereof. The determination of the Superintendent of Schools shall be final and shall not be grievable, arbitrable, nor reviewable in any other forum; however, the failure of either party to abide by the above agreed upon process shall be subject to the grievance procedure.

9. *This appeal procedure shall constitute the means for initiating, reviewing and resolving challenges to a principal performance review. A principal may not resort to any other contractual grievance procedures for the resolution of challenges and appeals related to a professional performance review and/or improvement plan.*

11.4) Training and Certification of Lead Evaluators and Evaluators

Describe the process by which evaluators will be trained and the process for how the district will certify and re-certify lead evaluators. Describe the process for ensuring inter-rater reliability. Describe the duration and nature of such training.

The superintendent will serve as the lead evaluator for all principals in the Plainview-Old Bethpage CSD. All evaluators and lead evaluators have participated and will continue to participate in NYS Race to the Top Network Team Training, Nassau BOCES turnkey training, or locally provided experiences conducted by trained individuals to earn certification and re-certification. The Superintendent or his designee will maintain records of completion of each of the required modules. The Superintendent will certify to the Board of Education that each of the individuals named as evaluators and lead evaluators have completed the required training. Training will be on-going and re-certification will be conducted annually. Required Training Elements as prescribed in Commissioner's Regulations will include: 1. The Leadership Standards (ISLLC, 2008) and their related functions, as applicable; 2. Evidence-based observation techniques that are grounded in research; 3. Application and use of the student growth percentile model and the value-added growth model as defined in section 30-2.2 of this

Subpart;

4. Application and use of the State-approved principal rubric/s selected by the district for use in evaluations, including training on the effective application of such rubrics to observe principal's practice;
5. Application and use of any assessment tools the school district utilizes to evaluate its building principals;
6. Application and use of any State-approved locally selected measures of student achievement used by the district to evaluate its principals;
7. Use of the Statewide Instructional Reporting System; 8. The scoring methodology utilized by the Department and/or the district to evaluate a principal under this Subpart, including how scores are generated for each subcomponent and the composite effectiveness score and application and use of scoring ranges prescribed by the commissioner; 9. Specific consideration in evaluating principals of English language learners and students with disabilities. In order to enhance and ensure inter-rater reliability, the district is conducting professional development for all principals and district administrators through which the Marshall Rubric is analyzed and applied to various scenarios.

11.5) Assurances -- Evaluators

Please check the boxes below:

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- Checked
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(1) the New York State Teaching Standards, and their related elements and performance indicators and the Leadership Standards and their related functions, as applicable

(2) evidence-based observation techniques that are grounded in research

(3) application and use of the student growth percentile model and the value-added growth model as defined in section 30-2.2 of this Subpart

(4) application and use of the State-approved teacher or principal rubric(s) selected by the district or BOCES for use in evaluations, including training on the effective application of such rubrics to observe a teacher or principal's practice

(5) application and use of any assessment tools that the school district or BOCES utilizes to evaluate its classroom teachers or building principals, including but not limited to, structured portfolio reviews; student, parent, teacher and/or community surveys; professional growth goals and school improvement goals, etc.

(6) application and use of any State-approved locally selected measures of student achievement used by the school district or BOCES to evaluate its teachers or principals

(7) use of the Statewide Instructional Reporting System

(8) the scoring methodology utilized by the Department and/or the district or BOCES to evaluate a teacher or principal under this Subpart, including how scores are generated for each subcomponent and the composite effectiveness score and application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the teacher's or principal's overall

rating and their subcomponent ratings

(9) specific considerations in evaluating teachers and principals of English language learners and students with disabilities

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- Checked
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11.6) Assurances -- Principals

Please check all of the boxes below:

11.6) Assurances -- Principals Assure the entire APPR plan will be completed for each principal as soon as practicable, but in no case later than September 1 of the school year next following the school year for which the building principal's performance is being measured.	Checked
11.6) Assurances -- Principals Assure that the district will provide the principal's score and rating on the locally selected measures subcomponent, if available, and on the other measures of principal effectiveness subcomponent for a principal's annual professional performance review, in writing, no later than the last school day of the school year for which the principal is being measured.	Checked
11.6) Assurances -- Principals Assure that the APPR will be put on the district website by September 10 or within 10 days after approval, whichever is later.	Checked
11.6) Assurances -- Principals Assure that the evaluation system will be used as a significant factor for employment decisions.	Checked
11.6) Assurances -- Principals Assure that principals will receive timely and constructive feedback as part of the evaluation process.	Checked
11.6) Assurances -- Principals Assure the district has appeal procedures that are consistent with the regulations and that they provide for the timely and expeditious resolution of an appeal.	Checked

11.7) Assurances -- Data

Please check all of the boxes below:

11.7) Assurances -- Data Assure that the NYSED will receive accurate teacher and student data, including enrollment and attendance data and any other student, teacher, school, course, and teacher/student linkage data necessary to comply with this Subpart, in a format and timeline prescribed by the Commissioner.	Checked
11.7) Assurances -- Data Certify that the district provides an opportunity for every classroom teacher to verify the subjects and/or student rosters assigned to them.	Checked
11.7) Assurances -- Data Assure scores for all principals will be reported to NYSED for each subcomponent, as well as the composite rating, as per NYSED requirements.	Checked