

ANNUAL PROFESSIONAL
PERFORMANCE REVIEW

for the

Iroquois Administrators Association

2016-19

SECTION 1: GENERAL AGREEMENT

APPR Addendum to the collective bargaining agreement between the Iroquois Administrators Association and the Iroquois Central School District, Covering the period: July 1, 2016 through June 30, 2019.

Whereas the parties above are obligated to negotiate APPR provisions for Principals consistent with Education Law §3012-d and subsequent NYSED regulation, they hereby agree to the following:

1. Application:

- This provision shall apply only to the members of the Iroquois Administrators Association. Except for the position of Director of Special Education who will have a traditional evaluation based on her job description.
- This provision shall sunset on June 30, 2019 with the implementation to begin on July 1, 2016.
- Should the law §3012-d, the corresponding regulations or NYSED guidance regarding §3012-d change from what was in place at the time of this agreement, the agreement shall be renegotiated to be consistent with further changes in law, regulation or NYSED guidance.

2. The Superintendent or Assistant Superintendent shall be either the formal evaluator or informal evaluator for unit members. Annually, the unit members shall be split equally between the evaluators.

3. The ~~50 points for~~ student growth measures shall be the state provided score. Where there is not 50% or more of students taking state exams, the Superintendent or designee shall develop Student Learning Objectives (SLO). They shall be developed by November 1st. Assistant Principals shall receive the same score as the Principal in the building in which they are assigned.

4. The District shall utilize the LCI Multidimensional rubric for principal evaluation as the basis for the 50 % allocated to measures of leadership and management. This shall be according to the attached instrument. The assessment shall be based on at least 1 formal visit of 30 minutes or more to the school and 1 informal visit of 20 minutes or more to the school, while in session. The formal visit will be as agreed to between the evaluator and Principal, the informal will be unannounced. At the beginning of the unannounced visit the evaluator will inform the administrator that the visit is for evaluation. Visits are to be completed no later than May 31st.

6. As per NYSED regulation, the method for assigning subcomponent points will identify how points will be awarded within four performance levels (HEDI):

Level	Achievement Growth Measurers	Local assessment of growth or achievement	Other Measures (principal standards)
Highly Effective	Results are well-above state average for similar students. (Or District goals if no state test).	Results are well-above District adopted expectations for growth or achievement of student learning standards for grade/subject.	Overall performance and results exceed standards.
Effective	Results meet state average for similar students. (Or District goals if no state test).	Results meet District adopted expectations for growth or achievement of	Overall performance and results meet standards.

		student learning standards for grade/subject.	
Developing	Results are below state average for similar students. (Or District goals if no state test).	Results are below District adopted expectations for growth or achievement of student learning standards for grade/subject.	Overall performance and results need improvement in order to meet standards.
Ineffective	Results are well-below state average for similar students (or District goals if no state test).	Results are well-below District adopted expectations for growth or achievement of student learning standards for grade/subject.	Overall performance and results do not meet standards.

(SEE SECTION III)

7. Final evaluations shall be provided to Administrators no later than September 1 annually. Scores and ratings on Locally Selected Measures of Achievement shall be provided no later than June 30 annually. If data for the Locally **or State** Selected Measures of Achievement is not available by June 30, that score and rating shall be provided within 10 business days of receipt of those achievement results.

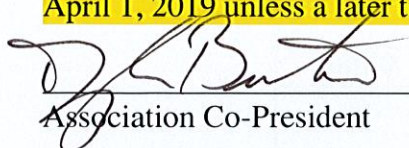
8. Improvement plans for an Administrator with developing or ineffective ratings shall be according to the attached format and process. Such plans shall be mutually agreed upon within 10 school days at the beginning of the year annually.

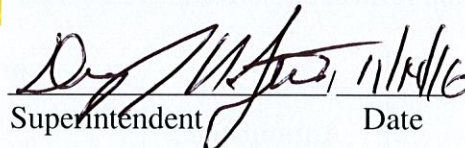
(SEE SECTION IV)

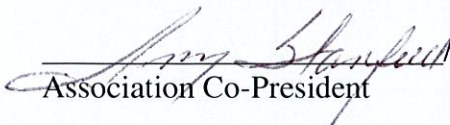
9. An appeal of an Administrator's evaluation shall be only for ineffective and developing ratings or any rating tied to compensation. The reasons for appeal shall be those identified in 3012-d. The attached appeal process shall be utilized. An appeal of an evaluation may NOT be initiated prior to the issuance of the final composite score and rating.

(SEE SECTION V)

10. That the parties agree to enter into negotiations for a successor addendum no later than **April 1, 2019 unless a later time is mutually agree to.**

 Association Co-President, 11/14/16 Date

 Superintendent, 11/14/16 Date

 Association Co-President, 11/14/16 Date

Scoring Matrix for the Overall Rating

	Principal School Visit				
		Highly Effective	Effective	Developing	Ineffective
Student Performance	Highly Effective	H	H	E	D
	Effective	H	E	E	D
	Developing	E	E	D	I
	Ineffective	D	D	I	I

Section I: School Visit

The Employee's signature is required and indicates receipt of a copy of the evaluation and does not indicate agreement, understanding, or acceptance of the conclusions reached by the evaluator.

MPPR/NYS APPR Score Conversion Chart

	Overall School Visit Score and Rating	
	Minimum	Maximum
H	3.50	4.00
E	2.50	3.49
D	1.50	2.49
I	0.00	1.49

The two school visits shall be weighted with the announced visit worth 85% and the unannounced visit worth 15%. The evaluation form shall be completed within 10 days of the evaluation.

	Score	Percentage	Value
Announced		.85	
Unannounced		.15	
		Total	
	HEDI Rating		

School Visit Evaluation Form

Administrator Name: _____

Date: _____

Evaluator: _____

Building: _____

	Announced			Unannounced			
Domains Observed	1	2	3	4	5	6	
Max Points	4	4	4	4	4	4	
Circle Weight for observed domains	.20	.35	.14	.8	.15	.8	
Score							
Score*weight							Points

Comments/Observations/Narrative:

Section II

MEASURES OF STUDENT GROWTH

For administrators in which fewer than 30% of students take Grades 4-8 ELA, math, and/or high school courses with State or Regents assessments

1. HEDI Scoring Bands

Highly Effective			Effective			Developing		Ineffective												
20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0
97-100%	93-96%	90-92%	85-89%	80-84%	75-79%	67-74%	60-66%	55-59%	49-54%	44-48%	39-43%	34-38%	29-33%	25-28%	21-24%	17-20%	13-16%	9-12%	5-8%	0-4%

2. Administrators with more than one SLO (or a State-provided growth measure and an SLO), the measures will each earn a score from 0-20 points which will be weighted proportionately based on the number of students in each SLO (or a State-provided growth measure and the SLO)

SECTION III: OVERALL EVALUATION SUMMARY

Iroquois Central School District Administrator Annual Professional Performance Review Summary

Administrator's Name _____

Position/Site _____ School Year _____

Evaluator's Name _____ Position: _____

	Score	Percentage	Value
Announced		.85	
Unannounced		.15	
		Total	
	HEDI Rating		

State/SLO Assessment Score	Professional Practice Score	Overall Evaluation Rating
☐ Highly Effective ☐ Effective ☐ Developing ☐ Ineffective	☐ Highly Effective ☐ Effective ☐ Developing ☐ Ineffective	☐ Highly Effective ☐ Effective ☐ Developing ☐ Ineffective

Administrator Signature: _____

Date: _____

Signature represents receipt of scores.

Evaluator Signature: _____

Date: _____

SECTION IV: IMPROVEMENT PLAN

Iroquois Central School District Administrator Improvement Plan Process

Upon rating an Administrator as ineffective or developing, an improvement plan designed to rectify perceived or demonstrated deficiencies must be developed and commenced no later than ten (10) school days after the start of a school year. The Superintendent, or his designee, in conjunction with the Principal, must develop an improvement plan that contains:

1. A clear delineation of the deficiencies that resulted in the ineffective or developing assessment.
2. Specific improvement goal/outcome statements.
3. Specific improvement action steps/activities.
4. A reasonable timeline for achieving improvement.
5. Required and accessible resources to achieve goal.
6. A formative evaluation process documenting meetings strategically scheduled throughout the year to assess progress. These meetings shall occur at least twice during the year: the first between December 1 and December 15 and the second between March 1 and March 15. A written summary of feedback on progress shall be given within 5 business days of each meeting.
7. A clear manner in which improvement efforts will be assessed, including evidence demonstrating improvement.
8. A formal, final written summative assessment delineating progress made with an opportunity for comments by the Administrator.

Administrator Improvement Plan

Name of Administrator _____

School Building _____ Academic Year _____

Deficiency that promulgated the “ineffective” or “developing” performance rating:

Improvement Goal/Outcome:

Action Steps/Activities:

Timeline for completion:

Required and Accessible Resources, including identification of responsibility for provision:

Dates of formative evaluation on progress (lead evaluator and Administrator initial each date to confirm the meeting):

December:

March:

Other:

Evidence to be provided for Goal Achievement:

Assessment Summary: Superintendent is to attach a narrative summary of improvement progress, including verification of the provision of support and resources as outlined above no later than 10 days after the identified completion date. Such summary shall be signed by the Superintendent and Administrator with the opportunity to attach comments.

SECTION V: APPEAL PROCESS

IROQUOIS CENTRAL SCHOOL DISTRICT Administrator APPR Appeal Process

CHALLENGES IN AN APPEAL:

Appeals are limited to those identified by Education Law §3012-d, as follows:

- 1) The substance of the annual professional performance review;
- 2) The school district's or board of cooperative educational services' adherence to the standards and methodologies required for such reviews;
- 3) The adherence to Commissioner's Regulations, as applicable to such reviews;
- 4) Compliance with any applicable locally negotiated procedures applicable to annual professional performance reviews or improvement plans; and
- 5) The school district's or board of cooperative educational services' issuance and/or implementation of the terms of the Principal improvement plan.

RATINGS THAT MAY BE APPEALED:

Appeals of annual professional performance reviews may be brought for ineffective, developing or any rating tied to compensation. An appeal may only be initiated once an Administrator receives the overall composite score and rating.

PROHIBITION AGAINST MORE THAN ONE APPEAL

An Administrator may not file multiple appeals regarding the same performance review. The issuance of an improvement plan may prompt an appeal independent of the performance review. The implementation of an improvement plan may be appealed upon each alleged breach thereof. All grounds for appeal must be raised with specificity within such appeal. Any grounds not raised shall be deemed waived.

BURDEN OF PROOF

The burden shall be on the administrator to establish by the preponderance of the evidence that the rating given to the appellant was unjustified or that an improvement plan was inappropriately issued and/or implemented.

TIME FRAME FOR APPEAL

1. An Association member may challenge only the substance of an APPR, the District's adherence to the standards and methodologies required for such a review, and the District's compliance with its procedures for conducting the APPR, or its issuance and/or implementation of the terms of an Administrator Improvement Plan "AIP". All appeals must be on the appeal form and include all aspects and explain in detail the specific basis for the challenge.

2. The first appeal shall be made to the evaluator within seven (7) calendar days of receipt and initial meeting of the APPR. The evaluator and evaluatee shall conduct a face-to-face meeting within five (5) calendar day of receipt of the appeal. A written determination shall be within five (5) calendar days of the meeting. If the meeting or written determination does not take place the appeal shall automatically advance to the next level.
3. If the evaluatee disagrees with the determination the member shall advance their appeal by submitting the completed appeal form to the District Superintendent and Association President within five (5) calendar days. This appeal level shall be held by an Appeal Panel "Panel". The Panel shall consist of 1 member selected by the Superintendent, 1 member selected by the Association. All selected individuals must be District employees but not Board of Education members. The Panel shall meet within seven (7) calendar days to discuss the appeal. The written determination shall be rendered within seven (7) calendar days.
4. If the evaluatee disagrees with the determination the member shall advance their appeal by submitting the completed appeal form to the District Superintendent within five (5) calendar days. The Superintendent shall render a determination within seven (7) calendar days.
5. The Superintendent's determination shall be final and non-grievable. All calendar days shall be exclusive of legal holidays and approved vacations.
6. Nothing in this agreement shall in any way restrict or affect the District's non-reviewable authority to terminate the appointment of or deny tenure to a probationary administrator, and any such termination or denial shall not in any way be subject to any Article in the Parties Collective Negotiation Agreement.

EXCLUSIVITY OF SECTION 3012-d APPEAL PROCEDURE

This appeal procedure shall constitute the means for initiating, reviewing and resolving challenges to an Administrator performance review or improvement plan. An Administrator 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.

OTHER

1. In addition to any further limitations agreed to within the APPR agreement, an evaluation shall not be placed in a Principal's personnel file until either the expiration of the fifteen (15) business day period in which to file a notice of appeal without action being taken by the Principal or the conclusion of the appeal process described herein, whichever is later.
2. An Administrator who takes advantage of the appeal process described herein does not waive their right to submit a written rebuttal to the final evaluation. An Administrator who elects to submit a written rebuttal to their evaluation prior to the expiration of the fifteen (15) business days in which to file a notice of appeal does not waive her/his right to file an appeal.

SECTION VI:

ADDITIONAL ATTACHMENTS

LCI Multidimensional Rubric, available as pdf from the following SED web site:

<http://usny.nysed.gov/rttt/teachers-leaders/practic rubrics/Docs/MultidimensionalPrincipalPerformanceRubric.pdf>