

Annual Professional Performance Review (APPR) PLAN
New Lebanon Central School District
Plan Adopted By the Board Of Education: August 17, 2011

Introduction

The purpose of the Annual Professional Performance Review is to improve teaching and learning. Education Law, section 3012-c establishes new requirements for a comprehensive performance evaluation system for classroom teachers and building principals, to be phased in commencing with the 2011/12 school year. In 2011/12, the law only applies to classroom teachers of the common branch subjects, English Language Arts (ELA) and Mathematics in Grades 4-8 and the building principals of schools in which such teachers are employed. Other classroom teachers and principals will be included in 2012/13.

The Regents regulations implementing this new law establish new requirements for APPR plans applicable to classroom teachers and building principals, commencing in 2011/12 with an APPR plan for classroom teachers of the common branch subjects, English Language Arts (ELA) and Mathematics in Grades 4-8 and the building principals of schools in which such teachers are employed (8 NYCRR 30-2.3(a)(1)). The annual professional performance review for all other teachers and principals will remain unchanged during 2011/2012.

The APPR Plan is limited to classroom teachers of the common branch subjects, English Language Arts (ELA) and Mathematics in Grades 4-8 and the building principals of the school in which such teachers are employed. Any items required to be included in the Plan but not yet finalized due to collective bargaining negotiations are specifically identified. The Plan shall be filed and posted in accordance with 8 NYCRR 30-2.3, which means that it shall be filed in the District Office and posted on the District's website by September 10, 2011.

Process for Ensuring that the New York State Education Department Receives Accurate Teacher and Student Data

The District's student data system records now identify teacher assignments and student enrollment and attendance. The District will verify assignments of classroom teachers of common branch subjects, ELA and Mathematics Grades 4-8 (described below). The NYSED *APPR Guidance* provides the following guidance when reporting data for the 2011/12 school year relating to Teacher of Record:

“For courses included in the 2011/12 school year collection (grades 3-8 ELA and mathematics, grade 4-8 science, and secondary-level courses associated with a Regents exam), the Teachers of Record are those **teachers** who are **primarily and directly responsible** for a student's learning activities that are aligned to the performance measures of the course consistent with guidelines prescribed by the Commissioner.”

The District collects data on student enrollment, attendance, and achievement on Statewide assessments by the e-School data collection system and this data is verified as accurate by our Chief Information Officer in consultation with the building principals.

The New York State Education Department's *APPR Guidance* and field memos relating to the Student Information Repository System (SIRS) will provide detailed guidance related to the collection and reporting of data, including student-teacher linkage and student attendance. The District will continue to monitor data and develop additional processes, as needed and consistent with NYSED reporting requirements, to verify

that the data submitted to the State are complete and accurate. The NYSED advises that it will provide roster verification reports to assist in this process. The NYSED also will provide guidelines for the use of student-teacher instructional weighting and student exclusion flags.

Process for Providing Teachers and Principals with Opportunity to Verify Assigned Students/Subjects

The District's student data system identifies teacher assignments and student enrollment and attendance. The District has obtained the NYSED statewide unique identifier for certain certified individual employed by the District through "TEACH" this information has been entered into the District's data system and will be extracted from the District's system and reported to SIRS in accordance with NYSED guidance.

The District will verify assignments of classroom teachers of common branch subjects, ELA and Mathematics Grades 4-8 by the building principal review of rosters of students assigned to teachers, teacher schedules, and review of schedules with teachers.

Reporting Individuals Subcomponent Scores and Total Composite Effectiveness Score for each Classroom Teacher and Building Principal

The NYSED *APPR Guidance* states that these data elements are anticipated to be extracted from the District's human resource management system for reporting through SIRS. The District will develop a process for timely and accurate extraction of such data and will use SIRS data reporting extracts protocols for reporting these data NYSED. Total Composite Effectiveness Scores will not be reported until data on student achievement on state assessments is transmitted to the District and will be in a format and timeline prescribed by the Commissioner.

Assessment development, security and scoring processes, and to assure students don't have access before administered.

The District anticipates utilizing a state-approved assessment for purposes of the locally selected measures of student achievement. For any assessment chosen, security measures will be employed that ensures that any assessments used to evaluate teachers and principals under this section are not disseminated to students before administrator and that all other state testing protocols are followed.

Additional protocols may be required depending upon the selected local measure of student achievement.

The District will work with the APPR Committee to determine decisions about local measures of student achievement; teacher and principal practice rubrics, and any other measures of teacher or principal effectiveness.

Evaluation System

Details of the district's evaluation system relating to classroom teachers of the common branch subjects, English Language Arts (ELA) and Mathematics in Grades 4-8 and the building principals of schools in which such teachers are employed are subject to either consultation with or negotiation with the collective bargaining representative of the teachers of the District. Upon successful completion of the consultations and negotiations, this APPR Plan will be amended to reflect the agreed upon procedures.

The District anticipates, based upon its experience with evaluation of professional staff members and the purposes of annual reviews, that the educators will receive timely and constructive feedback as part of the evaluation process. This may include: post-observation feedback; evaluation conference; opportunities for evaluated staff to respond.

The details of the District's procedures for resolving appeals of annual professional performance reviews cannot be described at this time pending the outcome of negotiation with NLTA. Upon completion of these negotiations, this APPR Plan will be amended.

Training for Evaluators and Lead Evaluators

The District will ensure that all evaluators are trained as lead evaluators. The Superintendent will certify lead evaluators upon receipt of proper documentation that the individual has fully completed training. The superintendent will maintain records of certification of evaluators.

Evaluator training will occur regionally in cooperation with Questar III. Training will be conducted by Questar III Network Team personnel who have participated in the NYSED evaluator training for Network Teams and/or personnel authorized to train on behalf of an evaluation rubric approved by NYSED. Evaluators will be recertified on a periodic basis, to be determined by the District.

Training will include the following in accordance with requirements for lead evaluators under Education Law, section 3012-c:

- New York State Teaching Standards
- Educational Leadership Policy Standards: ISLLC 2008
- Evidence-based observation
- Application and use of Student Growth Percentile and Value-Added Growth Model data
- Application and use of the selected state approved teacher and/or principal rubric
- Application and use of any assessment tools used to evaluate teachers and principals
- Application and use of State approved locally selected measures of student achievement
- Use of Statewide Instruction Reporting System (SIRS)
- Scoring methodology used to evaluate teachers and principals
- Specific considerations in evaluating teachers and principals of English Language Learning Students and students with disabilities

The District will establish a process to maintain inter-rater reliability over time in accordance with NYSED guidances and protocols recommended in training for lead evaluators. The District anticipates that these protocols will include measures such as: data analysis; periodic comparisons of assessments; and/or annual calibration session across evaluators.