



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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October 21, 2015

**Revised**

Jeffrey R. Rabey, Superintendent  
Depew Union Free School District  
591 Terrace Boulevard  
Depew, NY 14043

Dear Superintendent Rabey:

Congratulations. I am pleased to inform you that your Annual Professional Performance Review Plan (APPR) meets the criteria outlined in Education Law §3012-d and Subpart 30-3 of the Commissioner's Regulations and has been approved. As a reminder, we are relying on the information you provided on your APPR form, including the certifications and assurances that are part of your approved APPR. If any material changes are made to your approved APPR plan, your district/BOCES must submit such material changes to us for approval. Please see the attached notes for further information.

Please be advised that, pursuant to Education Law §3012-d, the Department will be analyzing data supplied by districts, BOCES, and/or schools and may order a corrective action plan if there are unacceptably low correlation results between the Student Performance category and the Teacher Observation or Principal School Visits category, and/or if the teachers' or principals' overall ratings and subcomponent scores show little differentiation across educators and/or the lack of differentiation is not justified by equivalently consistent student achievement results, and/or if schools or districts show a pattern of anomalous results in the Student Performance category and/or the Observation/School Visits category.

The New York State Education Department and I look forward to continuing our work together, with the goal of ensuring that every school has world-class educators in the classroom, every teacher has a world-class principal to support his or her professional growth, and every student achieves college and career readiness.

Thank you again for your hard work.

Sincerely,

MaryEllen Elia  
Commissioner

Attachment

c: Lynn Fusco

**NOTE:**

Only documents that are incorporated by reference in your APPR have been reviewed and are considered as part of your APPR; therefore, any supplemental documents such as memorandums of agreement or understanding that were uploaded with your APPR but are not incorporated by reference in your APPR have not been reviewed. However, the Department reserves the right to review the uploaded attachments at any time for consistency with your APPR form and/or to ensure compliance with applicable laws and regulations; and as a result of such review, the Department may reject your APPR plan and/or require corrective action.

# Annual Professional Performance Review

## Task 1. School District Information

Created: 04/30/2013

Last updated: 07/17/2015

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For guidance related to Annual Professional Performance Review plans, see NYSED APPR

Guidance: <https://www.engageny.org/resource/appr-3012-d>.

### Task 1. School District Information

#### **Disclaimers**

The Department will review the contents of each school district's/BOCES' Annual Professional Performance Review (APPR) plan as submitted using this online form, including required attachments, to determine if the plan rigorously complies with Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents. Department approval does not imply endorsement of specific educational approaches in a district's/BOCES' plan.

The Department reserves the right to request further information from a district/BOCES to monitor compliance with Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents. As such, each district/BOCES is required to keep detailed records on file for each section of the currently implemented APPR plan. Such detailed records must be provided to the Department upon request. The Department reserves the right to disapprove or require modification of a district's/BOCES plan that does not rigorously adhere to the requirements of Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents.

The Department will not review any attachments other than those required in the online form. Any additional attachments supplied by the school district/BOCES are for informational purposes only for the teachers and principals reviewed under this APPR plan. Statements and/or materials in such additional attachments have not been approved and/or endorsed by the Department. However, the Department considers void any other signed agreements between and among parties in any form that prevent, conflict, or interfere with full implementation of the APPR Plan approved by the Department. The Department also reserves the right to request further information from the school district/BOCES, as necessary, as part of its review of this plan.

If the Department reasonably believes through investigation, or otherwise, that statements made in this APPR plan are not true or accurate, it reserves the right to reject this plan at any time and/or to request additional information to determine the truth and/or accuracy of such statements.

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#### **1.1) School District's BEDS Number: 140707030000**

If this is not your BEDS Number, please enter the correct one below

140707030000

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#### **1.2) School District Name: DEPEW UFSD**

If this is not your school district, please enter the correct one below

DEPEW UFSD

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#### **1.3) Assurances**

Please check all of the boxes below:

Assure that the content of this form represents the district's/BOCES' entire APPR plan and that the APPR plan is in compliance with Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents.	Checked
Assure that a detailed version of the district's/BOCES' entire APPR plan is kept on file and that a copy of such plan will be provided to the Department upon request for review of compliance with Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents.	Checked
Assure that this APPR plan will be posted on the district/BOCES website no later than September 10th of each school year, or within 10 days after the plan's approval by the Commissioner, whichever shall later occur.	Checked
Assure that it is understood that this district's/BOCES' APPR plan will be posted in its entirety on the NYSED website following approval.	Checked

#### 1.4) Submission Status

Is this a first-time submission under Education Law §3012-d or the submission of material changes to an APPR plan approved pursuant to Education Law §3012-d? For districts, BOCES or charter schools that did have an existing approved APPR plan under Education Law §3012-d, this must be listed as a submission of material changes to the approved APPR plan.

First-time submission under Education Law §3012-d

## Task 2. Student Performance - Required Subcomponent (Teachers)

Created: 04/30/2013

Last updated: 10/21/2015

Use the links above to move between pages in Task 2; be sure to click 'Save & Continue Editing' before moving to another page. The 'Next' button at the bottom of the page can be used to move forward only when the current page is complete.

For guidance on the Required subcomponent of the Student Performance category, see NYSED APPR Guidance:

<https://www.engageny.org/resource/appr-3012-d>.

### Page 1: Task 2.1, Task 2.2 (4-8 ELA and Math)

#### Page 1: Task 2.1 (Assurances) and Task 2.2 (4-8 ELA and Math)

#### REQUIRED SUBCOMPONENT

(100% of Student Performance category if only the Required subcomponent is used or at least 50% when used with the Optional subcomponent)

**(A) For a teacher whose course ends in a State-created or administered test for which there is a State-provided growth model and at least 50% of a teacher's students are covered under the State-provided growth measure, such teacher shall have a State-provided growth score based on such model.**

**(B) For a teacher whose course does not end in a State-created or administered test or where less than 50% of the teacher's students are covered by a State-provided growth measure, such teacher shall have a Student Learning Objective (SLO) developed and approved by his/her superintendent or another trained administrator, using a form prescribed by the Commissioner, consistent with the SLO process determined or developed by the Commissioner, that results in a student growth score; provided that, for any teacher whose course ends in a State-created or administered assessment for which there is no State-provided growth model, such assessment must be used as the underlying assessment for such SLO.**

#### 2.1) Assurances

Please check the boxes below:

Assure that the growth score provided by NYSED will be used, where required.	Checked
Assure that back-up SLOs will be set by the superintendent or another trained administrator for all 4-8 ELA and Math teachers in the event that a State-provided growth score cannot be generated for that teacher.	Checked
For any grade/subject that requires a back-up SLO, but for which there are not enough students, not enough scores, or data issues that prevent a teacher-specific SLO from being created, the superintendent or another trained administrator shall develop a school-wide back-up SLO using available State/Regents assessments.	Checked

#### STATE-PROVIDED MEASURES OF STUDENT GROWTH

For teachers in grades 4 - 8 Common Branch, ELA, and Math, NYSED will provide a growth score and rating. That rating will incorporate students' academic history compared to similarly academically achieving students and takes into consideration students with disabilities, English

language learners, students in poverty, and, in the future, any other student-, classroom-, and school-level characteristics approved by the Board of Regents. While most teachers of 4-8 Common Branch, ELA and Math will have State-provided scores and ratings, some may teach other courses where there is no State-provided growth measure. Teachers with 50 – 100% of students covered by State-provided growth measures will receive a growth score and rating from the State for the full Student Performance category of their evaluation. Teachers with 0 – 49% of students covered by State-provided growth measures must have SLOs for the Student Performance category of their evaluation and one SLO must use the State-provided measure if applicable for any courses. (See APPR Guidance and SLO Guidance for more detail on teachers with State-provided growth measures and SLOs.)

**For those teachers who would typically receive a State-provided growth score, the district/BOCES must also include a back-up SLO process in the event that there are not enough students, not enough scores, or data issues that prevent a State-provided growth score from being calculated for that teacher.**

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## 2.2) Grades 4-8 ELA and Math: Assessments

Using the drop-down boxes below, please select the assessment that will be used for the back-up SLOs for the grade/subject listed.

**Please note:** If your district/BOCES does not have grade/subject-specific teachers for one or more of the rows in task 2.2, choose "Not Applicable" from the drop-down box. This would be appropriate if, for example, the district/BOCES does not have certain grades; the district/BOCES does not offer a specific subject; etc. If a grade/subject ends in a State assessment, i.e., 4-8 ELA or Math, such assessment must be used as the underlying evidence for the SLO.

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### Grade 4 ELA Assessment Name

NYS Grade 4 ELA Assessment

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### Grade 5 ELA Assessment Name

NYS Grade 5 ELA Assessment

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### Grade 6 ELA Assessment Name

NYS Grade 6 ELA Assessment

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### Grade 7 ELA Assessment Name

NYS Grade 7 ELA Assessment

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### Grade 8 ELA Assessment Name

NYS Grade 8 ELA Assessment

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### Grade 4 Math Assessment Name

NYS Grade 4 Math Assessment

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### Grade 5 Math Assessment Name

NYS Grade 5 Math Assessment

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**Grade 6 Math Assessment Name**

NYS Grade 6 Math Assessment

**Grade 7 Math Assessment Name**

NYS Grade 7 Math Assessment

**Grade 8 Math Assessment Name**

NYS Grade 8 Math Assessment

**Page 2: Task 2.3 (3 ELA and Math), Task 2.4 (4 and 8 Science)**

**Page 2: Task 2.3 (3 ELA and Math) and Task 2.4 (4 and 8 Science)**

**STUDENT LEARNING OBJECTIVES: Courses Ending with State Assessments or Regents Exams**

SLOs are the required student performance measure for teachers who do not receive a State-provided growth score. (Please note that for teachers with more than one grade and subject, SLOs must cover the courses taught with the largest number of students, combining sections with common assessments, until a majority of students are covered.) For guidance on SLOs, see NYSED SLO Guidance:

<https://www.engageny.org/resource/appr-3012-d>.

**For grade 3 ELA and math, grade 4 and 8 science, high school math, science, and social studies courses associated with Regents exams or, in the future, with other State assessments, the following must be used as the evidence of student learning within the SLO for students taking such assessments: :**

- State assessments (or Regents or Regent equivalents), *required if one exists*

**2.3) Grade 3 ELA and Math: Assessments**

Using the drop-down boxes below, please select the assessment that will be used for the SLOs for the grade/subject listed.

**Please note:** If your district/BOCES does not have grade/subject-specific teachers for one or more of the rows in task 2.3, choose "Not Applicable" from the drop-down box. This would be appropriate if, for example, the district/BOCES does not have certain grades; the district/BOCES does not offer a specific subject; etc. If a grade/subject ends in a State assessment, i.e., grade 3 ELA or Math, such assessment must be used as the underlying evidence for the SLO.

**Grade 3 ELA Assessment Name**

NYS Grade 3 ELA Assessment

**Grade 3 Math Assessment Name**

NYS Grade 3 Math Assessment

**2.4) Grades 4 and 8 Science: Assessment(s)**

Using the drop-down box below, please select the assessment that will be used for the SLOs for the grade/subject listed.

**Please note:** If your district/BOCES does not have grade/subject-specific teachers for one or more of the rows in task 2.4, choose "Not Applicable" from the drop-down box. This would be appropriate if, for example, the district/BOCES does not have certain grades; the district/BOCES does not offer a specific subject; etc. If a grade/subject ends in a State assessment, i.e., grade 8 Science, such assessment must be used as the underlying evidence for the SLO.

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**Grade 4 Science Assessment Name**

NYS Grade 4 Science Assessment

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**Grade 8 Science Assessment Name**

NYS Grade 8 Science Assessment

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**Page 3: Task 2.5 (HS Courses Ending in a Regents), Task 2.6 (HS ELA)**

**Page 3: Task 2.5 (High School Courses Ending in a Regents Exam) and Task 2.6 (High School ELA)**

**STUDENT LEARNING OBJECTIVES: Courses Ending with State Assessments or Regents Exams**

SLOs are the required student performance measure for teachers who do not receive a State-provided growth score. (Please note that for teachers with more than one grade and subject, SLOs must cover the courses taught with the largest number of students, combining sections with common assessments, until a majority of students are covered.) For guidance on SLOs, see NYSED SLO Guidance:

<https://www.engageny.org/resource/appr-3012-d>.

**For grade 3 ELA and math, grade 4 and 8 science, high school math, science, and social studies courses associated with Regents exams or, in the future, with other State assessments, the following must be used as the evidence of student learning within the SLO for students taking such assessments:**

- State assessments (or Regents or Regent equivalents), *required if one exists*

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**2.5) High School Courses Ending in a Regents Exam: Assessments**

Note: Additional high school courses may be listed below in the "All Other Courses" section of this form.

**Using the drop-down boxes below, please select the assessment that will be used for the SLOs for the grade/subject listed.**

**Please note:** If your district/BOCES does not have grade/subject-specific teachers for one or more of the rows in task 2.5, choose "Not Applicable" from the drop-down box. This would be appropriate if, for example, the district/BOCES does not have certain grades; the district/BOCES does not offer a specific subject; etc. If a grade/subject ends in a Regents assessment, i.e., high school Regents courses, such assessment must be used as the underlying evidence for the SLO.

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**Global 2 Assessment Name**

Global 2 Regents

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**US History Assessment Name**

US History Regents

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**Living Environment Assessment Name**

Living Environment Regents

**Earth Science Assessment Name**

Earth Science Regents

**Chemistry Assessment Name**

Chemistry Regents

**Physics Assessment Name**

Physics Regents

**Algebra I Assessment Name**

Common Core Algebra Regents

**Geometry Assessment Name**

Common Core Geometry Regents

**Algebra II/Trigonometry Assessment Name**

Common Core Algebra II Regents and Algebra II/Trigonometry Regents

**STUDENT LEARNING OBJECTIVES: High School English Language Arts**

SLOs shall be used for the required student performance measure for teachers who do not receive a State-provided growth score. (Please note that for teachers with more than one grade and subject, SLOs must cover the courses taught with the largest number of students, combining sections with common assessments, until a majority of students are covered.)

**For high school English Language Arts, the following must be used as the evidence of student learning within the SLO:**

- State assessments (or Regents or Regent equivalents), required in at least one year of high school English Language Arts

*For grade levels where the Regents exam is not used:*

- District-determined assessments from list of State-approved 3<sup>rd</sup> party assessments; or
- State-approved district, regional or BOCES-developed assessments; or
- School- or BOCES-wide, group, team, or linked results based on State/Regents assessments

**2.6) High School English Language Arts Courses: Measures and Assessments**

**Using the drop-down boxes below, please select the measure that will be used for SLOs for the grade/subject listed. Once a measure is selected, a corresponding menu will appear for the selection of the name of the assessment(s) used.**

Note: Additional high school English Language Arts courses may be listed below in the "All Other Courses" section of this form.

**Please note:** If your district/BOCES does not have grade/subject-specific teachers for one or more of the rows in questions 2.6, choose "Not

Applicable" from the drop-down box. This would be appropriate if, for example, the district/ BOCES does not have certain grades; the district/BOCES does not offer a specific subject; etc.

**Grade 9 ELA Measure**

State-approved third party assessment

**Grade 9 ELA State-Approved Third Party Assessment Name**

STAR Reading

**Grade 10 ELA Measure**

State-approved third party assessment

**Grade 10 ELA State-Approved Third Party Assessment Name**

STAR Reading

**Grade 11 ELA Measure**

Regents assessment

**Grade 11 ELA Regents Assessment Name**

Common Core English Regents

**Grade 12 ELA Measure**

State-approved third party assessment

**Grade 12 ELA State-Approved Third Party Assessment Name**

STAR Reading

**Page 4: Task 2.7 (K-2 ELA and Math)**

**Page 4: Task 2.7 (K-2 ELA and Math)**

**STUDENT LEARNING OBJECTIVES: Courses without State Assessments or Regents Exams**

SLOs shall be used for the required student performance measure for teachers who do not receive a State-provided growth score. (Please note that for teachers with more than one grade and subject, SLOs must cover the courses taught with the largest number of students, combining sections with common assessments, until a majority of students are covered.)

**For other grades/subjects: district-determined assessments from options below may be used as evidence of student learning within the SLO:**

- State-approved non-traditional standardized 3<sup>rd</sup> party assessments (grades K-2)

- State-approved district, regional or BOCES-developed assessments
- School- or BOCES-wide, group, team, or linked results based on State/Regents assessments

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## 2.7) Grade K-2 ELA and Math: Measures and Assessments

Using the drop-down boxes below, please select the measure that will be used for SLOs for the grade/subject listed. Once a measure is selected, a corresponding menu will appear for the selection of the name of the assessment(s) used.

**Please note:** If your district/BOCES does not have grade/subject-specific teachers for one or more of the rows in questions 2.7, choose "Not Applicable" from the drop-down box. This would be appropriate if, for example, common branch teachers also teach 6th grade science and/or social studies and therefore would have State-provided growth measures; the district/BOCES does not have certain grades; the district/BOCES does not offer a specific subject; etc.

### Grade K ELA Measure

State-approved non-traditional standardized third party assessment

### Grade K ELA State-Approved Non-Traditional Standardized Third Party Assessment Name

STAR Early Literacy

### Grade 1 ELA Measure

State-approved non-traditional standardized third party assessment

### Grade 1 ELA State-Approved Non-Traditional Standardized Third Party Assessment Name

STAR Early Literacy

### Grade 2 ELA Measure

State-approved non-traditional standardized third party assessment

### Grade 2 ELA State-Approved Non-Traditional Standardized Third Party Assessment Name

STAR Early Literacy

### Grade K Math Measure

State-approved non-traditional standardized third party assessment

### Grade K Math State-Approved Non-Traditional Standardized Third Party Assessment Name

STAR Math

### Grade 1 Math Measure

State-approved non-traditional standardized third party assessment

**Grade 1 Math Non-Traditional Standardized Third Party Assessment Name**

STAR Math

**Grade 2 Math Measure**

State-approved non-traditional standardized third party assessment

**Grade 2 Math State-Approved Non-Traditional Standardized Third Party Assessment Name**

STAR Math

**Page 5: Task 2.8 (Grades 6-7 Science, 6-8 Social Studies), Task 2.9 (Global 1)**

**Page 5: Task 2.8 (Grades 6-7 Science and 6-8 Social Studies) and Task 2.9 (Global Studies 1)**

**STUDENT LEARNING OBJECTIVES: Courses without State Assessments or Regents Exams**

SLOs shall be used for the required student performance measure for teachers who do not receive a State-provided growth score. (Please note that for teachers with more than one grade and subject, SLOs must cover the courses taught with the largest number of students, combining sections with common assessments, until a majority of students are covered.)

**For other grades/subjects: district-determined assessments from options below may be used as evidence of student learning within the SLO:**

- State-approved 3<sup>rd</sup> party assessments
- State-approved district, regional or BOCES-developed assessments
- School- or BOCES-wide, group, team, or linked results based on State/Regents assessments

**2.8) Grades 6-7 Science and Grades 6-8 Social Studies: Measures and Assessments**

**Using the drop-down boxes below, please select the measure that will be used for SLOs for the grade/subject listed. Once a measure is selected, a corresponding menu will appear for the selection of the name of the assessment(s) used.**

**Please note:** If your district/BOCES does not have grade/subject-specific teachers for one or more of the rows in questions 2.8, choose "Not Applicable" from the drop-down box. This would be appropriate if, for example, common branch teachers also teach 6th grade science and/or social studies and therefore would have State-provided growth measures; the district/BOCES does not have certain grades; the district/BOCES does not offer a specific subject; etc.

**Grade 6 Science Measure**

Not Applicable

**Grade 7 Science Measure**

School- or BOCES-wide group, team, or linked results based on State/Regents assessments

**Indicate the assessment(s) used for the grade 7 science school, or BOCES group, team, or linked results based on State assessments:**

**Responses Selected:**

NYS Grade 8 Science Assessment

**Grade 6 Social Studies Measure**

Not Applicable

**Grade 7 Social Studies Measure**

School- or BOCES-wide group, team, or linked results based on State/Regents assessments

Indicate the assessment(s) used for the grade 7 social studies school, or BOCES group, team, or linked results based on State assessments:

**Responses Selected:**

NYS Grade 6 ELA Assessment

NYS Grade 7 ELA Assessment

NYS Grade 8 ELA Assessment

**Grade 8 Social Studies Measure**

School- or BOCES-wide group, team, or linked results based on State/Regents assessments

Indicate the assessment(s) used for the grade 8 social studies school, or BOCES group, team, or linked results based on State assessments:

**Responses Selected:**

NYS Grade 6 ELA Assessment

NYS Grade 7 ELA Assessment

NYS Grade 8 ELA Assessment

**2.9) Regents Global Studies 1: Measures and Assessments**

Note: Additional high school social studies courses may be listed below in the "All Other Courses" section of this form. Once a measure is selected, a corresponding menu will appear for the selection of the name of the assessment(s) used.

Using the drop-down boxes below, please select the assessment that will be used for SLOs for the grade/subject listed.

**Please note:** If your district/BOCES does not have grade/subject-specific teachers for one or more of the rows in questions 2.9, choose "Not Applicable" from the drop-down box. This would be appropriate if, for example, the district/BOCES does not have certain grades; the district/BOCES does not offer a specific subject; etc.

**Global 1 Measure**

School- or BOCES-wide group, team, or linked results based on State/Regents assessments

Indicate the assessment(s) used for the Global 1 school, or BOCES group, team, or linked results based on State assessments:

**Responses Selected:**

Page 6: Task 2.10 (All Other Courses), Tasks 2.11-2.14**Page 6: Task 2.10 (All Other Courses), Task 2.11 (HEDI Scoring Bands), Task 2.12 (Teachers with More Than One Growth Measure), Task 2.13 (Assurances) and Task 2.14 (Use of the Optional Subcomponent and Student Performance Category Weighting)****2.10) All Other Courses**

Fill in, as applicable, for all other teachers in additional grades/subjects that have SLOs. If you need additional space, duplicate this form and upload (below) as an attachment to your APPR plan. You may combine into one line any groups of teachers for whom the answers in the boxes are the same including, for example, "all other teachers not named above".

For "All Other Courses" indicate the following:

- **Column 1: lowest grade that corresponds to the course**
- **Column 2: highest grade that corresponds to the course**
- **Column 3: subject of the course**
- **Column 4: measure used**
- **Once a measure is selected, a corresponding menu will appear for the selection of the name(s) of the assessment(s) used.**

To designate "All Courses Not Named Above":

**lowest grade = K, highest grade = 12, subject = All Courses Not Named Above**

To list specific courses, follow the examples below

K-3 Art:

- lowest grade = K
- highest grade = 3
- subject = Art
- measure = State-approved district, regional, or BOCES developed assessment
- assessment = District A-developed K-3 Art Assessment

Grades 9 - 12 English Electives:

- lowest grade = 9
- highest grade = 12
- subject = English Electives
- measure = School- or BOCES-wide group, team, or linked results based on State/Regents assessment
- assessment = Common Core English Regents

**Other Courses #1 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	K	12	AIS/RTI	State-approved third party assessment

**Other Courses #1 State-Approved Third Party Assessment Name**

STAR Reading

**Responses Selected:**

Click to Add Another Course

**Other Courses #2 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	K	12	Art	School- or BOCES-wide group, team, or linked results based on State/Regents assessments

Indicate the assessment(s) used for the Other Courses #2 school, or BOCES group, team, or linked results based on State assessments:

**Responses Selected:**

A building-wide State-provided growth score

**Responses Selected:**

Click to Add Another Course

**Other Courses #3 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	7	12	Business	School- or BOCES-wide group, team, or linked results based on State/Regents assessments

Indicate the assessment(s) used for the Other Courses #3 school, or BOCES group, team, or linked results based on State assessments:

**Responses Selected:**

A building-wide State-provided growth score

**Responses Selected:**

Click to Add Another Course

**Other Courses #4 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	12	12	Economics	School- or BOCES-wide group, team, or linked results based on State/Regents assessments

Indicate the assessment(s) used for the Other Courses #4 school, or BOCES group, team, or linked results based on State assessments:

Responses Selected:

A building-wide State-provided growth score

Responses Selected:

Click to Add Another Course

**Other Courses #5 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	K	10	ELL	State or Regents assessment

**Other Courses #5 Regents Assessment Name**

NYSESLAT

Responses Selected:

Click to Add Another Course

**Other Courses #6 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	10	12	English Electives	State-approved third party assessment

**Other Courses #6 State-Approved Third Party Assessment Name**

STAR Reading

Responses Selected:

Click to Add Another Course

**Other Courses #7 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	6	8	Family and Consumer Science	School- or BOCES-wide group, team, or linked results based on State/Regents assessments

Indicate the assessment(s) used for the Other Courses #7 school, or BOCES group, team, or linked results based on State

**assessments:**

**Responses Selected:**

A building-wide State-provided growth score

**Responses Selected:**

Click to Add Another Course

**Other Courses #8 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	12	12	Government	School- or BOCES-wide group, team, or linked results based on State/Regents assessments

**Indicate the assessment(s) used for the Other Courses #8 school, or BOCES group, team, or linked results based on State assessments:**

**Responses Selected:**

A building-wide State-provided growth score

**Responses Selected:**

Click to Add Another Course

**Other Courses #9 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	10	12	Health	School- or BOCES-wide group, team, or linked results based on State/Regents assessments

**Indicate the assessment(s) used for the Other Courses #9 school, or BOCES group, team, or linked results based on State assessments:**

**Responses Selected:**

A building-wide State-provided growth score

**Responses Selected:**

Click to Add Another Course

**Other Courses #10 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
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	K	12	Library	State-approved third party assessment
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**Other Courses #10 State-Approved Third Party Assessment Name**

STAR Reading

**Responses Selected:**

Click to Add Another Course

**Other Courses #11 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	7	12	Languages Other Than English	School- or BOCES-wide group, team, or linked results based on State/Regents assessments

**Indicate the assessment(s) used for the Other Courses #11 school, or BOCES group, team, or linked results based on State assessments:**

**Responses Selected:**

A building-wide State-provided growth score

**Responses Selected:**

Click to Add Another Course

**Other Courses #12 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	K	12	Music	School- or BOCES-wide group, team, or linked results based on State/Regents assessments

**Indicate the assessment(s) used for the Other Courses #12 school, or BOCES group, team, or linked results based on State assessments:**

**Responses Selected:**

A building-wide State-provided growth score

**Responses Selected:**

Click to Add Another Course

**Other Courses #13 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	9	12	Math Electives	State-approved third party assessment

**Other Courses #13 State-Approved Third Party Assessment Name**

STAR Math

**Responses Selected:**

Click to Add Another Course

**Other Courses #14 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	K	12	Physical Education	School- or BOCES-wide group, team, or linked results based on State/Regents assessments

Indicate the assessment(s) used for the Other Courses #14 school, or BOCES group, team, or linked results based on State assessments:

**Responses Selected:**

A building-wide State-provided growth score

**Responses Selected:**

Click to Add Another Course

**Other Courses #15 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	K	12	Reading	State-approved third party assessment

**Other Courses #15 State-Approved Third Party Assessment Name**

STAR Reading

**Responses Selected:**

Click to Add Another Course

**Other Courses #16 Grade(s), Subject and Measure**

	LOWEST GRADE	HIGHEST GRADE	SUBJECT	MEASURE
	10	12	Science Electives	School- or BOCES-wide group, team, or linked results based on State/Regents assessments

Indicate the assessment(s) used for the Other Courses #16 school, or BOCES group, team, or linked results based on State assessments:

**Responses Selected:**

A building-wide State-provided growth score

**No Responses Selected**

If you need additional space, upload a copy of "Form 2.10: All Other Courses" as an attachment for review. [Click here for a downloadable copy of Form 2.10. \(MS Word\)](#).

(No response)

**2.11) 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%

**2.12) Teachers with More Than One Growth Measure**

If educators have more than one State-provided growth score and rating, those scores and ratings will be combined into one score and HEDI rating for the Required Student Performance subcomponent provided by the Department. (Examples: Common branch teacher with State-provided measures for both ELA and Math in grade 4; middle school math teacher with both 7th and 8th grade math courses.)

If educators have 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 districts/BOCES must weight proportionately based on the number of students in each SLO (or in the State-provided growth measure and the SLO). For more information on teachers with more than one growth measure, please see NYSED APPR Guidance and NYSED SLO Guidance: <https://www.engageny.org/resource/appr-3012-d>.

**2.13) Assurances**

For guidance on SLOs and the development of back-up SLOs, please see NYSED APPR Guidance and NYSED SLO Guidance: <https://www.engageny.org/resource/appr-3012-d>.

Assure that the teacher has an SLO or a back-up SLO, where applicable, consistent with the goal setting process developed by the Commissioner that results in a student growth score.	Checked
Assure that all growth targets represent a minimum of one year of expected growth, as determined by the superintendent or another trained administrator. Such targets, as determined by the superintendent or another trained administrator, may only take the following characteristics into account: poverty, students with disabilities, English language learners status and prior academic history.	Checked

Assure that all growth targets are approved by the superintendent or another trained administrator.	Checked
Assure that any disagreement between parties regarding the content of the SLO, including the growth target, will be resolved by the superintendent or another trained administrator.	Checked
Assure that if a teacher's SLO is based on a small n size population and the district/BOCES chooses not to use the HEDI scoring bands listed in task 2.11, then the teacher's 0-20 score and HEDI rating will be determined using the HEDI scoring bands specified by the Department in APPR Guidance.	Checked
Assure that processes are in place for the superintendent to monitor SLOs.	Checked
Assure that the final Student Performance category rating for each teacher will be determined using the weights and growth parameters specified in Subpart 30-3 of the Rules of the Board of Regents.	Checked

## 2.14) Use of the Optional Subcomponent and Student Performance Category Weighting

- If the Optional subcomponent is not used, the Required subcomponent will comprise 100% of the Student Performance category.
- If the Optional subcomponent is used, the Required subcomponent must comprise at least 50% of the Student Performance category.

Please indicate the use of the Optional subcomponent by making the appropriate selection below. Information related to the Optional subcomponent will be entered into Task 3.

The Optional subcomponent WILL NOT be used; the Required subcomponent will comprise 100% of the Student Performance category.

# Task 3. Student Performance - Optional Subcomponent (Teachers)

Created: 04/30/2013

Last updated: 08/06/2015

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Use the links above to move between pages in Task 3; be sure to click 'Save & Continue Editing' before moving to another page. The 'Next' button at the bottom of the page can be used to move forward only when the current page is complete.

For guidance on the Optional subcomponent of the Student Performance measure, see NYSED APPR Guidance:

<https://www.engageny.org/resource/appr-3012-d>.

## Page 1: Task 3.1

### Page 1: Task 3.1 (Use of the Optional Subcomponent of the Student Performance Category)

#### OPTIONAL SUBCOMPONENT

(Up to 50% of Student Performance category if selected)

Such second measure shall apply in a consistent manner, to the extent practicable, across all classrooms in the same grade/subject in the district/BOCES and be either:

- (A) a second State-provided growth score on a State-created or administered test; provided that the State-provided growth measure is different than that used in the Required subcomponent, or
- (B) a growth score based on a State-designed supplemental assessment, calculated using a State-provided or approved growth model.

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### 3.1) Use of the Optional Subcomponent of the Student Performance Category

Please indicate the use of the Optional subcomponent by making the appropriate selection below.

- If the Optional subcomponent WILL be used, please fill out tasks 3.2-3.12 by using the "Next" button to move through each task.

The Optional subcomponent WILL NOT be used in the Student Performance category for any teacher.

# Task 4. Teacher Observation Category

Created: 04/30/2013

Last updated: 10/20/2015

**Please note, within this section, task 4.1 may contain the rubric selection(s) from your plan as it existed on June 2, 2015.\* The remaining tasks in this section will not contain data from your previous plan and must be completed.**

*\* Please note that documents and language will not be pre-populated into the plan if your district/BOCES chose to start with a blank application.*

For guidance on the Teacher Observation category, see NYSED APPR Guidance: <https://www.engageny.org/resource/appr-3012-d>.

## Page 1

### 4.1) Teacher Practice Rubric

Select a teacher practice rubric from the menu of State-approved rubrics to assess performance based on the observable NYS Teaching Standards. If your district has been granted a variance by NYSED through the variance process, select "district variance" from the menu.

If your district/BOCES is using an additional rubric, please select the rubric from the second menu below. If your district/BOCES will not use a second rubric, please select "N/A" from the end of the drop-down menu. (Note: Any district/BOCES may use multiple rubrics, as long as the same rubric is used for all classroom teachers in a grade/subject across the district/BOCES.)

#### Rubric 1

Danielson's Framework for Teaching

#### Rubric 2

N/A

### 4.2) Assurances

Please check all of the boxes below:

Assure that all observable NYS Teaching Standards/Domains of the selected practice rubric are assessed at least once a year across the total number of annual observations.	Checked
Assure that the process for assigning points for the Teacher Observation category will be in compliance with the locally-determined subcomponent weights and overall Observation category score and rating based on the constraints prescribed by the Commissioner in Subpart 30-3 of the Rules of the Board of Regents.	Checked
Assure that the same rubric(s) is used for all classroom teachers in a grade/subject across the district/BOCES; provided that districts/BOCES may locally determine whether to use different rubrics for teachers who teach different grades and/or subjects during the school year.	Checked
Assure that the same rubric(s) is used for all observations of a classroom teacher across the observation types in a given school year.	Checked

### 4.3) Process for Weighting Rubric Domains/Subcomponents

Please describe the process for weighting the observable domains/subcomponents of the chosen practice rubric (e.g., All observable components will be weighted equally and averaged). For guidance on the Teacher Observation category, see NYSED APPR Guidance: <https://www.engageny.org/resource/appr-3012-d>.

All observable domains and subcomponents of the Charlotte Danielsen rubric will be we weighted equally and averaged.

#### 4.4) Calculating Observation Ratings

Please check the boxes below:

Assure that each set of observations (by supervisor/other trained administrator, independent, or peer) will be completed using the selected practice rubric, producing an overall score between 1 and 4. The overall weighted observation score will then be converted into a HEDI rating using the chart shown below.	Checked
Assure that once all observations are complete, the different types of observations will be combined using a weighted average consistent with the weights specified in task 4.5 below, producing an overall Observation category score between 0 and 4. In the event that a teacher earns a score of 1 on all rated components of the practice rubric across all observations, a score of 0 will be assigned.	Checked
Assure that if the district is granted an annual Independent Evaluator Hardship Waiver by the Department, the second observation(s) shall be conducted by one or more evaluators selected and trained by the district, who are different than the evaluator(s) who conducted the observation(s) required to be performed by the principal/supervisor or other trained administrator.	(No response)

#### Teacher Observation Scoring Bands

	Overall Observation Category Score and Rating	
	Minimum	Maximum
<b>H</b>	3.5 to 3.75	4.0
<b>E</b>	2.5 to 2.75	3.49 to 3.74
<b>D</b>	1.5 to 1.75	2.49 to 2.74
<b>I</b>	0	1.49 to 1.74

Using the dropdown menus below, please indicate the locally-determined rubric scoring ranges based on the constraints prescribed by the Commissioner in Subpart 30-3 of the Rules of the Board of Regents for each of the rating categories.

	Minimum Rubric Score	Maximum Rubric Score
Highly Effective	3.50	4.00
Effective	2.50	3.49
Developing	1.50	2.49

Ineffective	0.00	1.49
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#### 4.5) Teacher Observation Subcomponent Weighting

##### Required Subcomponents:

- **Observations by Principal(s) or Other Trained Administrators: At least 80% of the Teacher Observation category score**
- **Observations by Impartial Independent Trained Evaluator(s)\*: At least 10%, but no more than 20% of the Teacher Observation category score**

##### Optional Subcomponent:

- **Observations by Trained Peer Observer(s): No more than 10% of the Teacher Observation category score when selected**

Please be sure the total of the weights indicated equals 100%.

*\* If the district is granted an annual Independent Evaluator Hardship Waiver by the Department, this subcomponent will be satisfied through the use of one or more evaluators selected and trained by the district, who are different than the evaluator(s) who conducted the observation(s) required to be performed by the principal/supervisor or other trained administrator.*

	Principal - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Indicate the weighting of each subcomponent:	90%	10%	N/A

If your district has allocated weight to Peer Observer(s), please indicate the grades and subjects for which Peer Observers will be used:

(No response)

#### 4.6) Assurances

Please check all of the boxes below:

Assure that independent evaluator(s) are not employed in the same school building, as defined by BEDS code, as the teacher(s) they are evaluating.	Checked
Assure that, if observations are being conducted by trained peer observer(s), these teacher(s) received an overall rating of Effective or Highly Effective in the previous school year.	Checked
Assure that the following elements will not be used in calculating a teacher's Observation category score and rating: evidence of student development and performance derived from lesson plans, other artifacts of teacher practice, and student portfolios, except for student portfolios measured by a State-approved rubric where permitted by the Department; use of an instrument for parent or student feedback; use of professional goal-setting as evidence of teacher effectiveness.	Checked
Assure that the length of all observations for teachers will be conducted pursuant to the locally-determined durations.	Checked
Assure that independent evaluator(s) will be trained and selected by the district/BOCES.	Checked

Assure that peer observer(s), as applicable, will be trained and selected by the district/BOCES.	Checked
Assure that at least one of the required observations will be unannounced.	Checked

#### 4.7) Number of Observations

##### Probationary Teachers

Indicate the number of unannounced and announced observations for each observation type in the boxes below (e.g., minimum of 2, 5). If the Optional Peer Observation subcomponent will not be used, please indicate, "N/A".

	Principal - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Unannounced	0	1	N/A
Announced	2	0	N/A

##### Tenured Teachers

Indicate the number of unannounced and announced observations for each observation type in the boxes below (e.g., minimum of 2, 5). If the Optional Peer Observation subcomponent will not be used, please indicate, "N/A".

	Principal - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Unannounced	0	1	N/A
Announced	1	0	N/A

#### 4.8) Observation Method

##### Probationary Teachers

	Principal - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Will unannounced observations of teachers be done in person, by video, or both?	N/A	In Person	N/A
Will announced observations of teachers be done in person, by video, or both?	In Person	N/A	N/A

##### Tenured Teachers

	Principal - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Will unannounced observations of teachers be done in person, by video, or both?	N/A	In Person	N/A
Will announced observations of teachers be done in person, by video, or both?	In Person	N/A	N/A

## Task 5. Overall Scoring (Teachers)

Created: 04/30/2013

Last updated: 08/06/2015

For guidance on APPR scoring, see NYSED APPR Guidance: <https://www.engageny.org/resource/appr-3012-d>.

### Page 1

#### 5.1) Scoring Ranges

Student Performance: HEDI ratings must be assigned based on the point distribution below.

	Overall Student Performance Category Score and Rating	
	<i>Minimum</i>	<i>Maximum</i>
<b>H</b>	18	20
<b>E</b>	15	17
<b>D</b>	13	14
<b>I</b>	0	12

Teacher Observation: HEDI ratings must be assigned based on locally-determined ranges consistent with the constraints listed below.

	Overall Observation Category Score and Rating	
	<i>Minimum</i>	<i>Maximum</i>
<b>H</b>	3.5 to 3.75	4.0
<b>E</b>	2.5 to 2.75	3.49 to 3.74
<b>D</b>	1.5 to 1.75	2.49 to 2.74
<b>I</b>	0	1.49 to 1.74

#### 5.2) Scoring Matrix for the Overall Rating

		Teacher Observation			
		Highly Effective (H)	Effective (E)	Developing (D)	Ineffective (I)
Student Performance	Highly Effective (H)	H	H	E	D
	Effective (E)	H	E	E	D
	Developing (D)	E	E	D	I
	Ineffective (I)	D*	D*	I	I

\* If a teacher is rated Ineffective on the Student Performance category, and a State-designed supplemental assessment was included as an Optional subcomponent of the Student Performance category, the teacher can be rated no higher than Ineffective overall (see Education Law §3012-d (5)(a) and (7)).

### 5.3) Assurances

Please check all of the boxes below:

Assure that each subcomponent and category score and rating and the Overall rating will be calculated pursuant to the requirements specified in Subpart 30-3 of the Rules of the Board of Regents.	Checked
Assure that it is possible to obtain a zero in each subcomponent.	Checked
Assure the overall rating determination for a teacher shall be determined according to the evaluation matrix.	Checked
Assure that a student will not be instructed, for two consecutive school years, by any two teachers of the same subject in the same school district who have received Ineffective ratings under Education Law §3012-d in the year immediately prior to the school year in which the student is placed in the teacher's classroom unless the district has received a waiver from the Department.	Checked

# Task 6. Additional Requirements (Teachers)

Created: 04/30/2013

Last updated: 10/20/2015

Please note, within this section, tasks 6.2 (improvement plan), 6.4 (appeals language) and 6.6 (training language) may contain information from your plan as it existed on June 2, 2015.\* The remaining tasks in this section will not contain data from your previous plan and must be completed. Additionally, task 6.6 must be modified to address training of independent evaluators and, as applicable, peer observers.

\* Please note that documents and language will not be pre-populated into the plan if your district/BOCES chose to start with a blank application.

For more information on the additional requirements for teachers, see NYSED APPR Guidance: <https://www.engageny.org/resource/appr-3012-d>.

## Page 1

### 6.1) Assurances: Teacher Improvement Plans

Assure that the district/BOCES will formulate and commence implementation of a Teacher Improvement Plan (TIP) for all teachers who receive a Developing or Ineffective rating by October 1 following the school year for which such teacher's performance is being measured or as soon as practicable thereafter.	Checked
Assure that TIP plans developed and implemented by the superintendent or his/her designee, in the exercise of his/her pedagogical judgment, 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 teacher's improvement in those areas.	Checked

### 6.2) Attachment: Teacher Improvement Plan Forms

As a required attachment to this APPR plan, upload the TIP forms that are used in the school district/BOCES. All TIP plans developed and implemented by the superintendent or his/her designee, in the exercise of his/her pedagogical judgment, must include:

- 1) identification of needed areas of improvement;
- 2) a timeline for achieving improvement;
- 3) the manner in which the improvement will be assessed; and, where appropriate,
- 4) differentiated activities to support a teacher's improvement in those areas.

For a list of supported file types, go to the Resources folder (above) and click Technical Tips. Please be sure to update a document with a form layout, with fillable spaces and not just a narrative.

[https://NYSED-APPR3.fluidreview.com/media/assets/survey-uploads/49388/3889726-Df0w3Xx5v6/appr\\_62\\_tip\\_pp\\_revised%2010.20.15-Depew%20TIP%20Form.doc](https://NYSED-APPR3.fluidreview.com/media/assets/survey-uploads/49388/3889726-Df0w3Xx5v6/appr_62_tip_pp_revised%2010.20.15-Depew%20TIP%20Form.doc)

### 6.3) Assurance: Appeals

Please check the box below:

Assure the district/BOCES has collectively bargained appeal procedures that are consistent with the regulations and that they provide for the timely and expeditious resolution of an appeal.	Checked
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### 6.4) Appeals

Pursuant to Education Law §3012-d, a teacher may only challenge the following in an appeal to their district/BOCES:

(1) the substance of the annual professional performance review; which shall include the following:

(i) in the instance of a teacher rated Ineffective on the Student Performance category, but rated Highly Effective on the Observation category based on an anomaly, as determined locally;

(2) the school district's/BOCES' adherence to the standards and methodologies required for such reviews, pursuant to Education Law §3012-d; and

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

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

#### Depew Union Free School District APPR Appeals Process:

#### Appeals Procedure to Challenge Annual Professional Performance Review (APPR) and/or Teacher Improvement Plan (TIP)

1. A teacher may challenge his/her APPR and/or TIP pursuant to Education Law 3012-d but such APPR/TIP Appeal may only include

a. The substance of the teacher's APPR if and only if the teacher receives a "Developing" or "Ineffective" rating (teachers receiving a "Highly Effective" or "Effective" rating may not appeal the substance of their APPR);

b. The District's adherence to the standards and methodologies for the APPR pursuant to Education Law 3012-d.

c. The District's adherence to the Commissioner's regulations and compliance with the negotiated APPR procedures herein.

d. The District's issuance of a TIP or implementation of the terms of the TIP.

2. The APPR/TIP Appeal shall not be grievable.

3. The APPR/TIP Appeal shall, at the teacher's choice, be conducted either by:

a. A panel of two (2) teachers chosen by the DTO President and two (2) administrators chosen by the Superintendent (neither of who can be the administrator responsible for the APPR/TIP), or

b. A written appeal submitted directly to, and decided by, the Superintendent, or

c. A written appeal submitted directly to, and decided by, a third party neutral panel, chosen from a list that has been approved by both the District and DTO.

4. If the APPR/TIP Appeal is submitted to a Panel, the Panel shall submit its nonbinding recommendations to the Superintendent within ten (10) days of receiving and hearing the teacher's appeal. The decision of the Superintendent in all cases shall be final and binding, and there shall be no further appeal to any other authority, including, but not limited to, the Commissioner of Education, State or Federal courts, the Public Employment Relations Board (PERB) or the contractual grievance/arbitration procedure set forth with the CBA between the District and DTO.

5. Process: All APPR/TIP Appeals shall:

a. be in writing. Initially, all APPR/TIP appeals will be conducted on the papers. However, the teacher involved will, if elected to, have the opportunity to present their appeals information. The teacher shall have the burden of sustaining the ground(s) upon which the appeal is based.

b. be submitted within ten (10) calendar days, without exception. The date the APPR is dated shall be deemed the date the ten (10) day period commences the teacher's time to submit an APPR Appeal. An APPR Appeal must be personally delivered by the teacher or the teacher's DTO representative to the Superintendent. Any APPR/TIP Appeal not submitted within this timeframe shall be deemed waived and not subject to review in any other forum.

c. specify all the grounds upon which the appeal is being made with all supporting documentation upon which the teacher relies in support of the appeal attached to the APPR/TIP Appeal. All grounds on which an APPR/TIP is appealed must be stated in the teacher's APPR. Under no circumstance shall a teacher be permitted to submit more than one APPR Appeal relating to the same APPR. Any ground not included in the teacher's original APPR/TIP Appeal shall be deemed waived and unappealable.

d. The Superintendent or Superintendent's designee shall render a final written decision on the APPR/TIP Appeal within fourteen (14) calendar days after the APPR/TIP Appeal, or Panel recommendations are received. This decision will be delivered to the teacher and the teacher's supervisor. The decision, a copy of the APPR/TIP appeal and any supporting documents from the teacher shall be attached to the APPR or TIP, whichever is applicable.

e. The original APPR/TIP Appeal, the decision and any accompanying documents shall be placed in the teacher's personnel file.

In the event there is a conflict between the above and any other section of the Collective Bargaining Agreement between the District and DTO, the terms of this Appeal Procedure shall apply. If there is any remuneration or lack thereof that is applicable to any decision regarding the APPR Evaluation/Procedure/Appeals, the Parties agree to revisit and collectively bargain the impact of this change.

Approved by APPR Committee 5/3/2012

## 6.5) Assurance: Evaluators

The district/BOCES assures that all evaluators will be properly trained and lead evaluators will be certified on the below elements prior to completing a teacher's evaluation. Note: independent observers and peer observers need only be trained on elements 1, 2, and 4 below.

Checked

- (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 any other growth model approved by the Department as defined in section 30-3.2 of this Subpart
- (4) Application and use of the State-approved teacher rubric(s) selected by the district/BOCES for use in evaluations, including training on the effective application of such rubrics to observe a teacher's practice
- (5) Application and use of any assessment tools that the school district/BOCES utilizes to evaluate its classroom teachers
- (6) Application and use of any locally selected measures of student growth used in the Optional subcomponent of the Student Performance category used by the district/BOCES to evaluate its teachers
- (7) Use of the Statewide Instructional Reporting System
- (8) The scoring methodology utilized by the Department and/or the district/BOCES to evaluate a teacher under this Subpart, including the weightings of each subcomponent within a category; how overall scores/ratings are generated for each subcomponent and category and application and use of the evaluation matrix(es) prescribed by the Commissioner for the four designated rating categories used for the teacher's

overall rating and their category ratings

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

## 6.6) Training of Lead Evaluators, Evaluators, Independent Observers, and Peer Observers and Certification of Lead Evaluators

Describe the process for training evaluators, including impartial and independent observers and peer observers, and certifying and re-certifying lead evaluators. Your description must include:

- 1) the process for training lead evaluators and evaluators, including impartial independent observers and peer observers,
- 2) the process for the certification and re-certification of lead evaluators,
- 3) the process for ensuring inter-rater reliability,
- 4) the nature (content) and the duration (how many hours, days) of such training.

Depew Union Free School District participates with Erie 1 BOCES for training of lead evaluators, evaluators and impartial independent observers. Depew has negotiated not to use peer observers for teachers and principals. Each year there are a minimum of seven half day sessions for training at BOCES which address the nine elements required to perform an evaluation prescribed in 30-3.10. Annually our Board of Education certifies that all lead evaluators and evaluators are trained under the nine requirements prescribed in 30-3.10 of the rules of the Board of Regents and that independent observers are trained on the three requirements prescribed in 30-3.10(c)

In addition Depew conducts training for all evaluators, lead evaluators and independent observers (minimum of 7 half-day sessions) within the District by teacher and principal leaders on career ladder pathways. These trainings focus on inter-rater reliability to ensure there is an agreed-upon definition of what high-quality instruction looks like. Our inter-rater reliability sessions are organized around clearly established and accepted standards of practice, using the Charlotte Danielson rubric for Enhancing Professional Practice. Specific outcomes of these sessions include:

- \*Reach agreement of what effective instruction looks like
- \*Develop awareness of issues of bias and how biases impact consistency and fairness
- \*Practice performing observations of video classrooms and compare results with other evaluators
- \*Achieve levels of agreement for rater reliability
- \* Provide feedback that is consistent with scoring
- \*Create coaching conversations that foster teacher growth

A collection of "look fors" will be compiled for evaluators to use as a resource. The use of researched based practices and best practices will be discussed to increase the capacity to offer feedback which is worthwhile and meaningful for teachers to implement. This will be developed throughout the school year.

Topic and Focus for in-district Lead evaluator, evaluator and independent observer Training: (our independent observers will attend all trainings, even though only 3 criteria are required

Meeting 1- September 23, 2015

☒ Criteria #1: The New York State Teaching Standards and their related elements and performance indicators and the Leadership standards and their related functions.

Meeting 2 - October 20, 2015

☒ Criteria # 2: Evidence-based observation techniques that are grounded in research

Meeting 3- November 6, 2015

- Criteria #3: Application and use of the Charlotte Danielson rubric (teachers) to observe teacher practice
- Create a collection of highly effective “look fors”

Meeting 4 - December 3, 2015

- Managing Classroom Procedures and Behaviors
- specific considerations in evaluating teachers of English Language Learners and students with disabilities.

Meeting 5 - February 17, 2016

- Communicating with Students, parents and the community
- consistent communication strategies about Common Core and career college ready expectations

Meeting 6 - March 30, 2016

- Questioning and Discussion
- Evidence- based instruction for highly effective teaching

Meeting 7- May 19, 2016

- Assessment for Instruction
- Application and use of various assessment tools (formative and summative)
- Use of the statewide instructional reporting system and Data warehouse

To assist with the above training sessions we will also use Edivate software from the School Improvement Network to practice and verify inter-rater reliability. These annual training sessions are a systemic approach to calibrate observations and build capacity around effective instructional practices resulting in fair and consistent professional practice ratings.

Lead evaluators will be re-certified by the Board of Education annually. Additionally all evaluators, lead evaluators and independent observers will be re-trained annually with similar meetings as above to maintain calibration levels consistent with district expectations. New evaluators and lead evaluators will be subject to the same training that will address the required elements found in section 30-3.10 and 10(C) of the Regents rules.

**6.7) Assurances: Teacher Evaluation**

Please check all of the boxes below:

Assure that the district/BOCES shall compute and provide to the teacher their score and rating for the Student Performance category, if available, and for the Teacher Observation category for a teacher’s Annual Professional Performance Review, in writing, no later than the last school day of the school year for which the teacher is being measured, but in no case later than September 1 of the school year next following the school year for which the teacher’s performance is being measured.	Checked
--	---------

Assure that the evaluation system will be used as a significant factor for employment decisions.	Checked
Assure that teachers will receive timely and constructive feedback as part of the evaluation process.	Checked
Assure that the following prohibited elements listed in Education Law §3012-d(6) are not being used as part of any teacher's evaluation: evidence of student development and performance derived from lesson plans, other artifacts of teacher practice, and student portfolios, except for student portfolios measured by a State-approved rubric where permitted by the Department; use of an instrument for parent or student feedback; use of professional goal-setting as evidence of teacher effectiveness; any district or regionally-developed assessment that has not been approved by the Department; and any growth or achievement target that does not meet the minimum standards as set forth in regulations of the Commissioner.	Checked
Assure that if the district is granted an annual Independent Evaluator Hardship Waiver by the Department, the second observation(s) shall be conducted by one or more evaluators selected and trained by the district, who are different than the evaluator(s) who conducted the observation(s) required to be performed by the principal/supervisor or other trained administrator.	Checked

### 6.8) Assurances: Assessments

Please check all of the boxes below:

Assure that, where applicable, if students in Common Core courses are taking both the 2005 Learning Standards and Common Core versions of the Regents Assessment, then the district/BOCES will use the higher of the two scores to determine whether a student has met his/her growth target.	Checked
Assure that the amount of time devoted to traditional standardized assessments that are not specifically required by state or federal law for each classroom or program within a grade level does not exceed, in the aggregate, one percent of the minimum required annual instructional hours for the grade.	Checked
Assure that individuals with vested interest in the outcome of their assessments are not involved, to the extent practicable, in the administration and scoring of those assessments.	Checked

### 6.9) Assurances: Data

Please check all of the boxes below:

Assure that SED 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 regulations, in a format and timeline prescribed by the Commissioner.	Checked
Assure that the district/BOCES provides an opportunity for every classroom teacher to verify the subjects and/or student rosters assigned to them.	Checked
Assure scores and ratings for all teachers will be reported to NYSED for each category, as well as the overall rating, as per NYSED requirements.	Checked
Assure that enrolled students in accordance with teacher of record policies are included and may not be excluded.	Checked

Assure that procedures for ensuring data accuracy and integrity are being utilized.

Checked

# Task 7. Student Performance – Required Subcomponent

Created: 04/30/2013

Last updated: 10/20/2015

For guidance on the Required subcomponent of the Student Performance category, see NYSED APPR Guidance:

<https://www.engageny.org/resource/appr-3012-d>.

## Page 1

### **REQUIRED SUBCOMPONENT**

**(100% of Student Performance category if only the Required subcomponent is used or at least 50% when used with Optional subcomponent)**

**(A) For a principal in grades 4-8 ELA, math and/or high school courses with State or Regents assessments (or principals of programs with any of these assessments) who have at least 30% of his/her students covered under a State-provided growth measure, such principal shall have a State-provided growth score based on such model.**

**(B) For a principal where less than 30% of his/her students are covered under the State-provided growth measure, such principal shall have a Student Learning Objective (SLO), consistent with the SLO process determined or developed by the Commissioner, that results in a student growth score; provided that, for any principal whose building or program includes courses that end in a State-created or administered assessment for which there is no State-provided growth model, such assessment must be used as the underlying assessment for such SLO.**

### **7.1) STATE-PROVIDED MEASURES OF STUDENT GROWTH**

For principals with at least 30% of their students covered under a State-provided growth measure, such principal shall have a State-provided growth score based on such model. Please list the grade configurations of the school(s)/program(s) in your district/BOCES where it is expected that 30-100% of a principal's students are taking assessments with a State-provided growth, (e.g., K-5, PK-6, 6-8, 6-12, 9-12, etc.). For principals where less than 30% of their students are covered under a State-provided growth measure, such principals shall have a SLO consistent with a goal setting process determined or developed by the Commissioner that results in a student growth score; provided that for any teacher whose course ends in a State created or administered assessment for which there is no State-provided growth model, such assessment must be used as the underlying assessment for such SLO. (See Guidance for more detail on principals with State-provided measures and SLOs.)

**For those principals who would typically receive a State-provided growth score, the district/BOCES must also include a back-up SLO process in the event that there are not enough students, not enough scores, or data issues that prevent a State-provided growth score from being calculated for that principal.**

Please list the grade configurations of the schools or principals where State-provided growth measures will apply (please list, e.g., K-5, PK-6, 6-8, 6-12, 7-12, 9-12). For each configuration, also indicate the measure and assessment(s) used for the back-up SLO.

**For each grade configuration indicate the following:**

- **Column 1: lowest grade that corresponds to the building or program**
- **Column 2: highest grade that corresponds to the building or program**
- **Use the checkboxes to indicate the State assessments or Regents exams used**

*Follow the examples below*

Grades K-6:

- lowest grade = K
- highest grade = 6

- assessments = NYS Grades 4-6 ELA and Math Assessments (check all)

Grades 7-12:

- lowest grade = 7
- highest grade = 12
- assessments = NYS Grades 7-8 ELA and Math Assessments and All Regents assessments which are used to generate the principal's State-provided growth score (check all)

### Grade Configuration #1

	GRADE FROM	GRADE TO
	K	5

#### Grade Configuration #1 Assessment Name(s)

**Responses Selected:**

NYS Grade 4 ELA Assessment
NYS Grade 5 ELA Assessment
NYS Grade 4 Math Assessment
NYS Grade 5 Math Assessment

**Responses Selected:**

Click to Add Another Configuration

### Grade Configuration #2

	GRADE FROM	GRADE TO
	6	8

#### Grade Configuration #2 Assessment Name(s)

**Responses Selected:**

NYS Grade 6 ELA Assessment
NYS Grade 7 ELA Assessment
NYS Grade 8 ELA Assessment
NYS Grade 6 Math Assessment
NYS Grade 7 Math Assessment
NYS Grade 8 Math Assessment

**Responses Selected:**

Click to Add Another Configuration

### Grade Configuration #3

	GRADE FROM	GRADE TO
	9	12

### Grade Configuration #3 Assessment Name(s)

#### Responses Selected:

All Regents assessments which are used to generate the principal's State-provided growth score

#### No Responses Selected

### 7.1) Assurances

Assure that the growth score provided by NYSED will be used, where required.	Checked
Assure that back-up SLOs will be set by the superintendent or another trained administrator for all principals who receive a State-provided growth score in the event that a State-provided growth score cannot be generated for that principal.	Checked

### 7.2) STUDENT LEARNING OBJECTIVES

SLOs must be used for principals in buildings or programs in which fewer than 30% of students take Grades 4-8 ELA, math, and/or high school courses with State or Regents assessments. SLOs will be developed using the assessments covering the most students in the school or program and continuing until at least 30% of students in the school or program are covered by SLOs. For guidance on SLOs, see NYSED SLO Guidance: <https://www.engageny.org/resource/appr-3012-d>. The district/BOCES must select the type of assessment that will be used with the SLO from the options below.

- If any grade/course in the building has a State-provided growth measure AND the principal must have SLOs because fewer than 30% of students in the building are covered, then the SLOs must begin first with the SGP results.
- Additional SLOs must then be set based on grades/subjects with State assessments for which there is no State-provided growth measure, where applicable.
- If additional SLOs are necessary, principals must begin with the grade(s)/course(s) that have the largest number of students using school-wide student results from one of the following assessment options:
  - State-approved 3<sup>rd</sup> party assessment; or
  - State-approved district, regional, or BOCES-developed assessment.

#### For each grade configuration indicate the following:

- **Column 1: lowest grade that corresponds to the building or program**
- **Column 2: highest grade that corresponds to the building or program**
- **Column 3: measure used**
- **Once a measure is selected, a corresponding menu will appear for the selection of the name(s) of the assessment(s) used.**

Follow the example below

Grades K-3:

- lowest grade = K
- highest grade = 3
- measure = State or Regents assessment
- assessment = NYS Grade 3 ELA Assessment and NYS Grade 3 Math Assessment

### Grade Configuration #1 Grades and Measure

	GRADE FROM	GRADE TO	MEASURE

No Responses Selected

### 7.3) 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%

### 7.4) Principals with More Than One Growth Measure

If educators have more than one State-provided growth score and rating, those scores and ratings will be combined into one score and HEDI rating for the Required Student Performance subcomponent provided by the Department. (Examples: Principals of K-8 schools with growth measures for ELA and math grades 4-8.)

If educators have 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 districts/BOCES must weight proportionately based on the number of students in each SLO (or in the State-provided growth measure and the SLO). For more information on principals with more than one growth measure, please see NYSED APPR Guidance and NYSED SLO Guidance: <https://www.engageny.org/resource/appr-3012-d>.

### 7.5) Assurances

Please check all of the boxes below:

Assure that the principal has an SLO or a back-up SLO, where applicable, consistent with the goal setting process developed by the Commissioner that results in a student growth score.	Checked
Assure that all growth targets represent a minimum of one year of expected growth, as determined by the superintendent or another trained administrator. Such targets, as determined by the superintendent or another trained administrator, may only take the following characteristics into account: poverty, students with disabilities, English language learners status and prior academic history.	Checked
Assure that all growth targets are approved by the superintendent or another trained administrator.	Checked
Assure that any disagreement between parties regarding the content of the SLO, including the growth target, will be resolved by the superintendent or another trained administrator.	Checked
Assure that if a principal's SLO is based on a small n size population and the district/BOCES chooses not to use the HEDI scoring bands listed in task 7.3, then the principal's 0-20 score and HEDI rating will be determined using the HEDI scoring bands specified by the Department in APPR Guidance.	Checked
Assure that processes are in place for the superintendent to monitor SLOs.	Checked
Assure that the final Student Performance category rating for each principal will be determined using the weights and growth parameters specified in Subpart 30-3 of the Rules of the Board of Regents.	Checked

### 7.6) Student Performance Subcomponent Weighting

- If the Optional subcomponent is not used, the Required subcomponent will comprise 100% of the Student Performance category.
- If the Optional subcomponent is used, the Required subcomponent must comprise at least 50% of the Student Performance category.

**Please indicate the use of the Optional subcomponent by checking the box below. Information related to the Optional subcomponent will be entered into Task 8.**

The Optional subcomponent WILL NOT be used; the Required subcomponent will comprise 100% of the Student Performance category.

# Task 8. Student Performance – Optional Subcomponent

Created: 04/30/2013

Last updated: 08/06/2015

Use the links above to move between pages in Task 8; be sure to click 'Save & Continue Editing' before moving to another page. The 'Next' button at the bottom of the page can be used to move forward only when the current page is complete.

For guidance on the Optional subcomponent of the Student Performance category, see NYSED APPR Guidance:

<https://www.engageny.org/resource/appr-3012-d>.

## Page 1: Task 8.1

### Page 1: Task 8.1 (Use of the Optional Subcomponent of the Student Performance Category)

#### OPTIONAL SUBCOMPONENT

(Up to 50% of Student Performance category if selected)

Such second measure shall apply in a consistent manner, to the extent practicable, across all buildings with the same grade configuration or program in the district/BOCES and be either:

- (A) a second State-provided growth score on a State-created or administered test; provided that a different measure is used than that for the Required subcomponent in the Student Performance category, or
- (B) a growth score based on a State-designed supplemental assessment, calculated using a State-provided or approved growth model.

#### 8.1) Use of the Optional Subcomponent for Student Performance Measures

Please indicate the use of the Optional subcomponent by making the appropriate selection below.

- If the Optional subcomponent WILL be used, please fill out tasks 8.2-8.4 by using the "Next" button to move through each task.

The Optional subcomponent WILL NOT be used in the Student Performance category for any principal.

# Task 9. Principal School Visit Category

Created: 04/30/2013

Last updated: 08/06/2015

Please note, within this section, task 9.1 may contain the rubric selection(s) from your plan as it existed on June 2, 2015.\* The remaining tasks in this section will not contain data from your previous plan and must be completed.

\* Please note that documents and language will not be pre-populated into the plan if your district/BOCES chose to start with a blank application.

For guidance on the Principal School Visit category, see NYSED APPR Guidance: <https://www.engageny.org/resource/appr-3012-d>.

## Page 1

### 9.1) Principal Practice Rubric

Select a principal practice rubric from the menu of State-approved rubrics to assess performance based on ISLLC 2008 Standards. If your district has been granted a variance by NYSED through the variance process, select "district variance" from the menu.

If your district/BOCES is using an additional rubric, please select the rubric from the second menu below. If your district/BOCES will not use a second rubric, please select "N/A" from the end of the drop-down menu. (Note: Any district may use multiple rubrics, as long as the same rubric is used for all principals in the same or similar programs or grade configurations across the district.)

#### Rubric 1

Multidimensional Principal Performance Rubric

#### Rubric 2

N/A

### 9.2) Assurances

Please check all of the boxes below:

Assure that all observable ISLLC 2008 Leadership Standards/Domains of the selected practice rubric are assessed at least once a year across the total number of annual school visits.	Checked
Assure that the process for assigning points for the Principal School Visit category will be in compliance with the locally-determined subcomponent weights and overall School Visit category score and rating based on the constraints prescribed by the Commissioner in Subpart 30-3 of the Rules of the Board of Regents.	Checked
Assure that the same rubric(s) is used for all principals in the same or similar programs or grade configurations across the district/BOCES; provided that districts/BOCES may locally determine whether to use different rubrics for a principal assigned to different grade level configurations or building types.	Checked
Assure that the same rubric(s) is used for all school visits for a principal across the school visit types in a given school year.	Checked

### 9.3) Process for Weighting Rubric Domains/Subcomponents

Please describe the process for weighting the observable domains/subcomponents of the chosen practice rubric (e.g., All observable

components will be weighted equally and averaged). For guidance on the Principal School Visit category, see NYSED APPR Guidance: <https://www.engageny.org/resource/appr-3012-d>.

All the observable components in the Multidimensional Principal Performance Rubric will be weighted equally and averaged.

### 9.4) Calculating School Visit Ratings

Please check the boxes below:

Assure that each set of school visits (by supervisor/other trained administrator, independent, or peer) will be completed using the selected practice rubric, producing an overall score between 1 and 4. The overall weighted school visit score will be converted into a HEDI rating using the chart shown below.	Checked
Assure that once all school visits are complete, the different types of school visits will be combined using a weighted average consistent with the weights specified in task 9.5 below, producing an overall School Visit category score between 0 and 4. In the event that a principal earns a score of 1 on all rated components of the practice rubric across all observations, a score of 0 will be assigned.	Checked

### Principal School Visit Scoring Bands

	Overall School Visit Category Score and Rating	
	<i>Minimum</i>	<i>Maximum</i>
<b>H</b>	3.5 to 3.75	4.0
<b>E</b>	2.5 to 2.75	3.49 to 3.74
<b>D</b>	1.5 to 1.75	2.49 to 2.74
<b>I</b>	0	1.49 to 1.74

Using the dropdown menus below, please indicate the locally-determined rubric scoring ranges based on the constraints prescribed by the Commissioner in Subpart 30-3 of the Rules of the Board of Regents for each of the rating categories.

	Minimum Rubric Score	Maximum Rubric Score
Highly Effective	3.50	4.00
Effective	2.50	3.49
Developing	1.50	2.49
Ineffective	0.00	1.49

## 9.5) Principal School Visit Subcomponent Weighting

### Required Subcomponents:

- **School Visits by Supervisor(s) or other Trained Administrator(s): At least 80% of the Principal School Visit category score**
- **School Visits by Impartial Independent Trained Evaluator(s): At least 10%, but no more than 20% of the Principal School Visit category score**

### Optional Subcomponent:

- **School Visits by Trained Peer Observer(s): No more than 10% of the Principal School Visit category score when selected**

Please be sure the total of the weights indicated equals 100%

	Supervisor - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Indicate the weighting of each subcomponent:	90%	10%	N/A

## 9.6) Assurances

Please check all of the boxes below:

Assure that independent evaluator(s) are not employed in the same school building, as defined by BEDS code, as the principal(s) they are evaluating.	Checked
Assure that, if school visits are being conducted by trained peer observer(s), these principal(s) received an overall rating of Effective or Highly Effective in the previous school year.	Checked
Assure that the following elements will not be used in calculating a principal's school visit category score and rating: evidence of student development and performance derived from lesson plans, other artifacts of principal practice, and student portfolios, except for student portfolios measured by a State-approved rubric where permitted by the Department; use of an instrument for parent or student feedback; use of professional goal-setting as evidence of principal effectiveness.	Checked
Assure that the length of all school visits for principals will be conducted pursuant to the locally-determined durations.	Checked
Assure that independent evaluator(s) will be trained and selected by the district/BOCES.	Checked
Assure that peer observer(s), as applicable, will be trained and selected by the district/BOCES.	Checked
Assure that at least one of the required school visits by the supervisor or trained administrator will be unannounced.	Checked
Assure that school visits will not be conducted via video.	Checked

## 9.7) Number of School Visits

### Probationary Principals

Indicate the number of unannounced and announced school visits for each school visit type in the boxes below (e.g., minimum of 2, 5). If the Optional Peer School Visit subcomponent will not be used, please indicate, "N/A".

	Supervisor - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Unannounced	0	1	N/A
Announced	2	0	N/A

**Tenured Principals**

Indicate the number of unannounced and announced school visits for each school visit type in the boxes below (e.g., minimum of 2, 5). If the Optional Peer School Visit subcomponent will not be used, please indicate, "N/A".

	Supervisor - required	Independent Evaluator(s) - required	Peer Observer(s) - optional
Unannounced	0	1	N/A
Announced	1	0	N/A

## Task 10. Overall Scoring (Principals)

Created: 04/30/2013

Last updated: 08/06/2015

For guidance on APPR scoring, see NYSED APPR Guidance: <https://www.engageny.org/resource/appr-3012-d>.

### Page 1

#### 10.1) Scoring Ranges

Student Performance: HEDI ratings must be assigned based on the point distribution below.

	Overall Student Performance Category Score and Rating	
	<i>Minimum</i>	<i>Maximum</i>
<b>H</b>	18	20
<b>E</b>	15	17
<b>D</b>	13	14
<b>I</b>	0	12

Principal School Visits: HEDI ratings must be assigned based on locally-determined ranges consistent with the constraints listed below.

	Overall School Visit Category Score and Rating	
	<i>Minimum</i>	<i>Maximum</i>
<b>H</b>	3.5 to 3.75	4.0
<b>E</b>	2.5 to 2.75	3.49 to 3.74
<b>D</b>	1.5 to 1.75	2.49 to 2.74
<b>I</b>	0	1.49 to 1.74

#### 10.2) Scoring Matrix for the Overall Rating

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

\* If a principal is rated Ineffective on the Student Performance category, and a State-designed supplemental assessment was included as an Optional subcomponent of the Student Performance category, the principal can be rated no higher than Ineffective overall (see Education Law §3012-d (5)(a) and (7)).

### 10.3) Assurances

Please check all of the boxes below:

Assure that each subcomponent and category score and rating and the Overall rating will be calculated pursuant to the requirements specified in Subpart 30-3 of the Rules of the Board of Regents.	Checked
Assure that it is possible to obtain a zero in each subcomponent.	Checked
Assure the overall rating determination for a principal shall be determined according to the evaluation matrix.	Checked

# Task 11. Additional Requirements - Principals

Created: 04/30/2013

Last updated: 10/20/2015

Please note, within this section, tasks 11.2 (improvement plan), 11.4 (appeals language) and 11.6 (training language) may contain information from your plan as it existed on June 2, 2015.\* The remaining tasks in this section will not contain data from your previous plan and must be completed. Additionally, task 11.6 should be modified to address training of independent evaluators and, as applicable, peer observers.

\* Please note that documents and language will not be pre-populated into the plan if your district/BOCES chose to start with a blank application.

For guidance on additional requirements for principals, see NYSED APPR Guidance: <https://www.engageny.org/resource/appr-3012-d>.

## Page 1

### 11.1) Assurances: Improvement Plans

Please check the boxes below:

Assure that the district/BOCES will formulate and commence implementation of a Principal Improvement Plan (PIP) for all principals who receive a Developing or Ineffective rating by October 1 following the school year for which such principal's performance is being measured or as soon as practicable thereafter.	Checked
Assure that PIP plans developed and implemented by the superintendent or his/her designee, in the exercise of his/her pedagogical judgment, 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 the school district/BOCES. All PIP plans developed and implemented by the superintendent or his/her designee, in the exercise of his/her pedagogical judgment, must include:

- 1) identification of needed areas of improvement;
- 2) a timeline for achieving improvement;
- 3) the manner in which the improvement will be assessed; and, where appropriate,
- 4) differentiated activities to support a principal's improvement in those areas.

For a list of supported file types, go to the Resources folder (above) and click Technical Tips. Please be sure to update a document with a form layout, with fillable spaces and not just a narrative.

(No response)

### 11.3) Assurance: Appeals

Please check box below:

Assure the district/BOCES has collectively bargained appeal procedures that are consistent with the regulations and that they provide for the timely and expeditious resolution of an appeal.	Checked
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### 11.4) Appeals

Pursuant to Education Law §3012-d, a principal may only challenge the following in an appeal to their district/BOCES:

(1) the substance of the annual professional performance review; which shall include the following:

(i) in the instance of a principal rated Ineffective on the student performance category, but rated Highly Effective on the school visit category based on an anomaly, as determined locally;

(2) the school district's/BOCES' adherence to the standards and methodologies required for such reviews, pursuant to Education Law §3012-d; and

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

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

#### MPPR Appeals Process:

To the extent a principal wishes to challenge his/her performance review and/or improvement plan (PIP) under APPR system, the District has developed an appeals procedure. This appeals procedure does not diminish the authority of the School Board to terminate probationary principals during their probationary term for statutorily and constitutionally permissible reasons, including but not limited to misconduct; consistent with Education Law 3012-d

Education Law 3012-d provides that tenure may be granted or denied and that probationary principals may be terminated for any statutorily and constitutionally permissible reasons including the principal's performance that is the subject of the appeal.

Immediately following is the appeals procedure for the Depew Union Free School District in accordance with Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents regarding annual professional performance reviews of principals.

#### APPEAL PROCEDURE FOR THE DEPEW UNION FREE SCHOOL DISTRICT PURSUANT TO EDUCATION LAW §3012-D AND SUBPART 30-3 OF THE RULES OF THE BOARD OF REGENTS REGARDING THE ANNUAL PROFESSIONAL PERFORMANCE REVIEWS OF PRINCIPALS

##### APPEALS OF INEFFECTIVE RATINGS ONLY

Appeals of annual professional performance reviews should be limited to those that rate a principal as ineffective only.

##### WHAT MAY BE CHALLENGED IN AN APPEAL

An appeal under this provision should limit the scope of appeals under Education Law §3012-d to the following subjects:

1. The District's adherence to the standards and methodologies required for such reviews, pursuant to Education Law §3012-d;
2. The District's adherence to the Commissioner's regulations, as applicable to such reviews;
3. Compliance with any applicable locally negotiated procedures applicable to annual professional performance reviews or improvement plans; and

4. The District's issuance and/or implementation of the terms of the principal improvement plan under Education Law §3012-d.

#### PROHIBITION AGAINST MORE THAN ONE APPEAL

A principal may not file multiple appeals regarding the same performance review or principal improvement plan. All grounds for appeal must be raised with specificity within one appeal. Any grounds not raised at the time the appeal is filed shall be deemed waived.

#### BURDEN OF PROOF

In an appeal, the principal has the burden of demonstrating a clear legal right to the relief requested and the burden of establishing the facts upon which (s)he seeks relief.

#### TIMEFRAME FOR FILING APPEAL

All appeals must be submitted in writing no later than 10 calendar days of the date when the principal receives his/her annual professional performance review. If a principal is challenging the issuance of a principal improvement plan, appeals must be filed with 15 calendar days of issuance of such plan. 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.

When filing an appeal, the principal must submit a detailed written description of the specific areas of disagreement over his/her performance review, or the issuance and/or implementation of the terms of his/her improvement plan. All steps and resolution of the appeal will occur in a timely and expeditious manner.

#### TIMEFRAME FOR DISTRICT RESPONSE

Within 10 calendar days of receipt of an appeal, the Superintendent will schedule and hear the appeal hearing with himself or his designee and the principal.

#### DECISION-MAKER ON APPEAL

A decision shall be rendered by the superintendent of schools or the superintendent's designee within 10 calendar days of conclusion of the hearing.

### 11.5) Assurance: Evaluators

The district/BOCES assures that all evaluators will be properly trained and lead evaluators will be certified on the below elements prior to completing a principal's evaluation. Note: independent observers and peer observers need only be trained on elements 1, 2, and 4 below.	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 any other growth model approved by the Department as defined in section

- (4) Application and use of the State-approved principal rubric(s) selected by the district/BOCES for use in evaluations, including training on the effective application of such rubrics to observe a principal's practice
- (5) Application and use of any assessment tools that the school district/BOCES utilizes to evaluate its building principals
- (6) Application and use of any locally selected measures of student growth used in the Optional subcomponent of the Student Performance category used by the district/BOCES to evaluate its principals
- (7) Use of the Statewide Instructional Reporting System
- (8) The scoring methodology utilized by the department and/or the district/BOCES to evaluate a principal under this Subpart, including the weightings of each subcomponent within a category; how overall scores/ratings are generated for each subcomponent and category and application and use of the evaluation matrix(es) prescribed by the Commissioner for the four designated rating categories used for the principal's overall rating and their category ratings
- (9) Specific considerations in evaluating principals of English language learners and students with disabilities

### **11.6) Training of Lead Evaluators, Evaluators, Independent Observers, and Peer Observers and Certification of Lead Evaluators**

Describe the process for training evaluators, including impartial and independent observers and peer observers, and certifying and re-certifying lead evaluators. Your description must include:

- 1) the process for training lead evaluators and evaluators, including impartial independent observers and peer observers,
- 2) the process for the certification and re-certification of lead evaluators,
- 3) the process for ensuring inter-rater reliability,
- 4) the nature (content) and the duration (how many hours, days) of such training.

Depew Union Free School District participates with Erie 1 BOCES for training of lead evaluators, evaluators and impartial independent observers. Depew has negotiated not to use peer observers for teachers and principals. Each year there are a minimum of seven half day sessions for training at BOCES which address the nine elements required to perform an evaluation prescribed in 30-3.10. Annually our Board of Education certifies that all lead evaluators and evaluators are trained under the nine requirements prescribed in 30-3.10 of the rules of the Board of Regents and that independent observers are trained on the three requirements prescribed in 30-3.10(c)

In addition Depew conducts training for all evaluators, lead evaluators and independent observers (minimum of 7 half-day sessions) within the District by teacher and principal leaders on career ladder pathways. These trainings focus on inter-rater reliability to ensure there is an agreed-upon definition of what high-quality instruction looks like. Our inter-rater reliability sessions are organized around clearly established and accepted standards of practice, using the Multidimensional Principal Performance Rubric

The following nine elements will be the training focus for certification on lead principal evaluators and independent observers:

1. NYS Teaching Standards and the ISLLC, 2008 Leadership Standards

-Principal evaluators are trained in the ISLLC standards (MPPR rubric) and the NYS Teaching Standards (Charlotte Danielson rubric). Trainings have occurred and are ongoing with the Erie 1 BOCES as well as in-district professional development. (monthly meetings)

2. Evidence-based observation techniques

-All administrators have been provided with training on evidence-based observation techniques using the Charlotte Danielson rubric. A key focus was on the differential between effective and highly-effective evidence in all four domains. Ongoing professional development has been utilized with Erie 1 BOCES.

-Principal evaluators (Assistant Superintendent) has attended several trainings using the MPPR rubric for principals. Practice using the dimensions and the domains is ongoing. Independent observer (Superintendent) also attends all of the BOCES and district training, receiving

training in all nine elements. (this exceed the required three elements prescribed in 30-3.10(c))

3. Application and use of the student growth and value-added growth model.

-Trainings, webinars and powerpoints have been shared by Erie 1 BOCES data specialists with all our administrators.

4. Application and use of State approved teacher/principal rubrics

Charlotte Danielson rubric scoring is ongoing at monthly administrator meetings for inter-rater reliability

MPPR training occurs monthly between lead principal observer and Independent observer.

Inter-rater reliability is a significant part of the training for the Superintendent and Asst. Superintendent. These are the only two evaluators of our three principals. They have attended conferences together, viewing videos, discussing evidence, applying the rubric and analyzing results of varying ratings. Similarities and differences have been reviewed carefully. This practice will continue throughout this year (and in all future years) as an emphasis to enhance and insure inter-rater reliability.

5. Application and use of any assessment tools you intend to use:

-All principals and District administrators have had extensive training in the use of STAR Reading, STAR Early Literacy and STAR Math (Depew's selected NYSED state-approved 3rd party assessment)

6. Application and use of any State-approved locally developed measures of student achievement you intend to use:

-Renaissance Learning STAR Early Literacy, STAR Reading, STAR Math are the only State-approved third party assessments we are using. Administrators have been included in teacher trainings on their use. Additional support will be ongoing and provide throughout the year and in future years.

7. Use of Statewide Instructional Reporting System

-Principals are receiving ongoing updates for the Office of Instruction on the information provided by NYSED regarding the Instructional Reporting System; these are incorporated routinely into District Administrative meetings.

8. The scoring methodology used by the department and/or your district

-All principals and District administrators have been trained and understand the APPR scoring matrix for 3012-d; including the weightings of each subcomponent within a category, how overall scores/ratings are generated for each subcomponent and the use of the evaluation matrix.

9. Specific considerations in evaluating teachers and principals of English language learners.

-Our District focus is to utilize best practices for ELL And SWD for curriculum, instruction, and assessment. These three inter-related areas are priorities for our data team work as well as curriculum planning and assessment analysis. Tiered SLO targets will be developed which consider the performance of ELL and SWD.

The certification and re-certification will contain the same elements. A year-long professional development is offered to build and refine skills. All new evaluators will receive equivalent training.

Lead evaluator (Asst. Superintendent) will be re-certified by the Board of Education annually. Additionally, the independent observer (superintendent) will be re-trained annually to maintain calibrations levels consistent with district expectations. Training in the current and future years will include a minimum of 10 days each year.

### 11.7) Assurances: Principal Evaluation

Please check all of the boxes below:

Assure that the district/BOCES shall compute and provide to the principal their score and rating for the Student Performance category, if available, and for the Principal School Visit category 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, but in no case later than September 1 of the school year next following the school year for which the principal's performance is being measured.	Checked
Assure that the evaluation system will be used as a significant factor for employment decisions.	Checked
Assure that principals will receive timely and constructive feedback as part of the evaluation process.	Checked
Assure that the following prohibited elements listed in Education Law §3012-d(6) are not being used as part of any principal's evaluation: evidence of student development and performance derived from lesson plans, other artifacts of principal practice, and student portfolios, except for student portfolios measured by a State-approved rubric where permitted by the department; use of an instrument for parent or student feedback; use of professional goal-setting as evidence of principal effectiveness; any district or regionally-developed assessment that has not been approved by the department; and any growth or achievement target that does not meet the minimum standards as set forth in regulations of the Commissioner.	Checked
Assure that if the district is granted an annual Independent Evaluator Hardship Waiver by the Department, the second school visit(s) shall be conducted by one or more evaluators selected and trained by the district, who are different than the evaluator(s) who conducted the school visit(s) required to be performed by the supervisor or other trained administrator.	(No response)

### 11.8) Assurances: Assessments

Please check all of the boxes below:

Assure that, where applicable, if students in Common Core courses are taking both the 2005 Learning Standards and Common Core versions of the Regents Assessment, then the district/BOCES will use the higher of the two scores to determine whether a student has met his/her growth target.	Checked
Assure that the amount of time devoted to traditional standardized assessments that are not specifically required by state or federal law for each classroom or program within a grade level does not exceed, in the aggregate, one percent of the minimum required annual instructional hours for the grade.	Checked
Assure that individuals with vested interest in the outcome of their assessments are not involved, to the extent practicable, in the administration and scoring of those assessments.	Checked

### 11.9) Assurances: Data

Please check all of the boxes below:

Assure that SED 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 regulations, in a format and timeline prescribed by the Commissioner.	Checked
Assure that the district/BOCES provides an opportunity for every classroom teacher to verify the subjects and/or student rosters assigned to them.	Checked
Assure scores and ratings for all principals will be reported to NYSED for each category, as well as the overall rating, as per NYSED requirements.	Checked
Assure that enrolled students in accordance with policies for student assignment to schools and may not be excluded.	Checked
Assure that procedures for ensuring data accuracy and integrity are being utilized.	Checked

# Task 12. Joint Certification of APPR Plan

Created: 04/30/2013

Last updated: 10/21/2015

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## Page 1

Please obtain the required signatures, create a PDF file, and upload your joint certification of the APPR Plan using this form: [APPR District Certification Form](#). Please note that Review Room timestamps each revision and signatures cannot be dated earlier than the last revision.

<https://NYSED-APPR3.fluidreview.com/media/assets/survey-uploads/49456/3889738-JbgOrIWgSI/district%20cert-10202015145559.pdf>

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File types supported for uploads

PDF (preferred)

Microsoft Office (.doc, .ppt, .xls)

Microsoft Office 2007: Supported but not recommended (.docx, .pptx, .xlsx)

Open Office (.odt, .ott)

Images (.jpg, .gif)

Other Formats (.html, .xhtml, .txt, .rtf, .latex)

Please note that .docx, .pptx, and .xlsx formats are not entirely supported.

Please save your file types as .doc, .ppt or .xls respectively before uploading.

# Depew Union Free School District Annual Professional Performance Review Process

## Principal Improvement Plan

Purpose: Assistance plan for principals who are rated as developing or ineffective through an annual professional performance review. The PIP is to be implemented no later than October 1 of each school year.

### Purpose of the awareness plan is to:

- Demonstrate the district commitment to the ongoing growth of principal's professionalism and implementation of district wide initiatives.
- Improve principal performance
- Provide a more directed intensive support
- The plan will include:
  - Defined specific standards based goals
  - Activities to support improvement
  - Manner improvement will be assessed
  - Definite timeline for achieving improvement

### Principal Improvement Plan

#### Steps

1. Principal has been notified of the need for additional professional growth during the school year or at the end of year review conference.
2. Develop plan - Principal Improvement Plan form provided to identify steps for growth which **may** include
  - Annual strategic action plan developed with specific measureable goals, timeline for implementation and evidence of outcomes to be used.
  - Participation in mentoring
  - Participation in targeted professional development opportunities (reflected in goals)
3. Participate in progress review conferences with your administrator as established in the plan.
4. At the end of the identified and agreed upon timeframe, the Final Review document and conference will determine:
  - That a principal demonstrated improvement and attainment of goals (as stated in the plan) so that he/she will no longer participate in the Principal Improvement Plan
  - That the principal did not demonstrate improvement or attainment of goals and is recommended for continuation of a Principal Improvement Plan for a second year.
  - That the principal did not demonstrate satisfactory improvement and therefore will be recommended for termination.

# Principal Improvement Plan

School Name: \_\_\_\_\_

Name and signature of Principal: \_\_\_\_\_

Name and signature of Superintendent: \_\_\_\_\_

Name and signature of Evaluation Team Leader: \_\_\_\_\_

INITIAL PLANNING DATE: \_\_\_\_\_ REVISION SESSION 1: \_\_\_\_\_ REVIEW SESSION 2: \_\_\_\_\_

REVIEW SESSION 3: \_\_\_\_\_ ADEQUATE IMPROVEMENT DATE: \_\_\_\_\_

## Domain 1: Shared Vision of Learning

Overall Performance Level Score: \_\_\_\_\_

**Indicator: A1.** Leads development/implementation of vision, mission, and goals that emphasize student learning

**Indicator: A2.** Leads development and implementation of annual, data-driven school improvement plans

**Indicator: A3.** Creates an organizational structure that supports school vision, mission, and goals and enhances the probability of success for all students

**Indicator: A4.** Advocates, nurtures, and sustains a school climate and culture conducive to student learning

**Indicator: A5.** Provides leadership in curriculum development and the instructional program

Area(s) of Weakness	Plan of Action	Resources (staff, community, materials, staff development, consultants)	Person(s) responsible for implementation	Timeline	Outcomes Results/Measures

**Domain 2: School Culture and Instructional Program**

Overall Performance Level Score: \_\_\_\_\_

**Indicator: B1.** Creates a personalized and motivating learning environment for students

**Indicator: B2.** Nurtures and sustains a culture of collaboration, trust, learning and high expectations

**Indicator: B3.** Creates a comprehensive, rigorous, and coherent curricular program

**Indicator: B4.** Develops the instructional and leadership capacity of staff

**Indicator: B5.** Develops assessment and accountability systems to monitor student progress

Area(s) of Weakness	Plan of Action	Resources (staff, community, materials, staff development, consultants)	Person(s) responsible for implementation	Timeline	Outcomes Results/Measures

**Domain 3: Safe, Efficient, Effective Learning Environment**

Overall Performance Level Score: \_\_\_\_\_

**Indicator: C1.** Obtains, allocates, aligns and efficiently utilizes human, fiscal and technological resources

**Indicator: C2.** Supervises and evaluates staff

**Indicator: C3.** Promotes and leads professional development of staff

**Indicator: C4.** Develops the capacity for distributed leadership

**Indicator: C5.** Promotes and protects the welfare and safety of students and staff

<b>Area(s) of Weakness</b>	<b>Plan of Action</b>	<b>Resources (staff, community, materials, staff development, consultants)</b>	<b>Person(s) responsible for implementation</b>	<b>Timeline</b>	<b>Outcomes Results/Measures</b>

**Domain 4: Community**

**Overall Performance Level Score:** \_\_\_\_\_

**Indicator: D1.** Collects and analyzes data and information pertinent to the educational environment

**Indicator: D2.** Builds and sustains positive relationships with families and caregivers

**Indicator: D3.** Maintains effective discipline in the school and student engagement in teaching/learning activities

Area(s) of Weakness	Plan of Action	Resources (staff, community, materials, staff development, consultants)	Person(s) responsible for implementation	Timeline	Outcomes Results/Measures

**Domain 5: Integrity, Fairness , Ethics**

**Overall Performance Level Score:** \_\_\_\_\_

**Indicator: E1.** Ensures a system of accountability for every student’s academic and social success

**Indicator: E2.** Models principles of self-awareness, reflective practice, transparency, and ethical behavior

**Indicator: E3.** Safeguards the values of democracy, equity, and diversity

Area(s) of Weakness	Plan of Action	Resources (staff, community, materials, staff development, consultants)	Person(s) responsible for implementation	Timeline	Outcomes Results/Measures

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**Domain 6: Political, Social, Economic, Legal and Cultural Context**

**Overall Performance Level Score:** \_\_\_\_\_

**Indicator: F1.** Assesses, analyzes and anticipates emerging trends and initiatives in order to adapt leadership strategies

<b>Area(s) of Weakness</b>	<b>Plan of Action</b>	<b>Resources (staff, community, materials, staff development, consultants)</b>	<b>Person(s) responsible for implementation</b>	<b>Timeline</b>	<b>Outcomes Results/Measures</b>

**Goal Setting, Strategic Planning and Attainment:**

**Overall Performance Level Score:** \_\_\_\_\_

- Align
- Define
- Prioritize
- Strategize

- Mobilize, Monitor, Refine
- Evaluate

<b>Area(s) of Weakness</b>	<b>Plan of Action</b>	<b>Resources (staff, community, materials, staff development, consultants)</b>	<b>Person(s) responsible for implementation</b>	<b>Timeline</b>	<b>Outcomes Results/Measures</b>

**Depew Union Free School District  
Annual Professional Performance Review Process**

**Teacher Improvement Plan**

Purpose: Assistance plan for teachers who are rated as developing or ineffective through an annual professional performance review. The TIP is to be implemented no later than October 1 of each school year.

**Purpose of the awareness plan is to:**

- Demonstrate the district commitment to the ongoing growth of teacher's professionalism and implementation of district wide initiatives.
- Improve teacher performance
- Provide a more directed intensive support
- The plan will include:
  - Defined specific standards based goals
  - Activities to support improvement
  - Manner improvement will be assessed
  - Definite timeline for achieving improvement

**Teacher Improvement Plan**

Steps

1. Teacher has been notified of the need for additional professional growth during the school year or at the End of year review conference.
2. Develop plan - Teacher Improvement Plan form provided to identify steps for growth which **may** include
  - Weekly lesson plans submitted to administrator, student work, and unit plans
  - Participation in mentoring
  - Participation in targeted professional development opportunities (reflected in goals)
3. Participate in progress review conferences with your administrator as established in the plan.
4. At the end of the identified and agreed upon timeframe, the Final Review document and conference will determine:
  - That a teacher demonstrated improvement and attainment of goals (as stated in the plan) so that he/she will no longer participate in the Teacher Improvement Plan
  - That the teacher did not demonstrate improvement or attainment of goals and is recommended for continuation of a Teacher Improvement Plan for a second year.
  - That the teacher did not demonstrate satisfactory improvement and therefore will be recommended for termination.

NAME OF TEACHER

NAME OF SCHOOL

ADMINISTRATOR'S NAME

SCHOOL YEAR

COMPOSITE RATING: \_\_\_\_\_

**CHARLOTTE DANIELSON'S 2007 FRAMEWORK FOR TEACHING DOMAINS TO ADDRESS:**

<p><b>Domain 1: Planning and Preparation</b></p> <p><b>Component 1a: Demonstrating Knowledge of Content and Pedagogy</b> Elements: Knowledge of content and the structure of the discipline • Knowledge of prerequisite relationships • Knowledge of content-related</p> <p><b>Component 1b: Demonstrating Knowledge of Students</b> Elements: Knowledge of child and adolescent development • Knowledge of the learning process • Knowledge of students' skills, knowledge, and language proficiency • Knowledge of students' interests and cultural heritage • Knowledge of students' special needs</p> <p><b>Component 1c: Setting Instructional Outcomes</b> Elements: Value, sequence, and alignment • Clarity • Balance • Suitability for diverse learners</p> <p><b>Component 1d: Demonstrating Knowledge of Resources</b> Elements: Resources for classroom use • Resources to extend content knowledge and pedagogy • Resources for students</p> <p><b>Component 1e: Designing Coherent Instruction</b> Elements: Learning activities • Instructional materials and resources • Instructional groups • Lesson and unit structure</p> <p><b>Component 1f: Designing Student Assessments</b> Elements: Congruence with instructional outcomes • Criteria and standards • Design of formative assessments • Use for planning</p> <p><b>Component 4a: Reflecting on Teaching</b> Elements: Accuracy • Use in future teaching</p>	<p><b>Domain 2: The Classroom Environment</b></p> <p><b>Component 2a: Creating an Environment of Respect and Rapport</b> Elements: Teacher interaction with students • Student interactions with other students</p> <p><b>Component 2b: Establishing a Culture for Learning</b> Elements: Importance of the content • Expectations for learning and achievement • Student pride in work</p> <p><b>Component 2c: Managing Classroom Procedures</b> Elements: Management of instructional groups • Management of transitions • Management of materials and supplies • Performance of non-instructional duties • Supervision of volunteers and paraprofessionals</p> <p><b>Component 2d: Managing Student Behavior</b> Elements: Expectations • Monitoring of student behavior • Response to student misbehavior</p> <p><b>Component 2e: Organizing Physical Space</b> Elements: Safety and accessibility • Arrangement of furniture and use of physical resources</p>	<p><b>Domain 3: Instruction</b></p> <p><b>Component 3a: Communicating with Students</b> Elements: Expectations for learning • Directions and procedures • Explanations of content • Use of oral and written language</p> <p><b>Component 3b: Using Questioning and Discussion Techniques</b> Elements: Quality of questions • Discussion techniques • Student participation</p> <p><b>Component 3c: Engaging Students in Learning</b> Elements: Activities and assignments • Grouping of students • Instructional materials and resources • Structure and pacing</p> <p><b>Component 3d: Using Assessment in Instruction</b> Elements: Assessment criteria • Monitoring of student learning • Feedback to students • Student self-assessment and monitoring of progress</p> <p><b>Component 3e: Demonstrating Flexibility and Responsiveness</b> Elements: Lesson adjustment • Response to students • Persistence</p>	<p><b>Domain 4: Professional Responsibilities</b></p> <p><b>Component 4b: Maintaining Accurate Records</b> Elements: Student completion of assignments • Student progress in learning • Non-instructional records</p> <p><b>Component 4c: Communicating with Families</b> Elements: Information about the instructional program • Information about individual students • Engagement of families in the instructional program</p> <p><b>Component 4d: Participating in a Professional Community</b> Elements: Relationships with colleagues • Involvement in a culture of professional inquiry • Service to the school • Participation in school and district projects</p> <p><b>Component 4e: Growing and Developing Professionally</b> Elements: Enhancement of content knowledge and pedagogical skill • Receptivity to feedback from colleagues • Service to the profession</p> <p><b>Component 4f: Showing Professionalism</b> Elements: Integrity and ethical conduct • Service to students • Advocacy • Decision making • Compliance with school and district regulations</p>
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**INITIAL PLANNING SESSION**

(Signatures acknowledge expectation  
Of confidentiality)

\_\_\_\_\_/\_\_\_\_\_  
TEACHER SIGNATURE DATE

\_\_\_\_\_/\_\_\_\_\_  
ADMINISTRATOR SIGNATURE DATE

\_\_\_\_\_/\_\_\_\_\_  
ASSOCIATION REPRESENTATIVE DATE

**ACCEPTANCE OF TIP PLAN**

\_\_\_\_\_/\_\_\_\_\_  
TEACHER SIGNATURE DATE

\_\_\_\_\_/\_\_\_\_\_  
ADMINISTRATOR SIGNATURE DATE

\_\_\_\_\_/\_\_\_\_\_  
ASSOCIATION REPRESENTATIVE DATE

\_\_\_\_\_/\_\_\_\_\_  
SUPERINTENDENT SIGNATURE DATE

**REVIEW SESSION 1**

\_\_\_\_\_/\_\_\_\_\_  
TEACHER SIGNATURE DATE

\_\_\_\_\_/\_\_\_\_\_  
ADMINISTRATOR SIGNATURE DATE

\_\_\_\_\_/\_\_\_\_\_  
ASSOCIATION REPRESENTATIVE DATE

\_\_\_\_\_/\_\_\_\_\_  
SUPERINTENDENT SIGNATURE DATE

**REVIEW SESSION 2**

\_\_\_\_\_/\_\_\_\_\_  
TEACHER SIGNATURE DATE

\_\_\_\_\_/\_\_\_\_\_  
ADMINISTRATOR SIGNATURE DATE

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ASSOCIATION REPRESENTATIVE DATE

\_\_\_\_\_/\_\_\_\_\_  
SUPERINTENDENT SIGNATURE DATE

**REVIEW SESSION 3**

\_\_\_\_\_/\_\_\_\_\_  
TEACHER SIGNATURE DATE

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ADMINISTRATOR SIGNATURE DATE

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ASSOCIATION REPRESENTATIVE DATE

\_\_\_\_\_/\_\_\_\_\_  
SUPERINTENDENT SIGNATURE DATE

**REVIEW SESSION 4**

\_\_\_\_\_/\_\_\_\_\_  
TEACHER SIGNATURE DATE

\_\_\_\_\_/\_\_\_\_\_  
ADMINISTRATOR SIGNATURE DATE

\_\_\_\_\_/\_\_\_\_\_  
ASSOCIATION REPRESENTATIVE DATE

\_\_\_\_\_/\_\_\_\_\_  
SUPERINTENDENT SIGNATURE DATE

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**ADEQUATE IMPROVEMENT:**

SHOWN \_\_\_\_\_ NOT SHOWN \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
TEACHER SIGNATURE DATE

\_\_\_\_\_/\_\_\_\_\_  
ADMINISTRATOR SIGNATURE DATE

**Approved by APPR committee 5/3/2012**

\_\_\_\_\_/\_\_\_\_\_  
ASSOCIATION REPRESENTATIVE      DATE

\_\_\_\_\_/\_\_\_\_\_  
SUPERINTENDENT SIGNATURE      DATE

**DISTRICT CERTIFICATION FORM: Please download this form, sign and upload to APPR form**

By signing this document, the school district or BOCES certifies that this document constitutes the district's or BOCES' complete Annual Professional Performance Review (APPR) Plan, that all provisions of the APPR that are subject to collective negotiations have been resolved pursuant to the provisions of Article 14 of the Civil Service Law and that such APPR Plan complies with the requirements of Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents and has been adopted by the governing body of the school district or BOCES. By signing this document, the collective bargaining agent(s) of the school district or BOCES, where applicable, certify that this document constitutes the district's or BOCES' complete APPR Plan, that collective negotiations have been completed on all provisions of the APPR that are subject to collective bargaining, and that such APPR Plan complies with the requirements of Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents and has been adopted by the governing body of the school district or BOCES.

The school district or BOCES and its collective bargaining agent(s), where applicable, also certify that upon information and belief, all statements made herein are true and accurate and that any applicable collective bargaining agreements for teachers and principals are consistent with and/or have been amended and/or modified or otherwise resolved to the extent required by Article 14 of the Civil Service Law, as necessary to require that all classroom teachers and building principals will be evaluated using a comprehensive annual evaluation system that rigorously adheres to Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents.

The school district or BOCES and its collective bargaining agent(s), where applicable, also certify that this APPR Plan is the district's or BOCES' complete APPR Plan and that such plan will be fully implemented by the school district or BOCES; that there are no collective bargaining agreements, memoranda of understanding, or any other agreements in any form that prevent, conflict, or interfere with full implementation of the APPR Plan; and that no material changes will be made to the Plan through collective bargaining or otherwise except with the approval of the Commissioner in accordance with Subpart 30-3 of the Rules of the Board of Regents.

The school district and its collective bargaining agent(s), where applicable, also acknowledge that if approval of this APPR Plan is rejected or rescinded for any reason, any State aid increases received as a result of the Commissioner's approval of this APPR Plan will be returned or forfeited to the State pursuant to Chapter 57 of the Laws of 2012 and/or 2013 and Education Law §3012-d(11), as applicable.

**The school district or BOCES and its collective bargaining agent(s), where applicable, also make the following specific certifications with respect to their APPR Plan:**

- Assure that the evaluation system will be used as a significant factor for employment decisions and teacher and principal development
- Assure that the entire APPR review will be completed for each teacher or 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 classroom teacher or building principal's performance is being measured
- Assure that the district or BOCES shall compute and provide to the teacher/principal their score and rating on the Student Performance category, if available, for the Teacher Observation category or Principal School Visit Category for a teacher's or principal's annual professional performance review, in writing, no later than the last day of the school year for which the teacher or principal is being measured, but in no case later than September 1 of the school year next following the school year for which the teacher's or principal's performance is measured
- Assure that the APPR Plan will be filed in the district office and made available to the public on the district's or BOCES' website no later than September 10th of each school year, or within 10 days after the plan's approval by the Commissioner, whichever shall later occur
- Assure that accurate teacher and student data will be provided to the Commissioner in a format and timeline prescribed by the Commissioner
- Assure that the district or BOCES will report the individual category and subcomponent scores and the overall rating for each classroom teacher and building principal in a manner prescribed by the Commissioner
- Certify that the district provides an opportunity for every classroom teacher and building principal to verify the subjects and/or student rosters assigned to them
- Assure that teachers and principals will receive timely and constructive feedback as part of the evaluation process
- Assure that any training course for lead evaluator certification addresses each of the requirements in the regulations, including specific considerations in evaluating teachers and principals of English language learners and students with disabilities
- Assure that educators who receive a Developing or Ineffective rating will receive a Teacher Improvement Plan or Principal Improvement Plan, in accordance with all applicable statutes and regulations, by October 1 in the school year following the school year for which such teacher's or principal's performance is being measured or as soon as practicable thereafter
- Assure that such improvement plan shall be developed by the superintendent or his/her designee in the exercise of

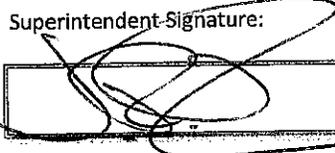
their pedagogical judgment

- Assure that all evaluators and lead evaluators, including independent evaluators and peer evaluators, as applicable, will be properly trained and that lead evaluators will be certified and recertified as necessary in accordance with all applicable statutes and regulations
- Assure that the district or BOCES has appeal procedures that are consistent with the statute and regulations and that they provide for the timely and expeditious resolution of an appeal
- Assure that, for teachers, all observable NYS Teaching Standards/Domains of the selected practice rubric are assessed at least a year across the total number of annual observations and, for principals, all observable ISLLC 2008 Leadership Standards/Domains of the selected practice rubric are assessed at least once a year across the total number of annual school visits
- Assure that it is possible for a teacher or principal to obtain each point in the scoring ranges, including 0, for each subcomponent and that the district and BOCES shall ensure that the process by which weights and scoring ranges are assigned to subcomponents and categories is transparent and available to those being rated before the beginning of each school year
- Assure that if a second measure for the Student Performance category is locally selected, then the same locally selected measures of student growth across all classrooms in the same grade/subject in the district/BOCES must be used in a consistent manner to the extent practicable
- Assure that all growth targets represent a minimum of one year of expected growth, as determined by the superintendent or another trained administrator.
- Assure that any material changes to this APPR Plan will be submitted to the Commissioner for approval by March 1 of each school year, on a form prescribed by the Commissioner, to the Commissioner for approval
- Assure that this APPR Plan applies to all classroom teachers and building principals as defined in the statute, regulations, and SED guidance
- Assure that the district or BOCES will provide the Department with any information necessary to conduct annual monitoring pursuant to Subpart 30-3 of the regulations
- Assure that the amount of time devoted to traditional standardized assessments that are not specifically required by State or Federal law for each classroom or program of the grade does not exceed, in the aggregate, one percent of the minimum in required annual instructional hours for such classroom or program of the grade; and
- Assure that the amount of time devoted to test preparation under standardized testing conditions for each grade does not exceed, in the aggregate, two percent of the minimum required annual instructional hours for such grade. Time devoted to teacher administered classroom quizzes or exams, portfolio reviews, or performance assessments shall not be counted towards the limits established by this subdivision. In addition, formative and diagnostic assessments shall not be counted towards the limits established by this subdivision and nothing in this subdivision shall be construed to supersede the requirements of a section 504 plan of a qualified student with a disability or Federal law relating to English language learners or the individualized education program of a student with a disability.

**Signatures, dates**

Superintendent-Signature:

Date:

 10/20/15

Teachers Union President Signature:

Date:

 10/20/15

Administrative Union President Signature:

Date:

 10/20/15

Board of Education President Signature:

Date:

 10/20/15