

## **Valley Stream UFSD Thirteen APPR Plan for Principals for 2014-2015**

In accordance with Section 3012 C, the evaluation processes herein are based on the New York State Teaching Standards and the ISLLC Standards.

### Annual Professional Performance Review Rubric

The Multi-Dimensional Principal Performance Rubric will be used for evaluating principals. This rubric is aligned with the ISLLC Standards.

### State Approved Measures of Student Growth

The State assessments for English Language Arts and Mathematics will serve as the state-approved measure of student growth for Principals. Our schools are K-6 schools in which more than 30% of the students are assessed by New York State.

Student growth will consist of 20 points of the evaluation unless a state value-added measure is supplied. In that case the student growth measure will consist of 25 points.

The State growth measure will be calculated by the State.

### Local Measures of Student Achievement

The NWEA/MAP assessment administered in the fall and late spring of the 2013-2014 school year will serve as the local measure of student achievement. The point allocation is located in Chart A.

### Observations/School Visits

For the purposes of evaluation, the Superintendent shall conduct at least one formal announced observation/visitation and one formal unannounced observation for each tenured principal. The first observation/visit will take place during the first semester and the second will take place between January 1<sup>st</sup> and April 1<sup>st</sup>. This does not preclude the Superintendent from observing and visiting the school at any time during the school year.

For the purposes of evaluation, the Superintendent shall conduct at least two formal announced observation/visitation and one formal unannounced observation for each non-tenured principal. The first observation/visit will take place by November 30<sup>th</sup> and the second and third will take place by May 15<sup>th</sup>. This does not preclude the Superintendent from observing and visiting the school at any time during the school year.

All observations/visitations will be 'live.' The use of video for the purposes of APPR is not permitted. Surveys will not be used for the purposes of the APPR evaluation.

Each formal announced and unannounced observation/visitation shall be followed by a conference between the Principal and the Evaluator within ten (10) school days after the observation/visitation. The principal will be provided with a formal written summary of the conference within ten (10) school days after the conference.

The principal shall submit Evidence/Artifacts supporting the rubric domains by June 1<sup>st</sup>. The principal and superintendent shall have a pre-evaluation conference by June 30<sup>th</sup>, but no sooner than five (5) days after submission of Evidence/Artifacts by the principal.

The principal will receive the final allocation of the 60 points prior to June 30<sup>th</sup> using the form annexed hereto.

### Principal Improvement Plan

A principal who receives an annual evaluation of Ineffective or Developing will have a Principal Improvement Plan developed by the Principal and the Superintendent. The principal will, by his or her choice, have a representative from the CAS unit as part of the PIP committee. The Superintendent may also select a member of the Cabinet to be a part of the PIP committee. The PIP committee will meet at least quarterly. The PIP form is located in Form 3.

### Appeals

#### 1. Basic Principles

A tenured principal may appeal an overall composite rating of “developing” or “ineffective,” in accordance with the procedures outlined in section 3 below. A non-tenured principal may appeal an overall composite rating of “developing” or “ineffective,” in accordance with the procedures outlined in section 2, below.

#### 2. Procedure - Non Tenured Principals

(a) An appeal shall be in writing, and shall be filed with the Superintendent within ten work days<sup>1</sup> following the date the principal received the final APPR report with an overall composite rating. The appeal shall articulate in detail the basis for the appeal, and shall include any relevant documents or written materials which the principal believes supports the appeal and are relevant to the resolution of the appeal. The bases for an appeal shall be limited to those set forth in Education Law section 3012-c(5).

(b) Within twenty work days of the receipt of the appeal, the Superintendent shall render a written determination. Except for alleged procedural violations of the APPR Plan, the determination of the Superintendent as to the substance of the APPR, including the overall composite rating shall not be grievable, arbitrable or subject to review in any other forum.

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<sup>1</sup> For purposes of the appeals procedures, “work days” shall not include days when the principal is not scheduled to work. Similarly, in the event the Superintendent is on vacation, such vacation days shall not be counted as “work days” in the appeals process.

### 3. Procedure - Tenured Principals

(a) Within ten work days following receipt by the principal of the final APPR report with an overall composite rating, the principal may request a review by a retired school administrator (“RSA”) mutually selected by the Association and the District, whose fee shall be borne equally by the Association and the District. Within five work days of the request for review, the parties shall agree on an RSA. In the event the parties are unable to agree, the parties shall request a list of nine retired school administrators, willing and qualified to conduct the review, provided by a professional organization such as the Suffolk County Organization for the Promotion of Education (SCOPE) or any other mutually agreed upon organization that may possess such a list. If the parties cannot mutually agree upon an outside expert from the list provided, each party shall be afforded four (4) strike outs with the remaining name being the individual selected.

(b) Within fifteen calendar days following the selection of the RSA, the principal shall submit to the RSA a written appeal. The appeal shall articulate in detail the basis for the appeal, which shall be limited to the basis set forth in Education Law section 3012-c(5). The appeal shall include any documents or written materials which the principal believes supports the appeal and which are relevant to the resolution of the appeal. Copies of all documents submitted to the RSA shall also be submitted to the Superintendent. Within the same time frame of fifteen calendar days following the selection of the RSA, the Superintendent shall submit relevant underlying evidence which supports the composite rating, including but not limited to, materials related to building visits and observations.

(c) The RSA shall review the evidence submitted by the principal and the Superintendent and within ten calendar days following receipt of such evidence from both parties, shall issue a decision in writing. The RSA shall be limited to determining whether the overall composite rating was correct, and if incorrect, shall identify the appropriate overall composite rating in accordance with the APPR Plan. The decision of the RSA shall be final and not subject to review. Notwithstanding the foregoing, nothing herein shall be construed as limiting the rights of the principal to challenge an evaluation, including a second consecutive overall composite rating of ineffective in any proceeding brought pursuant to Education Law Section 3020-a.

### 4. General Provisions Applicable to All Appeals

(a) Any issue or basis not raised in the appeal shall be deemed waived, and any materials or documents not submitted with the appeal shall not be considered.

(b) The principal bears the burden of demonstrating by a preponderance of evidence the merits of the appeal.

(c) Any time limits may be waived by mutual agreement of the parties.

**LOCAL ASSESSMENT POINT ALLOCATION**  
**PRINCIPAL APPR PLAN**

The NWEA/MAP assessment will be the local measure used to measure student growth.

The formula for determining the local assessment rating through the use of the local assessment is as follows: Points are determined by dividing the total number of students that demonstrated growth as measured by the fall and spring RIT scale of the NWEA MAP assessments in reading and mathematics by the total number of math NWEA RIT scores and reading NWEA RIT scores. This number will be multiplied by 100 to develop a percent.

**Local Assessment Point Conversion Chart**

<b>*Percent Met/Exceeded Spring Target RIT</b>	<b>Only If state makes local worth 15 points 2012-2013</b>	<b>If the state has the local worth 20 points for 2012-2013</b>
0	0	0
1-3	1	1
4-5	2	2
6-10	3	3
11-15	4	4
16-20	5	5
21-25	6	6
26-30	7	7
31-35	8	8
36-40	9	9
41-45	10	10
46-50	10.5	11
51-55	11	12
56-60	11.5	13
61-62	12	14
63-65	12.5	15
66-68	13	16
69-70	13.5	17
71-80	14	18
81-90	14.5	19
91-100	15	20

Multidimensional Principal Performance Rubric	Highly Effective	Effective	Developing	Ineffective
Effective with the 2011-12 School Year				
		% of HE	% of HE	% of HE
<i>DOMAIN 1: Shared Vision of Learning</i>				
a. Culture	4	3.85	3	0
b. Sustainability	4	3.85	3	0
<i>DOMAIN 2: School Culture and Instructional Program</i>				
a. Culture	4	3.85	3	0
b. Instructional Program	4	3.85	3	0
c. Capacity Building	4	4.0	3	0
d. Sustainability	4	3.85	3	0
e. Strategic Planning Process	4	4.0	3	0
<i>DOMAIN 3: Safe, Efficient, Effective Learning Environment</i>				
a. Capacity Building	4	3.85	3	0
b. Culture	4	3.85	3	0
c. Sustainability	4	3.85	3	0
d. Instructional Program	4	4.0	3	0
<i>DOMAIN 4: Community</i>				
a. Strategic Planning Process: Inquiry	3	2.8	2.2	0
b. Culture	1.5	1.4	1.2	0
c. Sustainability	2	1.9	1.5	0
<i>DOMAIN 5: Integrity, Fairness, Ethics</i>				
a. Sustainability	4	3.85	3	0
b. Culture	3.5	3.3	1.6	0
<i>DOMAIN 6: Political, Social, Economic, Legal &amp; Cultural Content</i>				
a. Sustainability	1	1	.75	0
b. Culture	1	1	.75	0
	60	58	44	

**Valley Stream UFSD Thirteen  
Principal Improvement Plan**

Name of Principal \_\_\_\_\_

Date \_\_\_\_\_

Members of the PIP  
Committee \_\_\_\_\_

\_\_\_\_\_

This plan is for the \_\_\_\_\_ school year. The PIP Committee will meet at least quarterly.

<b>Evaluation Area</b>	<b>Domain</b>	<b>Activities to Support Improvement</b>	<b>Manner of Assessment</b>	<b>Date to be assessed (must be at least quarterly)</b>

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Valley Stream UFSD Thirteen  
Valley Stream, New York**

*Form for  
Preliminary Principal APPR Rating based on the Multi-Dimensional  
Principal Rubric*

Name of Principal \_\_\_\_\_ School \_\_\_\_\_  
School Year \_\_\_\_\_ Date of Preliminary Rating \_\_\_\_\_

The following rating is incomplete as the New York State assessment points are not available at this time. You will receive your final composite rating following the receipt of the information from NYSED.

This composite is based on the 60 points from the Multi-Dimensional Principal Performance Rubric as delineated in the District APPR Plan for Principals.

Results from the state and local assessments will be added following receipt of the state assessments.

Principals' Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Domain 1</b>	Total Points	Points Allotted
Culture	4	
Sustainability	4	
<b>Domain 2</b>		
Culture	4	
Instructional Program	4	
Capacity Building	4	
Sustainability	4	
Strategic Planning	4	
<b>Domain 3</b>		
Capacity Building	4	
Culture	4	
Sustainability	4	
Instructional Program	4	
<b>Domain 4</b>		
Strategic Planning	3	
Culture	1.5	
Sustainability	2	
<b>Domain 5</b>		
Sustainability	4	
Culture	3.5	
<b>Domain 6</b>		
Sustainability	1	
Culture	1	
<b>Total</b>	<b>60</b>	