

Hilton Central Schools
Annual Professional Performance Review Plan for
Principals Covered by L. 2010, Ch. 103, Effective September 1, 2011

The Board of Education of the Hilton Central School District (the “District”), acting in public session, hereby adopts this Annual Professional Performance Plan (the “APPR Plan”) for those of its principals who will become covered by the annual professional performance review provisions of Chapter 103 of the Laws of 2010 during the 2011-12 school year.

(1) Definition of Covered Principals

This APPR Plan will apply only to a principal or co-principal of a registered public school building in which classroom teachers of common branch subjects or English language arts or mathematics in grades four to eight are employed during the 2011-12 school year.

(2) Ensuring Accurate Teacher and Student Data

The District shall provide accurate data to the State Education Department (the “SED”) in a format and timeline prescribed by the Commissioner. The District shall also provide an opportunity for every covered principal to verify the subjects and/or student rosters assigned to him/her. The [specify responsible title, e.g. Assistant Superintendent for Instruction] shall be designated as the Data Coordinator who shall be in charge of collecting the required data, overseeing changes in and maintenance of the local data management systems, and ensuring the accuracy of the data. The Data Coordinator shall have the authority to assign tasks and deadlines, as required.

(3) Reporting Individual Subcomponent Scores

The Data Coordinator shall be responsible for reporting to the SED the individual subcomponent scores and the total composite effectiveness score for each covered classroom teacher and building principal in the District, and shall do so in a format and timeline prescribed by the Commissioner.

(4) Development, Security and Scoring of Assessments

The Data Coordinator shall be responsible for overseeing the assessment development, security, and scoring process utilized by the District under this APPR Plan, and shall take steps to ensure that any assessments and/or measures used to evaluate teachers and principals are not disseminated to students before administration, and that teachers and principals do not have a vested interest in the outcome of the assessments they score.

(5) Details of the District’s Evaluation System

The details of the District’s Chapter 103 evaluation system cannot be described at this time because those details must be determined through collective negotiations with the bargaining agent of the covered principals, and such negotiations have not been finalized. Upon the completion of the negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

(6) Details of Timely and Constructive Feedback Provided to Principals

The details of how the District shall provide timely and constructive feedback to principals under Chapter 103 cannot be described at this time because those details must be determined through collective negotiations with the bargaining agent of the covered principals, and such negotiations have not been finalized. Upon completion of the negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

(7) Appeals of Annual Professional Performance Reviews

The details of the District's procedure for resolving appeals of annual professional performance reviews under Chapter 103 cannot be described at this time because those details must be determined through collective negotiations with the bargaining agent of the covered principals, and such negotiations have not been finalized. Upon completion of the negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

(8) Duration and Nature of Training Provided to Evaluators and Lead Evaluators

- (a) The "lead evaluator" is the administrator who is primarily responsible for a principal's evaluation under Chapter 103. The term "evaluator" shall include any administrator who conducts an observation or evaluation of a principal.
- (b) All evaluators shall successfully complete a training course that meets the minimum requirements prescribed in Chapter 103 and Section 30-2.9 of the regulations thereunder. Such training shall include application and use of the State-approved principal practice rubric(s) selected by the District for use in evaluations.
- (c) Once an evaluator has successfully completed a training course meeting the minimum requirements prescribed in the law and regulations, he/she shall be deemed to be certified by the District as a lead evaluator.
- (d) Other details of the District's training for evaluators and lead evaluators, including the duration and nature of such training and the process for certifying lead evaluators, cannot be described at this time pending the outcome of collective bargaining negotiations with the representative of the covered teachers over the selection of a principal practice rubric and other related negotiable issues. Upon the completion of these negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.
- (e) Nothing herein shall be construed to prohibit an evaluator who is properly certified by the State as a school administrator from conducting observations as part of an annual professional performance review under Chapter 103 prior to completion of the training required by said Chapter or the regulations thereunder, as long as such training is successfully completed prior to completion of the annual professional performance review.

(9) Required Certificates

The District shall include with this APPR Plan any certifications required by the law or regulations upon the completion of collective negotiations with the bargaining agent of the covered principals.

(10) Effect of Existing Collective Bargaining Agreements

Nothing herein shall be construed to abrogate any conflicting provisions of collective bargaining agreements in effect on July 1, 2010.

(11) Filing and Publication of APPR Plan

This APPR Plan shall be filed in the District Office, and shall be made available to the public on the District's website by September 10, 2011, or within ten days after its adoption, whichever shall later occur.

Adoption Date:

Legal Reference(s): Education Law §3012-c; 8 N.Y.C.R.R. Part 30-2 and Section 100.2(o)