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March 19, 2020

Jeffrey Bryant, Interim Superintendent
Skaneateles Central School District
45 East Elizabeth Street
Skaneateles, New York 13152

Dear Superintendent Bryant:

Congratulations. I am pleased to inform you that your Annual Professional Performance Review (APPR) plan meets the criteria outlined in Education Law §3012-d and Subpart 30-3 of the Regulations of the Commissioner. Accordingly, we are notifying you that the information you provided on your APPR form, including the certifications and assurances that are part of your approved APPR plan. If any material changes are made to your approved plan, your district/BOCES must submit such material changes to

Page Last Modified: 03/09/2020

Common Branch Grade Three Measures and Assessments

Please indicate below which of the three available measure types will be used for grade three teachers, then choose the specific measure, corresponding assessment type(s), and applicable assessment(s).

An individually attributed SLO measure

> Teacher and course-specific

- Teacher and course-specific results: scores and ratings will be based on the growth of students in the teacher's course in the current school year.

A collectively attributed SLO measure

> School- or program-wide

- School- or program-wide results: scores and ratings will be based on the growth of all students in a school or program who take the applicable assessments in the current school year.
- School- or program-wide group or team results: scores and ratings for a group or team of teachers will be based on the growth of students in the group/team of teachers' courses in the current school year.
- School- or program-wide linked results scores and ratings will be based on the growth of students enrolled in the teacher's course in the current school year taking assessments in other grades/subjects.

> District- or BOCES-wide

- District- or BOCES-wide results: scores and ratings will be based on the growth of all students across buildings/programs in an LEA who take the applicable assessments in the current school year.
- District- or BOCES-wide group or team results: scores and ratings for a group or team of teachers will be based on the growth of students in the group/team of teachers' courses across buildings/programs in an LEA in the current school year.

Grade 3: Measure Type

District- or BOCES-wide

Grade 3: District- or BOCES-Wide Measure

District- or BOCES-wide results

Grade 3: Assessment Type(s)

☑ State or Regents assessment(s)

Grade 3:State or Regents Assessment(s)

- ☑ Grade 4 Science (2019-20 only)
- ☑ Elementary Science (starting in 2021-22)
- ☑ Grade 8 Science
- ☑ ELA Regents
- ☑ Algebra I Regents
- ☑ Living Environment Regents
- ☑ Global History Regents
- ☑ US History Regents

Page Last Modified: 03/09/2020

Grade Four (Common Branch) Measure and Assessment(s)

Grade 4: Measure Type

District- or BOCES-wide

Grade 4: District- or BOCES-Wide Measure

District- or BOCES-wide results

Grade Four: Assessment Type(s)

- ☑ State or Regents assessment(s)

Grade Four: State or Regents Assessment(s)

- ☑ Grade 4 Science (2019-20 only)
- ☑ Elementary Science (starting in 2021-22)
- ☑ Grade 8 Science
- ☑ ELA Regents
- ☑ Algebra I Regents
- ☑ Living Environment Regents
- ☑ Global History Regents
- ☑ US History Regents

Page Last Modified: 02/18/2020

Grade Five

Please identify below whether grade five instruction is common branch or departmentalized; indicate which of the three available measure types will be used for grade five teachers; and then choose the specific measure, corresponding assessment type(s), and applicable assessment(s).

An individually attributed SLO measure

> Teacher and course-specific

- Teacher and course-specific results: scores and ratings will be based on the growth of students in the teacher's course in the current school year.

A collectively attributed SLO measure

> School- or program-wide

- School- or program-wide results: scores and ratings will be based on the growth of all students in a school or program who take the applicable assessments in the current school year.
- School- or program-wide group or team results: scores and ratings for a group or team of teachers will be based on the growth of students in the group/team of teachers' courses in the current school year.
- School- or program-wide linked results scores and ratings will be based on the growth of students enrolled in the teacher's course in the current school year taking assessments in other grades/subjects.

> District- or BOCES-wide

- District- or BOCES-wide results: scores and ratings will be based on the growth of all students across buildings/programs in an LEA who take the applicable assessments in the current school year.
- District- or BOCES-wide group or team results: scores and ratings for a group or team of teachers will be based on the growth of students in the group/team of teachers' courses across buildings/programs in an LEA in the current school year.

Please choose the option that best describes grade five in your LEA.

☑ Common branch

Page Last Modified: 03/09/2020

Grade Five (Common Branch) Measure and Assessment(s)

Grade 5: Measure Type

District- or BOCES-wide

Grade 5: District- or BOCES Measure

District- or BOCES-wide results

Grade 5: Assessment Type(s)

- ☑ State or Regents assessment(s)

Grade 5: State or Regents Assessment(s)

- ☑ Grade 4 Science (2019-20 only)
- ☑ Elementary Science (starting in 2021-22)
- ☑ Grade 8 Science
- ☑ ELA Regents
- ☑ Algebra I Regents
- ☑ Living Environment Regents
- ☑ Global History Regents
- ☑ US History Regents

Page Last Modified: 03/17/2020

Grade Six

Please identify below whether grade six instruction is common branch or departmentalized; indicate which of the three available measure types will be used for grade six teachers; and then choose the specific measure, corresponding assessment type(s), and applicable assessment(s).

An individually attributed SLO measure

> Teacher and course-specific

- Teacher and course-specific results: scores and ratings will be based on the growth of students in the teacher's course in the current school year.

A collectively attributed SLO measure

> School- or program-wide

- School- or program-wide results: scores and ratings will be based on the growth of all students in a school or program who take the applicable assessments in the current school year.
- School- or program-wide group or team results: scores and ratings for a group or team of teachers will be based on the growth of students in the group/team of teachers' courses in the current school year.
- School- or program-wide linked results scores and ratings will be based on the growth of students enrolled in the teacher's course in the current school year taking assessments in other grades/subjects.

> District- or BOCES-wide

- District- or BOCES-wide results: scores and ratings will be based on the growth of all students across buildings/programs in an LEA who take the applicable assessments in the current school year.
- District- or BOCES-wide group or team results: scores and ratings for a group or team of teachers will be based on the growth of students in the group/team of teachers' courses across buildings/programs in an LEA in the current school year.

Please choose the option that best describes grade six in your LEA.

☑ Departmentalized - all core subjects use the same measure and assessment(s)

Page Last Modified: 03/17/2020

Grade Six (Departmentalized) Measure and Assessment(s)

Grade six departmentalized with uniform measure and assessment(s) across core subjects

Grade 6: Measure Type

District- or BOCES-wide

Grade 6: District- or BOCES-Wide Measure

District- or BOCES-wide results

Grade 6: Assessment Type(s)

- ☑ State or Regents assessment(s)

Grade 6: State or Regents Assessment(s)

- ☑ Grade 4 Science (2019-20 only)
- ☑ Elementary Science (starting in 2021-22)
- ☑ Grade 8 Science
- ☑

Page Last Modified: 03/17/2020

Grade Seven (Departmentalized) Measure and Assessment(s)

Grade seven departmentalized with uniform measure and assessment(s) across core subjects

Grade 7: Measure Type

District- or BOCES-wide

Grade 7: District- or BOCES-Wide Measure

District- or BOCES-wide results

Grade 7: Assessment Type(s)

- ☑ State or Regents assessment(s)

Grade 7: State or Regents Assessment(s)

- ☑ Grade 4 Science (2019-20 only)
- ☑ Elementary Science (starting in 2021-22)
- ☑ Grade 8 Science
- ☑ ELA Regents
- ☑ Algebra I Regents
- ☑ Living Environment Regents
- ☑ Global History Regents
- ☑ US History Regents

Page Last Modified: 03/17/2020

Grade Eight Measures and Assessments

Please identify below whether grade eight instruction is common branch or departmentalized; indicate which of the three available measure types will be used for grade eight teachers; and then choose the specific measure, corresponding assessment type(s), and applicable assessment(s).

An individually attributed SLO measure

> Teacher and course-specific

- Teacher and course-specific results: scores and ratings will be based on the growth of students in the teacher's course in the current school year.

A collectively attributed SLO measure

> School- or program-wide

- School- or program-wide results: scores and ratings will be based on the growth of all students in a school or program who take the applicable assessments in the current school year.
- School- or program-wide group or team results: scores and ratings for a group or team of teachers will be based on the growth of students in the group/team of teachers' courses in the current school year.
- School- or program-wide linked results scores and ratings will be based on the growth of students enrolled in the teacher's course in the current school year taking assessments in other grades/subjects.

> District- or BOCES-wide

- District- or BOCES-wide results: scores and ratings will be based on the growth of all students across buildings/programs in an LEA who take the applicable assessments in the current school year.
- District- or BOCES-wide group or team results: scores and ratings for a group or team of teachers will be based on the growth of students in the group/team of teachers' courses across buildings/programs in an LEA in the current school year.

Please choose the option that best describes grade eight in your LEA.

☑ Departmentalized - all core subjects use the same measure and assessment(s)

Page Last Modified: 03/09/2020

High School ELA (All Grades) Measure and Assessment(s)

High School ELA: Measure Type

District- or BOCES-wide

High School ELA: District- or BOCES-Wide Measure

District- or BOCES-wide results

High School ELA: Assessment Type(s)

- ☑ State or Regents assessment(s)

High School ELA: State or Regents Assessment(s)

- ☑ Grade 4 Science (2019-20 only)
- ☑ Elementary Science (starting in 2021-22)
- ☑ Grade 8 Science
- ☑ ELA Regents
- ☑ Algebra I Regents
- ☑ Living Environment Regents
- ☑ Global History Regents
- ☑ US History Regents

Page Last Modified: 03/09/2020

High School Regents Math (All Courses) Measure and Assessment(s)

High School Regents Math: Measure Type

District- or BOCES-wide

High School Regents Math: District- or BOCES-Wide Measure

District- or BOCES-wide results

High School Regents Math: Assessment Type(s)

- ☑ State or Regents assessment(s)

High School Regents Math: State or Regents Assessment(s)

- ☑ Grade 4 Science (2019-20 only)
- ☑ Elementary Science (starting in 2021-22)
- ☑ Grade 8 Science
- ☑ ELA Regents
- ☑ Algebra I Regents
- ☑ Living Environment Regents
- ☑ Global History Regents
- ☑ US History Regents

Page Last Modified: 03/09/2020

High School Regents Science (All Courses) Measure and Assessment(s)

High School Regents Science: Measure

District- or BOCES-wide

High School Regents Science: District- or BOCES-Wide Measure

District- or BOCES-wide results

High School Regents Science: Assessment Type(s)

- ☑ State or Regents assessment(s)

High School Regents Science: State or Regents Assessment(s)

- ☑ Grade 4 Science (2019-20 only)
- ☑ Elementary Science (starting in 2021-22)
- ☑ Grade 8 Science
- ☑ ELA Regents
- ☑ Algebra I Regents
- ☑ Living Environment Regents
- ☑ Global History Regents
- ☑ US History Regents

Annual Professional Performance Review - Education Law §3012-d, amended in 2019

Task 2. TEACHERS: Required Student Performance - High School Regents Social Studies

Page Last Modified: 02/18/2020

High School Regents Social Studies: Measures and Assessments

Note: Additional high school social studies courses may be included in the “Other Courses” section.

Please identify below whether all high school Regents social studies teachers use the same type of measure and assessment(s) or if the measures and assessments vary by course; indicate which of the three available measure types will be used for high school Regents social studies teachers; and then choose the specific measure, corresponding assessment type(s), and applicable assessment(s).

An individually attributed SLO measure

> Teacher and course-specific

- High school Regents Teacher and course-specific

Page Last Modified: 02/18/2020

Other Courses

Please identify below the 'other courses' in your LEA; indicate which of the six available measures will be used for for each group of teachers; and then choose the specific measure, corresponding assessment type(s), and applicable assessment(s).

An individually attributed SLO measure

> Teacher and course-specific

- Teacher and course-specific results: scores and ratings will be based on the growth of students in the teacher's course in the current school year.

A collectively attributed SLO measure

> School- or program-wide

- School- or program-wide results: scores and ratings will be based on the growth of all students in a school or program who take the applicable assessments in the current school year.
- School- or program-wide group or team results: scores and ratings for a group or team of teachers will be based on the growth of students in the group/team of teachers' courses in the current school year.
- School- or program-wide linked results scores and ratings will be based on the growth of students enrolled in the teacher's course in the current school year taking assessments in other grades/subjects.

> District- or BOCES-wide

- District- or BOCES-wide results: scores and ratings will be based on the growth of all students across buildings/programs in an LEA who take the applicable assessments in the current school year.
- District- or BOCES-wide group or team results: scores and ratings for a group or team of teachers will be based on the growth of students in the group/team of teachers' courses across buildings/programs in an LEA in the current school year.

Complete the following, as applicable, for all 'other teachers' in additional grades/subjects (you may combine into one course listing any groups of teachers for whom the measure and assessment(s) are the same including, for example, "All courses not named above"):

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

Columns 5-7: assessment(s) used

Follow the examples below to list other courses.

	(1) lowest grade	(2) highest grade	(3) subject	(4) measure	(5-7) assessment(s)
All Other Courses	K	12	All courses not named above	District- or BOCES-wide results	ELA Regents, Algebra I Regents
K-3 Art	K	3	Art	Teacher and course-specific results	Questar III BOCES
Grades 9-12 English Electives	9	12	English Electives	School- or program-wide linked results	All Regents given in LEA

To add additional courses, click "Add Row".

Annual Professional Performance Review - Education Law §3012-d, amended in 2019

Task 2. TEACHERS: Required Student Performance - Other Courses

Page Last Modified: 02/18/2020

Grade From	Grade To	Subject	Measure	State or Regents Assessment(s)	Locally-developed Course-Specific Assessment(s)	Third Party Assessment(s)
K	12	All courses not named above	District-or BOCES-wide results	☑ Grade 4 Science (2019-20 only) ☑ Elementary Science (starting in 2021-22) ☑ Grade 8 Science ☑ ELA Regents ☑ Algebra I Regents ☑ Living Environment Regents ☑ Global Hc.37m. Scgents ☑ Science		

Page Last Modified: 03/09/2020

Teacher Observation Category

For guidance on the Teacher Observation category, see NYSED APPR Guidance.

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.

Rubric Name	If more than one rubric is utilized, please indicate the group(s) of teachers each rubric applies to.

Page Last Modified: 03/09/2020

	Overall Observation Category Score and Rating	
	Minimum	Maximum
H	3.5 to 3.75	4.0
E	2.5 to 2.75	3.49 to 3.74
D	1.5 to 1.75	2.49 to 2.74
I	0.00*	1.49 to 1.74

* In the event that an educator earns a score of 1 on all rated components of the practice rubric across all observations, a score of 0 will be assigned.

HEDI Ranges

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.

Please select a minimum value between 3.50 and 3.75 and choose 4.00 as the maximum value for the Highly Effective range.

	Minimum Rubric Score	Maximum Rubric Score
Highly Effective:	3.50	4.00

Please select a minimum value between 2.50 and 2.75 and a maximum value between 3.49 and 3.74 for the Effective range.

	Minimum Rubric Score	Maximum Rubric Score
Effective:	2.50	3.49

Please select a minimum value between 1.50 and 1.75 and a maximum value between 2.49 and 2.74 for the Developing range.

	Minimum Rubric Score	Maximum Rubric Score
Developing:	1.50	2.49

Please choose 0.00 as the minimum value and select a maximum value between 1.49 and 1.74 for the Ineffective range.

	Minimum Rubric Score	Maximum Rubric Score
Ineffective:	0.00	1.49

Page Last Modified: 02/18/2020

Teacher Observation Subcomponent Weighting

Required Subcomponent 1: Observations by Principal(s) or Other Trained Administrators
- At least 80% of the Teacher Observation category score

Required Subcomponent 2: 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 LEA is granted an annual Rural/Single Building Independent Evaluator Hardship Waiver by the Department, this subcomponent will be satisfied through th use of one or more evaluators selected and trained by the LEA, who are different than the evaluator(s) who conducted the observation(s) required to be performe the principal/supervisor or other trained administrator. If the LEA is granted an annual Undue Burden Independent Evaluator Hardship Waiver by the Department this subcomponent will be satisfied through the processes described in that application.

Please indicate the weight of each observation type and be sure the total of the weights indicated equals 100%.

Principal/Administrator [Required]	Independent Evaluator(s) [Required]	Peer Observer(s) [Optional]	Grades and subjects for which Peer Observers will be used
80%	20%	0% (N/A)	(No Response)

Observation Assurances

Please check all of the boxes below.

- ☑ 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; and/or use of professional goal-setting as evidence of teacher effectiveness. Consistent with Subpart 30-3 of the Rules of the Board of Regents, assure that points shall not be allocated based on any artifacts, unless such artifact constitutes evidence of an otherwise observable rubric subcomponent.
- ☑ Assure that the length of all observations for teachers will be conducted pursuant to the locally-determined durations.
- ☑ Assure that at least one of the required observations will be unannounced.

Required Subcomponent 1: Observations by Principal(s) or Other Trained Administrators

At least one observation must be conducted by building principal or other trained administrator and at least one of the required observations must be unannounced (across both required subcomponents).

- LEAs may locally determine whether to use more than one observation by principal or other trained administrator.
- Nothing shall be construed to limit the discretion of management to conduct observations in addition to those required by this section for non-evaluative purposes.
- The frequency and duration of observations are locally determined.
- Observations may occur in person or by live or recorded video, as determined locally.

Indicate the minimum number of unannounced and announced observations by principal(s) or other trained administrators, as well as the method of observation, in the table below.

Page Last Modified: 02/18/2020

Please also check each of the following boxes.

- ☑ Assure that if the LEA is granted an annual Rural/Single Building District Independent Evaluator Hardship Waiver by the Department, the terms of such waiver shall apply for the school year during which the waiver is effective; and, that in any school year for which there is an approved waiver, the second observation(s) shall be conducted by one or more evaluators selected and trained by the LEA, who are different than the evaluator(s) who conducted the observation(s) required to be performed by the principal/supervisor or other trained administrator. See Section 30-3.4(c)(1)(ii)(a) of the Rules of the Board of Regents.
- ☑ Assure that if the LEA is granted an annual Undue Burden Independent Evaluator Hardship Waiver by the Department, the terms of such waiver shall apply for the school year during which the waiver is effective; and, that in any school year for which there is an approved waiver and such waiver contains information that conflicts with the information provided in Task 4 of the LEA's approved Section 3012-d APPR plan, the provisions of the approved waiver will apply. See Section 30-3.4(c)(1)(ii)(b) of the Rules of the Board of Regents.

Page Last Modified: 02/18/2020

Additional Requirements

For more information on the additional requirements for teachers, see NYSED APPR Guidance.

Teacher Improvement Plan Assurances

Please check each of the boxes below.

- ☑ Assure that the LEA will formulate and commence implementation of a Teacher Improvement Plan (TIP) for all teachers who receive an overall rating of Developing or Ineffective by October 1 following the school year for which such teacher's performance is being measured or as soon as practicable thereafter.
- ☑ Assure that TIP plans developed and implemented by the superintendent or his/her designee, in the exercise of their pedagogical judgment, and subject to collective bargaining to the extent required under article 14 of the Civil Service Law, 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.

Teacher Improvement Plan Forms

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.

As a required attachment to this APPR plan, upload the TIP forms that are used in the LEA.

Teacher Improvement Plan.pdf

Page Last Modified: 03/17/2020

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

A teacher who receives a rating of Ineffective or Developing may appeal his or her performance review and/or resulting teacher improvement plan. Ratings of Highly Effective or Effective cannot be appealed. A teacher may appeal only: the substance of his or her performance review; the school district's adherence to standards and methodologies required for such reviews; adherence to applicable regulations of the Commissioner of Education; compliance with the procedures for the conduct of performance reviews set forth in the APPR plan; and/or the LEA's issuance and/or implementation of the terms of the teacher improvement plan, as required under Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents.
The timeline for an appeal shall proceed as follows:
1. Appeals concerning a teacher's performance review must be received by the supervising principal or coordinator no later than ten (10) workdays after the date when the teacher receives his or her overall rating. The failure to submit an appeal within this timeframe shall result in a waiver of the teacher's right to appeal the performance review. This appeal must contain a detailed description of the precise point(s) of disagreement over his or her performance review, along with any and all documents or written material that he or she believes are relevant to the resolution of the appeal.
2. The administrator who received the appeal has five (5) workdays to respond to the teacher in writing. The administrator will simultaneously notify the teacher and the superintendent of the decision to grant or deny the appeal.
3. The appealing teacher must notify the superintendent no later than 8:00 am on the seventh workday after the administrator denied the teacher's appeal that the teacher plans to appeal to the Appeals Panel. Upon the written notice of a request for an appeal, the superintendent will also immediately notify the appealing teacher of the time and place of the appeals hearing.
4. Upon receipt that the teacher plans to appeal to the Appeals Panel, the superintendent will immediately put the Appeals Panel on notice that they are convening on the eighth (8th) working day following the receipt of that notice. The Appeals Panel shall consist of: Two teachers (An STA association officer and another teacher, to be designated by the STA President). Teachers cannot be from the same building as the teacher who is appealing) Two administrators (other than the Superintendent) The membership of this panel will be stipulated at the beginning of each school year, with the understanding that they may be empanelled at any time during the school year. Two teachers will be chosen for each school (Waterman, State Street, Middle School, and High School) The STA President will choose and designate the teacher members. The superintendent will choose and designate the administrator members. The appealing teacher may also ask an STA representative to accompany him or her to the appeals hearing. This representative has no vote on the panel.
5. During the review before the Appeals Panel, the teacher will have an opportunity to once again state his or her case. The Appeals Panel members will also have an opportunity to question the appealing teacher. The intent is that the panel will gather as much information as feasible in order to make a good decision.
6. After the teacher has stated his or her case, the teacher and his or her STA representative will be excused from the room. At that time, the panel will discuss and deliberate the merits of the case. They will come to a conclusion by the end of the meeting. This conclusion is limited to the following: The appeal is granted by a majority vote. The appeal is denied by a majority vote. The panel is deadlocked by a two to two vote. Each member is required to vote by granting or denying the appeal.
7. This conclusion is then immediately forwarded to the Superintendent. If deadlocked, each position will submit a written explanation of their findings to the superintendent within five (5) workdays of the mutual determination of deadlock.
8. If the panel is deadlocked, the Superintendent will gather the facts and rule on the appeal with a final decision. The Superintendent will issue a written decision on the merits of the appeal no later than ten (10) workdays after receipt of the panel's written explanations regarding his or her decision. If the Superintendent sustains the appeal, he or she will issue an appropriate remedy. If the Superintendent dismisses or denies the appeal, the teacher's APPR rating and evaluation shall remain unchanged, and the appeal process shall end. The Superintendent's decision shall be final and binding, and may not be appealed or reviewed further.
9. The teacher's failure to comply with the requirements of this procedure shall result in a denial of the appeal.
10. The teacher bringing the appeal has the responsibility of demonstrating that the original performance review rating should be changed.
11. Notwithstanding the above, in the event that a tenured teacher has received two consecutive ineffective APPR evaluation ratings, the teacher may initiate a third tier appeal within (10) workdays after the receipt of the Superintendent's determination which shall be to an individual selected from a list of APPR hearing officers mutually chosen by the Superintendent and Association President from a list of hearing officers trained and approved by the BOCES served by the District. In the event that the BOCES does not maintain a list of trained and approved hearing officers for this purpose, the Superintendent and Association President shall at the beginning of the school year mutually agree upon no less than two and no more than four trained hearing officers for this purpose. The hearing officer shall make a final and binding decision upon the appeal of the APPR evaluation and/or resulting teacher improvement plan. The hearing officer's decision will be made in a timely manner. The appeals process will be timely and expeditious in compliance with education law 3012(d).

Page Last Modified: 02/18/2020

Teacher Evaluation Assurances

Please check all of the boxes below.

- ☑ Assure that the LEA 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 the 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.
- ☑ Assure that the evaluation system will be used as a significant factor for employment decisions.
- ☑ Assure that teachers will receive timely and constructive feedback as part of the evaluation process.
- ☑ Assure that the following prohibited elements listed in Education Law Section 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 locally-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. Consistent with Subpart 30-3 of the Rules of the Board of Regents, assure that points shall not be allocated based on any artifacts, unless such artifact constitutes evidence of an otherwise observable rubric subcomponent.
- ☑ Assure that the LEA shall compute and provide teachers with their APPR scores and ratings as soon as practicable, 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.

Assessment Assurances

Please check all of the boxes below.

- ☑ 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.
- ☑ Assure that individuals with vested interest in the outcome of their assessments are not involved, to the extent practicable, in the scoring of those assessments.

Data Assurances

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.
- ☑ Assure that the LEA provides an opportunity for every classroom teacher to verify the subjects and/or student rosters assigned to them.
- ☑ Assure scores for all teachers will be reported to NYSED for each subcomponent, as well as the overall rating, as per NYSED requirements.
- ☑ Assure that procedures for ensuring data accuracy and integrity are being utilized.

Page Last Modified: 03/09/2020

Required Student Performance Subcomponent

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

100% of the Student Performance category if only the Required subcomponent is used or locally determined if the Optional subcomponent is selected.

Required Student Performance Measures

Student performance for prinicpals may be measured by either a student learning objectives (SLO) or an Input Model where the principal's overall rating

Page Last Modified: 03/09/2020

- a description of the areas of principal practice that will be evaluated;
- a description of how the selected areas of principal practice promote student growth;
- a description of the evidence of student growth and principal practice that will be collected; and
- a description of how the district will use the evidence to differentiate effectiveness resulting in a score from 0 to 20 and ratings of Highly Effective, Effective, Developing, or Ineffective.

Assurances

Please check all of the boxes below.

- ☑ Assure that for any SLO based, in part, on the New York State grade four science assessment, beginning in the 2020-21 academic year the SLO will utilize only the remaining assessments.
- ☑ For principals evaluated using an SLO, assure that such SLO is determined locally in a manner consistent with the goal-setting process determined by the Commissioner.
- ☑ For principals evaluated using an SLO, assure that all student growth targets represent a minimum of one year of expected growth, as determined locally in a manner consistent with the Commissioner's goal-setting process. Such targets may only take the following characteristics into account: poverty, students with disabilities, English language learner status and prior academic history.
- ☑ For principals evaluated using an SLO, assure that all student growth targets shall measure the change in a student's performance between the baseline and the end of the course.
- ☑ For principals evaluated using an SLO, assure that if the principal's SLO is based on a small 'n' size population and the LEA chooses not to use the HEDI scoring bands listed above, then the principal's 0-20 score and HEDI rating will be determined using the HEDI scoring bands specified by the Department in SLO Guidance.
- ☑ For principals evaluated using an input model, assure that all applicable principals will be evaluated using the procedures described herein and approved by the Commissioner.
- ☑ Assure that processes are in place for the superintendent to monitor SLOs and input models.
- ☑ 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 and the approved APPR plan.

Required Student Performance for Principals

Please choose the option that best describes the required student performance subcomponent for principals in your LEA.

- ☑ The same measure(s) and assessment(s) will be used for all principals
- ☐ Different measure(s) and assessment(s) will be used for different grade configurations/programs

Page Last Modified: 03/09/2020

All Principals

Please indicate how student performance will be measured for principals, then choose the specific measure, corresponding assessment type(s) and assessment(s), as applicable.

Student performance based on a Student Learning Objective (SLO)

An individually attributed SLO measure

> Principal and building/program-specific

- Principal and building/program-specific results: scores and ratings will be based on the growth of students in the principal's building/program in the current school year.

A collectively attributed SLO measure

> District- or BOCES-wide

- District- or BOCES-wide results: scores and ratings will be based on the growth of all students across buildings/programs in an LEA who take the applicable assessments in the current school year.
- District- or BOCES-wide group or team results: scores and ratings for a group or team of principals will be based on the growth of students in the group/team of principals' buildings/programs in an LEA in the current school year.

Student Performance based on an Input Model

An input model uses evidence of principal practice that promotes student growth related to the Leadership Standards.

Selection of the Input Model will require:

- a description of the areas of principal practice that will be evaluated;
- a description of how the selected areas of principal practice promote student growth;
- a description of the evidence of student growth and principal practice that will be collected; and
- a description of how the district will use the evidence to differentiate effectiveness resulting in a score from 0 to 20 and ratings of Highly Effective, Effective, Developing, or Ineffective.

All Principals: Measure Type

Student Learning Objective (SLO)

Page Last Modified: 03/09/2020

Principal Student Learning Objective

Please indicate the type of SLO that will be used for principals, then choose the corresponding assessment type(s) and assessment(s).

Page Last Modified: 02/18/2020

Use of the Optional Subcomponent and Student Performance Category Weighting

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Page Last Modified: 02/18/2020

Optional Student Performance Subcomponent

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

Percentage of Student Performance category to be locally determined if selected.

Such second measure shall apply in a consistent manner, to the extent practicable, across all programs or buildings with the same grade configuration in the LEA and be a locally selected measure of student growth or achievement based on State-created or -administered assessments or State-designed supplemental assessments.

Options for measures and associated assessments include:

- Option (A) A second SLO, provided that this SLO is different than that used in the required subcomponent;
- Option (B) A growth score based on a statistical growth model, where available, for either State-created or -administered assessments or State-designed supplemental assessments;
- Option (C) A measure of student growth, other than an SLO, based on State-created or -administered assessments or State-designed supplemental assessments;
- Option (D) A performance index based on State-created or -administered assessments or State-designed supplemental assessments;
- Option (E) An achievement benchmark on State-created or -administered assessments or State-designed supplemental assessments;
- Option (F) Four, five, or six-year high school graduation rates;
- Option (G) An input model where the principal's overall rating shall be determined based on evidence of principal practice that promotes student achievement related to the Leadership Standards; or
- Any other collectively bargained measure of student growth or achievement included in the LEA’s evaluation plan.

Please indicate if the Optional subcomponent will be used by making the appropriate selection below.

NO, the Optional subcomponent WILL NOT be used in the Student Performance category for any principal.

Page Last Modified: 03/09/2020

Principal School Visit Category

For guidance on the Principal School Visit category, see NYSED APPR Guidance.

Principals' professional performance shall be evaluated based on a State-approved rubric using multiple sources of evidence collected and incorporated into the visit protocol. Where appropriate, such evidence may be aligned to building or district goals; provided, however, that professional goal-setting may not be used a

Page Last Modified: 02/18/2020

Principal School Visit Subcomponent Weighting

Required Subcomponent 1: School visits by Supervisor(s) or Other Trained Administrators
- At least 80% of the Principal School Visit category score

Required Subcomponent 2: 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 Principal(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%.

* If the LEA is granted an annual Rural/Single Building District 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 LEA, who are different than the evaluator(s) who conducted the school visit(s) required to performed by the Superintendent/supervisor or their designee. If the LEA is granted an annual Undue Burden Independent Evaluator Hardship Waiver by the Department, this subcomponent will be satisfied through the processes described in that application.

Please indicate the weight of each school visit type and be sure the total of the weights indicated equals 100%.

Supervisor/Administrator [Required]	Independent Evaluator(s) [Required]	Peer School Visit(s) [Optional]	Grade configurations for which Peer School Visits will be used
80%	20%	0% [N/A]	(No Response)

School Visit Assurances

Please check all of the boxes below.

- ☑ 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; and/or use of professional goal-setting as evidence of principal effectiveness. Consistent with Subpart 30-3 of the Rules of the Board of Regents, assure that points shall not be allocated based on any artifacts, unless such artifact constitutes evidence of an otherwise observable rubric subcomponent.
- ☑ Assure that the length of all school visits for principals will be conducted pursuant to the locally-determined durations.
- ☑ Assure that at least one of the required school visits will be unannounced.
- ☑ Assure that school visits will not be conducted via video.

Required Subcomponent 1: School Visits by Supervisor(s) or Other Trained Administrators

At least one school visit must be conducted by supervisor or other trained administrator and at least one of the required school visits must be unannounced (across both required subcomponents).

- LEAs may locally determine whether to use more than one school visit by superintendent or other trained administrator.
- Nothing shall be construed to limit the discretion of a board of education or superintendent of schools from conducting additional school visits for non-evaluative purposes.
- The frequency and duration of school visits are locally determined.
- School visits may not occur by live or recorded video.

Indicate the minimum number of unannounced and announced school visits by supervisor(s) or other trained administrators in the table below.

Page Last Modified: 02/18/2020

Optional Subcomponent: School Visits by Trained Peer Principal(s)

If selected, at least one school visit must be conducted by trained peer principal(s).

- Peer principals are trained and selected by the LEA.
- Trained peer principals must have received an overall rating of Effective or Highly Effective in the prior school year.
- School visits may not occur by live or recorded video.

Indicate the minimum number of unannounced and announced school visits by trained peer principal(s) in the table below.

If the optional subcomponent will not be used, please indicate "N/A" for the minimum number for both unannounced and announced school visits for "All Principals."

PRINCIPALS Indicate whether the number and method selected applies to all principals or to a subgroup of principals.	SUBGROUP If "Subgroup of Principals" is selected in the previous column, indicate which principals the number and method selected applies to; otherwise, enter "N/A." For additional subgroups, add another row.	UNANNOUNCED Minimum Number of School Visits	ANNOUNCED Minimum Number of School Visits
All Principals (enter 'N/A' in the next column)	N/A	0	0

Peer Principal School Visit Assurances

Please check all of the boxes below.

- ☑ Assure that peer principal(s), as applicable, will be trained and selected by the LEA.
- ☑ Assure that, if school visits are being conducted by trained peer principal(s), these principal(s) received an overall rating of Effective or Highly Effective in the previous school year.

Page Last Modified: 03/13/2020

Additional Requirements

For guidance on additional requirements for principals, see NYSED APPR Guidance.

Principal Improvement Plan Assurances

Please check each of the boxes below.

- ☑ Assure that the LEA will formulate and commence implementation of a Principal Improvement Plan (PIP) for all principals who receive an overall rating of Developing or Ineffective by October 1 following the school year for which such principal's performance is being measured or as soon as practicable thereafter.
- ☑ Assure that PIP plans developed and implemented by the superintendent or his/her designee, in the exercise of their pedagogical judgment, and subject to collective bargaining to the extent required under article 14 of the Civil Service Law, 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.

Principal Improvement Plan Forms

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.

As a required attachment to this APPR plan, upload the PIP forms that are used in the LEA.

Principal_Improvement_Plan.pdf

Page Last Modified: 03/17/2020

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

Appeals for Principal Evaluation: Appeals are limited to those identified by Education Law §3012-d, as follows:
1. The substance of the annual professional performance review;
2. The school district's or board of cooperative educational services' adherence to the standards and methodologies required for such reviews;
3. The adherence to the Commissioner's regulations, as applicable to such reviews;
4. Compliance with any applicable locally negotiated procedures applicable to annual professional performance reviews or improvement plans; and
5. The school district's or board of cooperative educational services; issuance and/or implementation of the terms of the principal improvement plan.

Appeals Processes:
1. Probationary principals can appeal ineffective ratings and tenured principals can appeal ineffective and developing ratings.
2. A principal may not file multiple appeals regarding the same performance review. The issuance of an improvement plan may prompt an appeal independent of the performance review. The implementation of an improvement plan may be appealed upon each alleged breach thereof. All grounds for appeal must be raised with specificity within such appeal. Any grounds not raised shall be deemed waived.
3. For ineffective, the burden shall be on the district to establish by the preponderance of the evidence that the rating given to the appellant was justified or that an improvement plan was appropriately issued and/or implemented. For the developing appeal, the burden of proof is born by the principal.
4. All appeals shall be filed in writing. The written appeal must be through the U.S. mail as a certified document addressed to the Superintendent of Schools. No electronic filing will be acceptable.
5. An appeal of a performance review or the issuance of an improvement plan must be filed no later than fifteen (15) business days of the date when the principal receives his/her overall rating.
6. An appeal of the implementation of an improvement plan shall be within fifteen (15) business days of the failure of the district to implement any component of the plan.
7. When filing an appeal, the principal must submit a written description of the specific areas of disagreement over his or her performance review, or the issuance and/or implementation of the terms of his or her improvement plan. Supportive evidence about the challenges may also be submitted with the appeal. Any additional documents or materials relevant to the appeal must be provided by the district upon written request for same. The performance review and/or improvement plan being challenged must also be submitted with the appeal.
8. Within fifteen (15) business days of receipt of an appeal, the district must submit a detailed written response to the appeal. The response must include all additional documents or written materials relevant to the point(s) of disagreement that support the district's response. Any such information that is not submitted at the time the response is filed shall not be considered on behalf of the district in the deliberations related to the resolution of the appeal. The principal initiating the appeal shall receive a copy of the response filed by the school district, and all additional information submitted with the response, at the same time the school district files its response. Additional material supporting the challenges may be submitted by the principal up to five (5) days before the start of the hearing.
9. Within five (5) business days of the district's response, a single individual hearing officer shall be mutually chosen by the Superintendent and Association President from a list of hearing officers trained and approved by the BOCES served by the District. In the event that the BOCES does not maintain a list of trained and approved hearing officers, the Superintendent and Association President shall mutually agree upon two trained hearing officers. The hearing officer for a specific appeal hearing will be assigned by lottery from this list. The parties agree that:
10. The hearing officer shall hear appeals in a timely manner after the appeal is made, but in no event shall it be less than five (5) business days or more than fifteen (15) business days after the hearing officer is selected.
11. The hearing shall be conducted in no more than one business day unless extenuating circumstances are present and the hearing officer agrees to a second day.
12. The parties shall have the ability to be represented by either district labor relations specialist or school attorney, union representative, or appear pro se;
13. The parties shall exchange an anticipated witness list no less than two (2) business days before the scheduled hearing date;
14. The district shall have the opportunity to present its case supporting the ineffective rating or improvement plan and then the principal may refute the presentation. The principal with a developing rating shall have the opportunity to present their case and then the district may refute the presentation. These may include the presentation of material, witnesses and/or affidavits in lieu of testimony.
15. A written decision on the merits of the appeal shall be rendered no later than fifteen (15) business days from the close of the hearing. Such decision shall be a final administrative decision. The decision shall set forth the reasons and factual basis for the determination on each of the specific issues raised in the appeal. The reviewer must either affirm or set aside a district's rating or improvement plan. A copy of the decision shall be provided to the principal and the district representative.

Additional Considerations:

Page Last Modified: 03/17/2020

1. This appeal procedure shall constitute the means for initiating, reviewing and resolving challenges to a principal performance review or improvement plan. A principal may not resort to any other contractual grievance procedures for the resolution of challenges and appeals related to a professional performance review and/or improvement plan.
2. The costs of the hearing officer shall be the responsibility of the District.
3. In addition to any further limitations agreed to within the APPR agreement, an evaluation shall not be placed in a principal's personnel file until either the expiration of the fifteen (15) business day period in which to file a notice of appeal without action being taken by the principal or the conclusion of the appeal process described herein, whichever is later.
4. A principal who takes advantage of the appeals process described herein does not waive his/her right to submit a written rebuttal to the final evaluation. A principal who elects to submit a written rebuttal to his/her evaluation prior to the expiration of the fifteen (15) business days in which to file a notice of appeal does not waive his/her right to file an appeal.

Page Last Modified: 03/17/2020

Training Assurance

Please check the box below.

☑ The LEA 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 evaluators and peer principals need only be trained on elements 1, 2, and 4 below.

Training of Lead Evaluators, Evaluators, Independent Evaluators, and Peer Principals and Certification of Lead Evaluators

The process for training evaluators, including impartial and independent evaluators and peer principals, and certifying and re-certifying lead evaluators must inclu

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

Page Last Modified: 03/17/2020

Describe the process for training evaluators, including impartial and independent evaluators and peer principals, and certifying and re-certifying lead evaluators.

In person training sessions covering the nine (9) required elements for Lead Evaluators and Evaluators, and the three (3) required elements for Independent Evaluators are held quarterly and led by professional staff from the BOCES.
1. Lead evaluators will be trained via Cayuga-Onondaga BOCES and certified/recertified annually by the Skaneateles CSD Board of Education accordingly.
2. Evaluators and Independent Evaluators will be trained by professional staff from BOCES.

The district will provide all evaluators (lead, independent, and all other evaluators) will regular and ongoing training in inter-rater reliability based on

F.

_____

The district is invested in your success. We are here to help you achieve the success which we expect of all principals.

Support Team

Principal(s): _____

Mentor(s): _____

Union representative: _____

Principal Acknowledgement:

_____
Signature
(indicates that the S U L Q a s h a s D e opportunity to review the P)

Optional Principal Response (attached):

visits;

- Assure that it is possible for a teacher or principal to earn each point in the scoring ranges for each subcomponent and that the district shall ensure that the [illegible] scoring ranges are assigned to subcomponents and categories is transparent and available to those [illegible]
- Assure that if [illegible] for the State measures of student growth or achievement will be used across all classrooms [illegible] similar building configurations/programs, for [illegible] practicable;
- Assure that all growth targets represent a minimum of one year of expected growth;
- Assure that any material changes to this APPR Plan will be submitted to the Commissioner for approval by March 1 of each school year;
- Assure that the LEA will provide the Department with any information necessary to conduct the annual monitoring pursuant Subpart 30-3 of the regulations;
- Assure that the amount of time devoted to additional standardized assessments that are not specifically required by State or Federal law in each classroom or program of the grade does not exceed, in the aggregate, required annual instructional hours for such classroom or program;
- Assure that the amount of time devoted to test [illegible] exceed, in the aggregate, two percent of the minimum [illegible] the minimum require[illegible] teacher administered classroom quizzes or exams, portfolio reviews, or performance assessments shall not be counted towards the limit [illegible] towards the limit [illegible] requirements of section 504 pla[illegible] of a qualified student with a disability or federal law relating [illegible] or the individualized education pro[illegible] student with a disability.

Signatures, dates

Superintendent Signature: Date: 3-17-2020

Superintendent Name (print):

Jeffrey K. Brownell

Teachers Union President Signature: Date: 3/17/20

Teachers Union President Name (print):

Marcus L Guy

Administrative Union President Signature: Date: 3/17/20

Administrative Union President Name (print):

Board of Education President Signature: Date: 3/17/20

Board of Education President Name (print):

Thomas E. Lambdin