

Annual Professional Performance Review



Great Neck Public Schools

Adopted: October 16, 2000

**Amended: July 5, 2005; July 1, 2012;
September 12, 2014; August 1, 2016;
February 7, 2018; October 7, 2020**

INTRODUCTION TO THE 3012(d) AMENDMENT

In accordance with regulations established by the Commissioner of Education relative to Annual Professional Performance Review, the Great Neck Public Schools established a Committee to collectively bargain a new plan for the District, which would bring it into compliance with the new regulations.

The Committee met monthly beginning in May of 2011 and finalized its plan for one year on August 31, 2012. The plan was approved by the State Education Department on September 12, 2012. The Committee continues to meet to review implementation of the plan. The plan was approved without changes for another year on August 20, 2013. It was again approved without changes, other than procedural, on September 12, 2014. In accordance with 3012-d regulations, the committee began meeting on a monthly basis in September of 2015, and our current plan has been approved.

Members of the Committee as of **October 7, 2020:**

SUPERINTENDENT OF SCHOOLS	Teresa Prendergast
ELEMENTARY ASST. SUPT.	Kelly Newman
SECONDARY ASST. SUPT.	Stephen Lando
PUPIL PERSONNEL ASST. SUPT.	Joseph Hickey
HUMAN RESOURCES	Jennifer Kirby
SAGES	Luci Bradley, Asst. Principal (SR) Gina Cartolano, Asst. Principal (SMS) Kathlyne Snyder, Asst. Principal (NHS) Emily Zucal, Principal (LKV)
GNTA	Frank Bua (SMS) Jim Daszenski (GNTA) Toby Hatten (SMS) Susan LaGonterie (NMS) Luci Legotti (LKV) Erin Natri (SR) Kim Semder (NHS) Jennifer Snyder (EMB) Jessica York (NHS)

NOTE: All documents pertaining to observations, evaluations, and Teacher Improvement Plans, including teacher responses, are prepared electronically using My Learning Plan.

OBSERVATIONS will always involve the presence of a supervisor or supervisors. The district has adopted Danielson’s Framework for Teaching Rubric. For the purposes of the observation process, all observable elements in domains 2 & 3 will be assessed. There are two types of observations: announced and unannounced. All probationary teachers shall have a minimum of one announced and one unannounced observation per year. All tenured teachers shall have a minimum of two observations per year, at least one of which must be unannounced. Teachers must receive a minimum of two written reports per year. Teachers are encouraged to write a reflective response. All parties to the observation will be present for all components of the observation process.

INDEPENDENT EVALUATORS

The district applied for and was granted an Independent Evaluator Hardship Waiver for each school year, which exempts us from utilizing an independent evaluator to complete a teacher observation unless a teacher received an overall rating of Ineffective the prior year.

ANNOUNCED OBSERVATIONS

PROBATIONARY TEACHERS:

- will include a pre-observation conference if requested by either party
- **must** include a post-observation conference

TENURED TEACHERS:

- will include pre/post-observation conference if requested by either party

UNANNOUNCED OBSERVATIONS

ALL TEACHERS: will include post-observation conference if requested by either party

Supervisors may enter a teacher’s classroom to observe a lesson unannounced at any time. It should be made clear that this is the teacher’s unannounced observation. An unannounced observation should be at least fifteen minutes in duration. A rating of “Not Meeting District Standards” cannot be given unless the observation has lasted for a full instructional period, which at the elementary level must be a minimum of 30 minutes, except for an observation conducted by an Independent Evaluator. It is suggested that observers practice a “five-minute” walk-through periodically throughout the school year, which need not result in a written report.

MID-YEAR EVALUATION is a formative evaluation of probationary teaching staff. It should include references to any completed observations and should assess

progress made toward any established goals for performance improvement. A written evaluation document will be prepared and shared with the teacher, who may add a comment or statement to the document if s/he so chooses.

END OF YEAR EVALUATION is prepared for all teaching staff based on Danielson's four domains. It should include references to previous observations and evaluations and should assess progress made toward established goals for performance improvement. A written evaluation document will be prepared and shared with the teacher on My Learning Plan, who may attach a comment or statement to the document if s/he so chooses. **Please note:** In the event that a Principal and a Department Head disagree on a teacher's evaluation, consensus **MUST** be reached between the two professionals.

ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR)/COMPOSITE SCORE REPORT

Any teacher who is subject to SED APPR Regulations will be given an overall HEDI rating based on a scoring matrix consisting of student performance and teacher observation. Any teacher who is NOT subject to SED APPR Regulations (regular substitutes who teach less than 60% of the course duration, pre-K teachers, part-time and hourly teachers less than .4 FTE) will not receive an APPR Composite Score Report. (See p. 6)

TEACHER IMPROVEMENT PLAN (TIP)

Should a teacher be rated Ineffective on a Mid-Year Evaluation or End of Year Evaluation, a Teacher Improvement Plan will be designed to address the identified problems in the Mid-Year Evaluation or End-of-Year Evaluation. If a teacher is rated Developing, a TIP may be implemented. If a teacher is rated Effective, but not meeting district standards, a TIP may be implemented. The TIP may include a variety of recommendations including, but not limited to, attendance at college or university courses in the teacher's academic discipline, a referral for a health evaluation, peer coaching/mentoring, enrollment in a staff development program. The TIP should be created collaboratively by the teacher, his/her evaluator/s, a building administrator (on the secondary level) and a GNTA representative. In some cases, it may be necessary for the appropriate Assistant Superintendent to finalize the TIP.

APPEALS PROCESS

An appeal of an APPR Composite Score of "Ineffective" rating must be submitted to the Superintendent no later than five business days following the unit member's receipt of the rating being appealed. The Superintendent shall issue a decision within five business days of receipt of the appeal, and the Superintendent's decision shall not be reviewable in any forum except on procedural grounds. A second consecutive ineffective rating may be appealed to the Board of Education within five business days of receipt of the Superintendent's decision if dismissal is being contemplated. The decision of the Board shall be final and binding and not further reviewable or subject to appeal in any forum except on procedural grounds, provided, however, that nothing herein shall be deemed to preclude review by a duly

appointed hearing officer in a proceeding pursuant to Education Law section 3020-a or 3020-b.

PUPIL PERSONNEL SERVICES

Guidance Counselors, School Psychologists, and Social Workers will also receive an annual evaluation.

TRAINING IN PERFORMANCE EVALUATION

- A. Each evaluator in the district has had extensive training and experience in supervision and evaluation.
- B. The Superintendent of Schools will develop and implement training for administrative staff and department heads to familiarize them with the content of the APPR, corollary language in applicable collective bargaining agreements, and relevant policies and practices.
- C. All evaluations and observations are reviewed and monitored by the appropriate Assistant Superintendent and/or the Superintendent of Schools.

SCHEDULES

A. OBSERVATIONS

1. Tenured faculty

- a. At least two observation reports per year. At least one observation must be unannounced.
- b. Any documented observation will be available on MLP within 10 school days. It is further agreed that the teacher may add a statement or comment.

2. Non-tenured faculty (including part-time (.4 FTE or more), hourly (480 hours or more), and regular substitutes (.4 FTE or more).

- a. At least two observation reports per year: one announced, one unannounced.
- b. When a classroom observation results in a written report, it will be available on MLP within 10 school days of the observation. It is further agreed that the teacher may add a statement or comment.

B. EVALUATIONS

1. Tenured faculty

- a. Annually
- b. Formal evaluation reports and Annual Performance Review Reports, as required in section 100.2 of the regulations of the Commissioner of Education of the State of New York, shall be available on MLP no later than five school days before the end of the school year to which it applies. It is further agreed that the teacher may attach a statement or comment.
- c. Any evaluation that will result in a **rating of Ineffective or Developing** should be available on MLP no later than 10 school days before the end of the year to which it applies. This is to allow time for the creation of a TIP if necessary.

2. Non-tenured faculty

- a. Probationary teachers and full-year, full-time regular substitutes will receive two evaluations per year, the first no later than January 31, and second no later than May 31, except as noted in 2d below.
- b. Regular substitutes (part-time and hourly) will receive one evaluation in any year in which they teach five months or longer.
- c. With respect to probationary teachers and regular substitutes, it is agreed that any written evaluation report will be available on MLP within five school days of its preparation. It is further agreed that the teacher may add a statement or comment.
- d. Since the building principal must, by May 1, meet with all probationary teachers to verbally inform them of the principal's recommendation regarding tenure or termination of probation, the second evaluation should be completed **by April 15 if the principal anticipates recommending termination of probation.**

3. MLP Acknowledgement

- a. It is the responsibility of the teacher to acknowledge in MLP the receipt of observations, the Mid-Year Evaluation, and the End-of-Year Evaluation. Documents that are not acknowledged will be finalized by an administrator.

4. Teacher Improvement Plan (TIP)

- a. When required, wherever possible, a TIP should be created before the last day of school.
- b. The document should be in place within the first 10 days of the following school year.

APPR COMPOSITE SCORE: MANDATED BY NEW YORK STATE

The final rating will be determined using the following matrix. The teacher's rating for each category is applied to the rubric to determine the overall rating.

Matrix

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 local selected state-designed supplemental assessment was included as an optional subcomponent of the Student Performance category, the teacher must be rated Ineffective overall.