

Mayfield Central School District

APPR AGREEMENT - 2023 - 2024

This plan is for the 2023-2024 school year ONLY. An APPR Committee consisting of administrators and teachers shall meet regularly, but no less than annually to review and update the APPR Plan and process. This committee shall consist of no less than three administrators, two Pre-K-6 teachers, two 7-12 teachers and two teachers selected by the MTA. The role of this committee shall be to negotiate any changes to this document and report back to the Executive Board of the MTA. The Executive Board shall make the decision to approve the changes, deny the changes or submit the changes to the membership for a vote.

I. STATEMENT OF PURPOSE

The Mayfield Teachers Association and the Mayfield Central School District have developed this APPR Plan pursuant to the requirements of Education Law 3012-d and accompanying regulations of the Board of Regents and the Commissioner of Education. This APPR Plan shall be evaluated by the Association and the District annually in order to modify the process as necessary.

The goal of the teacher evaluation system is to promote student learning, support professional growth, and improve teacher effectiveness. This appraisal process is a partnership among teachers, supervisors and administrators with the goal of providing quality instruction and promoting professional growth. A successful review system should provide timely feedback, an opportunity to acknowledge educators' strengths, and provide an opportunity for growth as educators.

The following principles will govern the APPR process:

- It is every teacher's responsibility to continue to grow professionally
- It is the district's responsibility to provide the resources and support for teachers to improve instruction and professional practice
- The goal of the evaluation process is that teachers and evaluators examine the evidence obtained by multiple measures of teaching practice and student achievement to plan for meaningful professional learning and improvement of instruction.
- Evaluations will be conducted openly and objectively with the full involvement of the teacher.

II. OBSERVATIONS

A. Tenured:

Every tenured teacher will be formally observed two times a year. The first observation will not take place, at the earliest, until the first full week of classes. The first observation and all required meetings will be completed by **January 31**. The second observation and all required meetings will be completed by June 1 for Jr/Sr high staff and June 15 for elementary staff.

The two observations will consist of an announced observation done by the teacher's *lead evaluator*, and an unannounced observation done by an administrator employed by the Mayfield Central School District. They may be completed in any order.

If a teacher has been rated ineffective in the previous year, the unannounced observation must be done by an independent evaluator.

1. Announced Observation:

- Must have a pre-observation meeting no more than two school days prior to the observation

Photos and videos may be used only to aid evaluators in gathering evidence at the mutual agreement of both the evaluator and teacher (a consent form via Google Forms will be provided at the beginning of each school year). The recording may not be used for future evaluations or determination of tenure status.

- Must last for a minimum of 30 minutes with the duration being decided upon at the pre-observation meeting
- The administrator's notes from the observation must be sent to the teacher no more than three school days after the observation
- Must have a post-observation meeting no later than 10 school days after the observation
- Counts as 90% of the observation score
- A teacher may request a second announced observation. See the **Request for Additional Observation** form in the Amendment section

2. Unannounced Observation:

- No time limits are set
- Counts as 10% of the observation score
- The administrator's notes from the observation must be sent to the teacher no more than three school days after the observation
- Must have a post-observation meeting no later than 10 school days after the observation

B. Probationary Teachers and Grant Funded Positions:

Probationary teachers and grant funded positions will be observed, at least, three times a year. The first observation will be announced, conducted by the teacher's lead evaluator. The first observation and all required meetings must be completed by **October 30**. The second observation will be announced and will be conducted by the lead evaluator. The second observation and all required meetings must be completed between the first full week of school and **December 15**. The third observation will be unannounced and conducted by an administrator employed by the Mayfield Central School District. The third observation and all required meetings must be completed by **February 1**.

1. Announced Observations:

- Must have a pre-observation meeting no more than two school days prior to the observation
 - Must last for a minimum of 30 minutes with the duration being decided upon at the pre-observation meeting
 - The administrator's notes from the observation must be sent to the teacher no more than three school days after the observation.
 - Must have a post-observation meeting no later than 10 school days after the observation
 - Counts as 10% and 80% respectively of the observation score
 - A teacher may request a second announced observation. See the Request for Additional Observation form
2. Unannounced Observation:
- No time limits are set for the duration of the observation
 - Counts as 10% in determining the observation score
 - The administrator's notes from the observation must be sent to the teacher no more than three school days after the observation
 - Must have a post-observation meeting no later than 10 school days after the observation

At all post observation meetings, the administrator will indicate what components of *Danielson's Framework for Teaching Rubric (2011 Revised Edition)* were evaluated. The rubric must be presented to the teacher for signature and included in the teacher's file. A signature by the teacher does not necessarily indicate agreement with the findings. After receiving the scored rubric, the teacher shall have three school days to rebut any inaccuracies and deficiencies. This rebuttal shall be noted on the copy to be placed in the teacher's file. If upon review, the administration feels the rebuttal is valid, the inaccuracy shall be corrected. The lack of a rebuttal shall not in any way influence the appeals process. The administrator has no more than 6 school days to acknowledge the rebuttal.

C. Final Observation Rating:

A minimum of two components within each domain must be evaluated. All observable components will be weighted equally and averaged. All Learning Standards must be addressed annually. The final observation score will be calculated as follows:

1. For each observation:
 - Average each domain to the nearest hundredth
 - Average the four domains to the nearest hundredth
2. Weight and average the observations based on the established criteria for tenured and probationary teachers to find the overall score. Round to the nearest hundredth.

3. Convert to a HEDI score using the following chart:

Highly Effective	3.50-4.00
Effective	2.50-3.49
Developing	1.50-2.49
Ineffective	0-1.49

III. STUDENT PERFORMANCE SCORES:

For the 2023-24 school year only, all teachers (including those with grades 3 - 8 state assessments and all Regents examinations) will be assigned a student performance score based on the following:

- A. The building principals, MTA president, and MTA vice president will compile an average *proficiency rate* (as instructed by the Board of Regents) rounded to the nearest whole number for the June Regents scores in Algebra 1, English Language Arts, Global History and Geography, Living Environment, and U.S. History and Government and also the State Science Assessment in Grade 4 (proficiency is a 3 or higher). If no scores exist for a designated exam, the requirement for that exam to be included in the average proficiency rate will be waived.
- B. These proficiency rates will then be averaged and rounded to the nearest whole number.
- C. The overall average will then be converted to the HEDI scale using the following chart:

% Meeting Target	Score	HEDI Conversion	% Meeting Target	Score	HEDI Conversion
0-4	0	Ineffective	60-66	13	Developing
5-8	1		67-74	14	
9-12	2		75-79	15	
13-16	3		80-84	16	Effective
17-20	4		85-89	17	
21-24	5		90-92	18	
25-28	6		93-96	19	Highly Effective
29-33	7		97-100	20	
34-38	8				
39-43	9				
44-48	10				
49-54	11				
55-59	12				

IV. OVERALL RATING

The overall rating will be determined by using the final observation rating and the student performance rating. The following state provided Rating Matrix will be used to determine the overall rating:

		Teacher Observation			
		H	E	D	I
Student Performance	H	H	H	E	D
	E	H	E	E	D
	D	E	E	D	I
	I	D	D	I	I

Teachers must be notified of their overall rating in writing no later than September 30 of the following school year. If the score places the teacher in the Developing or Ineffective category, a Teacher Improvement Plan will be initiated (see section VIII.)

V. AVAILABILITY OF DISTRICT’S APPR PLAN

The District will file the APPR Plan in the District Office and make the APPR Plan publicly available on its website by September 10th of each year, or within 10 days of the APPR Plan’s adoption, whichever is later. Any required certifications shall be filed and maintained with the Plan. Upon approval by the Board of Education, the Board clerk will file a hard copy of the approved Plan for public review and inspection in the Office of the Superintendent of Schools, during normal and customary business hours. In addition, upon approval by the Board of Education, the Board clerk will arrange to have the approved plan posted on the District’s website (www.mayfieldcsd.org).

VI. **TRAINING OF EVALUATORS, LEAD EVALUATORS, AND STAFF**

- A. The lead evaluator for all teachers subject to this plan will be his/her principal, assistant principal, or Director of Student Services (special education and AIS teachers only).
- B. Any administrator who participates in the evaluation of teachers for the purpose of determining an APPR rating must be an employee of the District and shall be fully trained and certified as required by *Education Law 3012-d* and the implementing regulations of the Commissioner of Education and Mayfield's APPR Agreement prior to conducting such evaluations. A copy of the certification will be placed in each evaluator's personnel file. Any costs incurred by such training will be borne in entirety by the District.
- C. Training shall include, but not be limited to the following requirements:
 - NYS Teaching Standards and ISLLC Standards
 - Evidence-based observation
 - Application and use of Student Growth Percentile and Value Added Growth Model data
 - Application and use of District-approved Student Learning Objectives
 - Application and use of the State-approved teacher rubric
 - Application and use of any assessment tools used to evaluate
 - Application and use of State-approved locally selected measures of student achievement
 - Use of Statewide Instructional Reporting System
 - Scoring methodology used to evaluate teachers
 - Specific considerations in evaluating teachers of ELLS and students with disabilities
- D. **Recertification and Updated Training:** The District will ensure that all evaluators maintain inter-rater reliability over time and that they are re-certified on an annual basis and receive updated training on any changes in the law, regulations or applicable collective bargaining agreements.
- E. Any evaluation or APPR rating that is determined in whole or in part by an evaluator who is not fully trained and certified to conduct evaluation shall, upon appeal by the subject of the evaluation or APPR rating, be deemed invalid and shall be inadmissible as evidence in any subsequent disciplinary proceeding. The invalidation of an evaluation or APPR rating for this reason shall also preclude its use in any and all other employment decisions.
- F. **Training of Staff:** All professional staff subject to the District APPR will be provided with training on the evaluation system that will include: a review of the content and use of the evaluation system, the NYS Teaching Standards, adopted rubric, reporting forms and the procedures to be followed consistent with the approved APPR and associated contractual provisions. All training will be conducted prior to the implementation of the APPR process for current staff. Training will be conducted within thirty (30) calendar days of the beginning of each subsequent school year for newly hired staff.

VII. **DATA MANAGEMENT**

The District will work with the State Education Department ("SED") to develop a process that aligns its data systems to ensure that SED receives timely and accurate teacher, course and

student “linkage” data, as well as a process for teacher and principal verification of the courses and/or student rosters assigned to them.

Ensuring Accurate Teacher and Student Data

The New York State Education Department's *APPR Guidance* and field memos relating to the Student Information Repository System (SIRS) will provide detailed guidance related to the collection and reporting of data, including student-teacher linkage and student attendance. The District will continue to monitor data and develop additional processes, as needed and consistent with NYSED reporting requirements, to verify that the data submitted to the State are complete and accurate.

Reporting Individual Subcomponent Scores: The District will report to SED the individual overall rating for each classroom teacher and building principal in the District in a format and timeline prescribed by the Commissioner. The District will develop a process for timely and accurate extraction of such data and will use SIRS data reporting extracts protocols for reporting these data to NYSED. Overall Ratings will not be reported until data on student achievement on state assessments is transmitted to the District.

Development, Security and Scoring of Assessments: The District shall ensure the development, security and scoring processes of all assessments and/or measures used to evaluate teachers and principals under this section 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.

Development: The District will work with the APPR committee and the teachers' and principals' association to determine decisions about local measures of student achievement; teacher and principal practice rubrics; any other instruments (such as surveys, self-assessments, portfolios); and the scoring methodology for the assignment of points to locally selected measures of student achievement and other measures of teacher or principal effectiveness.

Security: The District will follow the testing guidelines and scoring protocols set forth by NYSED in regards to securing any NYS exams.

Scoring: The District will ensure that all assessments are scored in the manner as prescribed by the assessment.

VIII. TEACHER IMPROVEMENT PLANS

Teacher Improvement Process by which the District will ensure that Teachers receive timely and constructive feedback as part of the evaluation process performance and that an improvement plan will be put in place is as follows:

- A. The final APPR will be given to each Teacher no later than Sept 30. If the state data is not available until after the school year ends, the administration shall make every effort to contact each teacher as soon as the scores are available. Teachers who receive a final

rating of Developing or Ineffective shall be contacted by the administration and a conference scheduled to review the results of the APPR.

- B. A meeting of the Teacher and the lead evaluator will be held no later than three (3) school days following to discuss and/or clarify any issues or concerns that the Teacher may have.
- C. Within fifteen (15) school days of receiving an APPR with an Ineffective or Developing overall rating, a meeting will be held to develop a Teacher Improvement Plan (TIP). If there are not fifteen school days remaining in the school year, a meeting will occur no later than 15 days after the teachers are required to report prior to the opening of classes for the school year.
- D. The TIP will be developed jointly with the supervising administrator, the teacher in need of improvement, and a representative appointed by the MTA.
- E. The TIP will include areas in need of improvement, statement of goals, intervention strategies, resources, sample indicators of success and timelines.
- F. All costs associated with implementation of a TIP including, but not limited to, tuition, fees, books, and travel shall be borne by the District in their entirety.
- G. No disciplinary action predicated upon ineffective performance shall be taken by the District against a teacher until a TIP has been fully implemented and its effectiveness in improving a teacher's performance has been evaluated. No disciplinary action shall be taken by the district against a teacher who has met the performance expectations set by a TIP.

IX. THE APPEALS PROCESS

A. Teacher Request for Supporting Documents

Within ten (10) school days of receipt of the APPR, a teacher may request, in writing, that the administrator issuing the APPR provide to the teacher a copy of any and all documents and written materials upon which the APPR was based. The authoring administrator shall provide all such documents to the teacher within five (5) school days of the request. Only materials provided in response to this request shall be considered in the deliberations as to the validity of the APPR.

B. Right to Appeal

1. Only tenured teachers who receive an APPR rating of Ineffective or Developing may appeal their APPR through the procedure herein. A teacher may file only one appeal from a single APPR and one appeal from a TIP.
2. Probationary teachers may not file appeals through the procedure established herein but may file a written rebuttal which shall be attached to the APPR. Only probationary teachers may challenge claims of APPR procedural violations through the contractual grievance procedure.

C. Filing of Appeal by Tenured Teacher

A tenured teacher may file a written appeal of the APPR within fifteen (15) school days of the receipt of the requested supporting documents. Any appeal shall be filed with the superintendent of schools.

An appeal of an APPR must be based upon one or more of the following grounds:

1. The substance and rating of the APPR;
2. The District's failure to adhere to the standards and methodologies required for the APPR that are set forth in *Education Law 3012-d* and applicable rules and regulations;
3. The District's failure to comply with locally negotiated procedures; and
4. The District's failure to issue and/or implement the terms of the Teacher Improvement Plan (TIP), where applicable, as required under *Education Law 3012-d*.

The written appeal must clearly identify the grounds for appeal and shall explain, in detail, why the appealing teacher believes the APPR should be modified or vacated. When filing an appeal, the teacher must submit a detailed written description of the specific areas of disagreement over his/her performance review, or issuance and/or implementation of the terms of his/her Teacher Improvement Plan and any additional documents or materials relevant to the appeal.

D. Review by APPR Appeals Committee

1. APPR Appeals Committee Appeals shall be referred for consideration by the APPR Appeals Committee, a standing committee made up of two tenured administrators from within the District appointed by the Superintendent of Schools and two tenured teachers from within the District appointed by the president of the MTA. All members of the committee shall be appointed for a term of two (2) years and all members shall be required to complete the training required of lead evaluators under the APPR regulations. The parties agree that in the event the work of the committee would require a member of the committee to consider an appeal from an APPR that the committee member authored, or if a member of the committee wishes to be excused from consideration of any appeal, the appealing teacher shall have the option of either having the appeal considered by a subcommittee of one administrator and one teacher, or having the appeal considered by the remaining members of the committee and a substitute member selected by the MTA President from a trained pool of teachers, for that appeal only, by the superintendent of schools, in the event an administrator is excused, or by the president of the MTA, in the event a teacher is excused. Substituting administrators and teachers must have completed the training required of lead evaluators under the APPR regulations.

2. Determination of Appeal A written decision on the merits of the appeal shall be rendered no later than thirty (30) calendar days from the date upon which the teacher filed his/her appeal. The appeal shall be based on a written record, comprised of the teacher's appeal papers and any documentary evidence accompanying the appeal. Such decision shall be final.

Upon the conclusion of its considerations of an appeal, each member of the committee shall vote by confidential ballot to uphold the APPR, modify the APPR, or vacate the APPR. If the majority of the committee agrees on one of these choices, the committee shall give written notice of its decision to the appealing teacher, the president of the MTA, and the superintendent of schools. In the event the committee is unable to reach a majority agreement in its decision on an appeal, each member of the committee shall write a brief statement setting forth and explaining his/her recommendation for the disposition of the appeal. The committee members' written statements, together with the full record of the appeal, shall then be forwarded to the superintendent of schools or his/her designee and the MTA president or his/her designee, who jointly shall have final authority to resolve the appeal. The recommendations of the appeals committee shall be available only to the superintendent of schools and the MTA president. They shall be held confidential and shall not be made public. A written decision shall be rendered within 10 school days of the receipt of the appeal and given to the appealing teacher. The decision shall set forth the reasons and factual basis for each determination on each of the specific issues raised in the teacher's appeal. If the appeal is sustained, the reviewer may set aside a rating, modify a rating, or order a new evaluation if procedures have been violated. A copy of the decision will be provided to the teacher and the evaluator. The teacher may rebut the appeal in writing but may not appeal the substance of the decision. However, failure of the District or Association to abide by the above agreed upon process is subject to the grievance procedure.

X. AMENDMENTS

GLOSSARY

Lead Evaluator: your direct supervisor; your building's principal or assistant principal; the Director of Student Services if you are a special education teacher

*If you work in both buildings, your lead evaluator will be determined by the class that is being observed.

Independent Administrator: a Mayfield administrator that has a different BEDS code than you; this person will not be your lead evaluator

Proficiency Rate: the passing rate for the student taking the exam

APPR DEADLINE WAIVER

SECTION 1: AGREEMENT

CC: Administrator, Teacher

Description:

Official Deadline:

New Deadline:

Reason:

Evaluator

Teacher

MTA Representative

SECTION 2: EMERGENCY

CC: Administrator, Teacher

Description:

Official Deadline:

New Deadline:

Reason:

Evaluator

Teacher

MTA Representative

SECTION 3: PROCEDURAL MISHAP

CC: Administrator, Teacher, Superintendent, MTA Exec Board

**It is understood by all parties that the teacher who has been affected by this mishap shall not receive an observation rating of less than effective.*

Description:

Evaluator

Teacher

MTA Representative

Request for Additional Observation

This form must be sent to your administrator within 24 hours of an observation.

REASON FOR ADDITIONAL OBSERVATION:

ACTION TAKEN:

To be completed with administrator and representative

- Another observation-both observations are averaged
- Another observation-the first observation is removed
- Another BRIEF observation will be conducted with a specific focus
- Administrator indicates the first observation's score is effective or higher

Evaluator

Teacher

MTA Representative

THE FOCUS OF APPR IS TO FACILITATE PROFESSIONAL GROWTH