

MEMORANDUM OF AGREEMENT

BETWEEN THE SUPERINTENDENT OF THE CHAZY CENTRAL RURAL SCHOOL DISTRICT AND THE CHAZY TEACHERS ASSOCIATION

RE: REVISED PROFESSIONAL TEACHER EVALUATION PROCESS (APPR)

1. Pre Observation Conference:

1.1 Schedule: Conducted no later than two days before the announced observation.

1.2 Purpose: Facilitate dialogue between teachers and administrators to discuss goals, expectations, and any pertinent details.

1.3 Required Documentation: Pre-Observation form completed in Frontline, addressing specific elements:

- Element 1.3A
- Element 2.1A
- Element 5.2A
- Element 7.1A

2. Announced Observation (20-Minute Formal Observation):

2.1 Timing: Scheduled between October and January 1st annually.

2.2 Format: A 20-minute observed session with prior notification to the teacher.

2.3 Focus Areas:

- Element 3.1B
- Element 3.2D
- Element 4.3A

3. Unannounced Observation (5-Minute Walkthrough):

3.1 Timing: Conducted between January 1st and May 31st each year.

3.2 Format: A brief, unannounced 5-minute observation to capture an authentic snapshot of classroom dynamics.

3.3 Focus Areas:

- Element 3.1B
- Element 4.4A

4. Post-Conference:

4.1 Timing: Within seven days following the announced observation.

4.2 Purpose: Provide constructive feedback, discuss observations, and collaborate on professional development.

4.3 Required Documentation: Post-Observation form completed in Frontline, summarizing discussions and next steps.

5. Student Performance Measure:

5.1 Evaluation Criterion: % pass rate on the five required Regents Exams.

5.2 Assessment Period: Calculated over the summer.

5.3 Data Submission: Results entered into Frontline.

6. Teacher Improvement Plan (TIP):

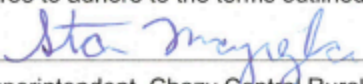
6.1 Trigger: Any teacher receiving an overall ineffective score.

6.2 Implementation: Per the negotiated APPR Agreement.

6.3 TIP Components:

- Elements requiring improvement based on evaluation results.
- Specific, measurable goals for improvement.
- Professional development opportunities.
- Timelines for progress assessment.

This Memorandum of Agreement is effective as of January 31, 2024, and both parties agree to adhere to the terms outlined herein.

 1-31-24

Superintendent, Chazy Central Rural School District

Date: _____ Kiki Trume

President, Chazy Teachers Association

Date: 1-31-2024

Chazy Central Rural School

Administrator Evaluation Plan

Purpose

The purpose of the administrator evaluation process at Chazy Central Rural School is to support effective leadership, promote continuous professional growth, and ensure that administrators are meeting the expectations and responsibilities of their positions. The evaluation process is intended to provide meaningful feedback, recognize areas of strength, identify opportunities for improvement, and support the continued success of the school district.

Evaluator

Evaluations of the district's principals and administrators will be conducted by the Superintendent of Schools. The Superintendent will be responsible for overseeing the evaluation process, reviewing performance, providing feedback, and maintaining appropriate documentation of the evaluation.

Evaluation Rubric

All principals and administrators will be evaluated using an agreed-upon administrator evaluation rubric. The rubric will establish consistent criteria and expectations for evaluating leadership performance and will serve as the primary tool for the formal evaluation process.

The evaluation rubric may address areas including, but not limited to:

- Shared Vision of Learning
- School Culture & Instructional Program
- Safe, Efficient, Effective Learning Environment
- Community

- Integrity, Fairness, Ethics
- Political, Social, Economics, Legal & Cultural Context

Student Achievement and Regents Performance

Student achievement data will be considered as part of the administrator evaluation process. Regents examination percentage proficiency results will be incorporated into the evaluation grading as one measure of student achievement and instructional leadership.

Regents examination proficiency data will be reviewed using available district and state assessment results and will be considered in conjunction with the other components of the agreed-upon evaluation rubric. The Regents proficiency results will not be considered in isolation but will contribute to the overall evaluation rating in accordance with the established rubric and grading criteria.

Evaluation Process

The Superintendent will conduct administrator evaluations on a regular basis in accordance with district expectations and applicable requirements. The evaluation process may include review of the administrator's goals, observations, meetings, relevant student achievement data, Regents examination proficiency results, documentation, and other evidence of performance.

The Superintendent will provide the administrator with feedback regarding the evaluation and discuss areas of demonstrated strength as well as areas for continued professional growth.

Professional Growth

The evaluation process will be used as a tool for ongoing professional development. When areas for improvement are identified, the

Superintendent and administrator will work collaboratively to establish appropriate goals, supports, resources, and timelines for improvement.

Administrators are encouraged to use the evaluation process to reflect on their leadership practices, establish meaningful professional goals, and identify strategies that will positively impact students, staff, and the school community.

Evaluation Documentation

A written evaluation will be maintained by the Superintendent in accordance with applicable district policies and legal requirements. The administrator will have an opportunity to review and discuss the evaluation with the Superintendent.

Consistency and Collaboration

The district will strive to ensure that administrator evaluations are conducted in a fair, consistent, and constructive manner. The agreed-upon rubric will provide a common framework for evaluation while allowing the Superintendent to consider the individual responsibilities and circumstances of each administrative position.

Review of the Evaluation Plan

The Administrator Evaluation Plan and evaluation rubric may be reviewed periodically by the Superintendent and administrators to ensure that the process continues to support effective leadership and reflects the needs and priorities of Chazy Central Rural School.