

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

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ADOPTED 4/15/08

ANNUAL PROFESSIONAL PERFORMANCE REVIEW

As required by the Board of Regents and the State Education Department, the West Hempstead Union Free School District has formed a committee comprised of teachers, administrators and parents to draft the Annual Professional Performance Review Plan to be recommended to the Board of Education for adoption in our district for the 2008-2009 school year.

Committee members were:

Ann Peluso, Assistant Superintendent
Theresa Ganley, Principal/GW
Christine Desposito, Teacher/GW/CA/MS
Toby Daempfle, Director
Susan Saul, Teacher/High School
Michael Zunno, Teacher/High School
Victoria Puccio, Teacher/Middle School
Barbara Hafner, Teacher/Middle School
Bonnie Manes, Teacher/CA
Blake Zimmerman, Teacher/CS
Walter Ejnes, SEPTA

The plan includes:

- Evaluation criteria for those providing instructional services and pupil personnel services
- Methods of assessment
- Improvement plans for those rated satisfactory-needs improvement or unsatisfactory
- Plan for training evaluators

I. All teachers/pupil personnel staff will be observed by appropriate district administrators each year according to the following schedule:

Non-tenured staff – 4 observations with an additional end-of-year evaluation.

Tenured staff - 2 observations with an additional end-of-year evaluation.

- A. Observations may be announced or unannounced. Each observation should have a follow-up conference and a written report (see Addendum #1).
- B. If a teacher receives a Satisfactory-Needs Improvement or Unsatisfactory observation, a written Teacher Improvement Plan will be written by the observer (see pg. 5). A specific time frame will be established and appropriate follow-up completed.
- C. All observations should take place after the first full week of school and end no later than the end of May. All signatures will be affixed to the observation prior to the teacher's signature. Written and signed reports should be received at central office within 15 school days or the end of school (if applicable). The staff member should forward staff responses to the Superintendent with a copy to the evaluator.

II. Classroom observation criteria:

- A. Content knowledge
- B. Pedagogical practices
- C. Student involvement
- D. Classroom management
- E. Developmentally appropriate strategies
- F. Student assessment (where applicable)

III. End of Year Evaluation Criteria:

- A. Content knowledge
- B. Pedagogical practices
- C. Student involvement
- D. Classroom management
- E. Developmentally appropriate strategies
- F. Student assessment (where applicable)
- G. Contact with parents
- H. Review of instructional practices

IV. Teacher Improvement Plan:

This plan is to be used in two different circumstances:

- A. When a teacher receives a satisfactory-needs improvement, or unsatisfactory classroom observation recommended help will be offered at a meeting between the teacher and supervisor. The help will include but not be limited to the following:
 1. Send teacher to speak with/observe consenting colleague

2. Send teacher to conference(s)/ workshops supported by the district at a mutually agreed upon time
3. Demonstration lesson by an administrator (if appropriate)
4. Support materials
5. Videotapes of successful lessons
6. Self-video/self-audio
7. Self-review of teacher's individual lesson
8. Journal
9. Expanded lesson plans
10. Classroom management techniques
11. Recommend books, periodicals and websites
12. Peer review
13. Attend collegial circles

This teacher-supervisor meeting will be memorialized on the attached APPR form. A follow-up meeting will take place within 30 days of the teacher-supervisor meeting to discuss progress.

- B. When a teacher receives a satisfactory-needs improvement, or unsatisfactory end-of-year evaluation recommended help will include but not be limited to the following:

1. Set measurable goals for following school year
2. Recommendations for each goal
3. Consider teaching or grade re-assignment as per contract
4. If applicable, assist teacher in seeking appropriate professional help
5. Suggest teachers take appropriate graduate or in-service courses
6. All other procedures listed above under Section IV A of this plan

V. Plan for Training Evaluators

- A. To provide appropriate staff development for all administrators by:

1. Workshops
2. Conferences
3. Meetings with administrators
4. Building level meetings

- B. As needed, hold individual conferences to provide more in-depth support

Revised 1/14/08

**West Hempstead Union Free School District
West Hempstead, NY 11552**

Classroom Observation / /

General Evaluation / /

Teacher:

School:

Date:

Evaluator:

Teaching Assignment:

Report will address the following evaluation criteria, as appropriate:

- Content knowledge
- Pedagogical practices
- Student involvement
- Classroom management
- Developmentally appropriate strategies
- Contact with parents
- Review of instructional practices

COMMENTS:

SATISFACTORY / / SATISFACTORY-NEEDS IMPROVEMENT / / UNSATISFACTORY / /

Teacher's Signature _____ Date _____

Will file a reply _____ (yes or no)

Teacher's signature indicates knowledge of this report and receipt of a copy. It does not necessarily indicate concurrence.

Addendum #1

Annual Professional Performance Review Teacher Improvement Plan

As required by the Board of Regents and the State Education Department, the West Hempstead Union Free School District formed a committee comprised of teachers, administrators and parents to draft the Annual Professional Performance Review.

_____ received an evaluation of:

Satisfactory-Needs Improvement	Unsatisfactory
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When being evaluated by _____ on _____.

The following Action Plan and timetable has been established by the administrator to be discussed with the teacher at a follow up meeting on _____.

	Send the teacher to speak with/observe colleague		Self-video/self-audio tape of lesson arranged by the administrator
	Send the teacher to conference(s)/workshops supported by the district at a mutually agreed upon time		Self- review of teacher's individual lesson
	Observe a demonstration lesson by an administrator		Write expanded lesson plans (submit to the administrator)
	Read support materials provided by the administrator		Utilize classroom management techniques recommended by the administrator
	Watch videotapes of successful lessons provided by the administrator		Other: (specify activity)
	Read books, periodicals and websites provided by the administrator		
	Attend collegial circles recommended by the administrator		

Additional Comments:

Post-Observation Conference

Follow-Up Meeting (within 30 days of Post-Observation Conference)

Administrator

Date

Administrator

Date

Teacher

Date

Teacher

Date