

# Honeoye Falls Lima Central School Negotiated Annual Professional Performance Review Plan §3012-d

DISTRICT:



HFLEA:



# Annual Professional Performance Review Plan (APPR)

## For Those Teachers Covered Under §3012-d

### Section A: Plan Requirements

Under Education Law §3012-d, each teacher must receive an APPR score using a two (2) category matrix system that includes student performance and teacher observation. This APPR plan will result in teachers covered under §3012-d receiving an annual rating of "Highly Effective," "Effective," "Developing," or "Ineffective." Ratings will be determined by the following measures:

- **Student Performance:** This portion of the plan is based upon student growth measured by New York State assessments and/or Student Learning Objectives (SLO).
- **Teacher Observation:** This portion of the plan includes teacher observations by school administrators. Each teacher will be observed multiple times throughout the school year via unannounced observations and/or announced observations. These observations will be rated using the Revised Danielson Framework for Teachers.

#### Two Category Matrix used for Annual APPR Score

Categories	Teacher Observation				
	Ratings	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

The intent of the evaluation system is to foster a culture of continuous growth for professionals, to provide a clear process of evaluation that uses an established set of criteria or rubrics that define a professional process, and to create collegial environment that promotes conversation and reflection about their craft in order to extend and enhance professional practice.

The APPR is required to be a significant factor in employment decisions including, but not limited to: retention, tenure determination, and termination. Each decision is to be made in accordance with locally developed procedures collectively bargained statutes and regulations, as applicable.

The HFL Central School District Board of Education will adopt an APPR plan by its reorganization meeting each school year. The District shall submit the plan on a form prescribed by the Commissioner, to the State Education Department for approval. Should the plan be rejected, any deficiencies that are subject to negotiations shall be resolved through collective bargaining, and the plan resubmitted. If all the terms of the plan have not been finalized by July 1 as a result of pending collective bargaining, then the HFL Central School District shall submit the APPR to the commissioner upon resolution of all its terms, consistent with article fourteen of the civil service law. It is understood by both parties that the district shall not unilaterally impose the APPR under any conditions and any changes to the APPR must be collectively bargained.

Both the District and the HFLEA agree that all forms and resources needed to support the APPR plan will be collaboratively created and mutually agreed upon.

## **Content of the APPR**

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**\*\* Also available as a resource: The HFLCSD APPR Scenarios Support Document\*\***



## **Section B: Definitions**

For purposes of APPR, a classroom teacher is defined (see §30-3.2) as a teacher in the classroom teaching service as defined in §80-1.1 of the Commissioner's regulations; who is a teacher of record.

Excepted from this definition are supplemental school personnel as defined in §80-5.6 of the Commissioner's regulations. It is important to note that §80-1.1 of the Commissioner's regulations specifically excludes pupil personnel service or administrative and supervisory service from the definition of classroom teaching service. Therefore, this APPR plan will only apply to all classroom teachers, including Speech/Language teachers (if they are the teacher of record) and Library Media Specialists (if they are the teacher of record).

## **Section C: Collection and Reporting of Teacher and Student Data**

The District and the HFLEA shall use the following verification procedure to ensure that all teachers of record determinations have been made accurately and in a manner consistent with the standards established by the Commissioner's regulations prior to using student growth and/or achievement data in an APPR. The District shall designate the Assistant Superintendent of Curriculum and Instruction as the Data Coordinator, who will be in charge of this process. No unit member will ever be designated as the Data Coordinator. The Assistant Superintendent of Curriculum and Instruction shall be in charge of collecting required data, overseeing changes in and maintenance of the local data management systems, and ensuring the accuracy of the data.

### **Teacher of Record Determination Procedure**

The district will report teacher and student data, including enrollment, attendance data and any other student, teacher, school, course and student/teacher linkage data necessary in a format and timeline prescribed by the commissioner. The information will be submitted through the Student Management Systems.

Each teacher of record will verify the subject and/or students assigned to them through the student management system and the SED designated system during a time specified by SED. The teacher needs to verify the subjects and/or student rosters assigned to them in the district's student management system no later than the last day of the first week of each marking period during the school year.

Verification of students taking state assessments shall take place through an attendance review prior to the exam, including confirmation that changes were made, and a post-exam roster confirmation.

Any discrepancies identified during verification must be brought to the supervising administrator's attention. Discrepancies must be identified in writing within three (3) school days from the receipt of the information from the District by the Teacher of Record. The supervising administrator will notify the teacher in writing of the action taken regarding the identified discrepancies within five (5) school days of receipt of notification by teacher.

*New and Withdrawn Students:* Upon the withdrawal of a student from the HF-L District, all District identified and verified teachers of record for the student will be notified in writing by their supervising administrator within forty-eight (48) hours of withdrawal. These students will be removed or shown as

an exit with date from/on designated lists of all teachers of records within ten (10) school days. Respectively, upon a new student admission to the HF-L District, the supervising administrator will identify all teachers of record for the new student within forty-eight (48) hours of student entrance to the district. Notification will be made in writing to the identified teachers of record.

### **Reporting Individual Subcomponent Scores**

The Assistant Superintendent of Curriculum and Instruction shall be responsible for reporting to the SED the student performance rating, teacher observation rating and the overall rating for each covered classroom teacher in the District. This shall be done in a format and timeline prescribed by the Commissioner. All classroom teachers covered by this requirement will be afforded the opportunity to review and verify the final data attributed to them no later than the last day of their work year or five (5) business days before it is sent to the SED, if submission occurs prior to the last day of their work year. The HFLEA unit member will not report scores to SED.

The entire evaluation, including SED provided scores, must be completed and provided to each unit member as soon as practical, but in no case later than September 1 of the next school year for which the unit member's performance is being measured.

Furthermore, the District will adhere strictly to the requirements for reporting all ratings to the New York State Department of Education established by regulations; a unique identifier will be used. An administrator shall not submit any names of individual teachers, written assessment, or the ratings of an individual teacher to any outside agency or person, without the prior written authorization of the Association, or unless required to do so by law.

## **Section D: Internal Assessment Development and Assessment security**

The Superintendent or his/her designee shall be responsible for overseeing the assessment development, security and scoring processes utilized by the District under this APPR plan, and shall take steps to ensure that any assessments and/or measures used to evaluate teachers are not disseminated to HFL students before administration, and that HFL teachers do not have a vested interest in the outcome of the assessments they score.

The Superintendent or his/her designees shall be responsible for ensuring that all security requirements set forth in the SED Administrative Manuals are strictly followed for NYS Assessments administered in the district. The established protocols for storage, distribution, and administration of the assessments prohibit the possible dissemination to students before administration of assessments. The District will house assessments in a secure location until the time when the assessment will be administered to students.

It is understood that any assessments or measures used for the purpose of teacher evaluation will not be disseminated in advance to students, teachers or administrators. Scoring of assessments must be done by educators who do not have a vested interest in the assessments they score.



## **Section E: Training for Evaluators and Teachers (Staff)**

### **Evaluators**

Only fully NYS certified administrators (SAS, CAS, SBL, SDL, Certificate of Internship, etc.), that have been hired as administrators in the District may evaluate teachers.

Any fully certified administrator (see definition above) who participates in the evaluation of teachers for the purpose of determining an APPR rating shall be fully trained and/or certified as required by Education Law §3012-d and the implementing Regulations of the Commissioner of Education prior to conducting a teacher evaluation.

The District will work to ensure that lead evaluators and evaluators maintain inter-rater reliability over time and that they are re-certified on an annual basis, receiving updated training on any changes in the law, regulations or applicable collective bargaining agreements.

The Superintendent of Schools will certify evaluators by July 15<sup>th</sup> each year. The Superintendent will annually notify the HFLEA President of appropriate certified administrators by July 15<sup>th</sup>. Should the administrative staff change during the year, the Superintendent will certify any new evaluators and notify the HFLEA President.

Any evaluation or APPR rating that is determined in whole or in part by an administrator or supervisor who is not fully trained and/or certified to conduct such evaluations shall, upon appeal by the subject of the evaluation or APPR rating, be deemed to be invalid and shall be expunged from the teacher's record and will 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.

### **Teachers (staff)**

Recognizing that an understanding of the content and use of the APPR plan is beneficial to both the District and the HFLEA, collaboration between both parties will guide the initial implementation and implementation of future revisions to this plan. Therefore, both the District and the HFLEA will share the responsibility and work in partnership to provide initial training and any necessary future training for the APPR plan.

A copy of the APPR plan will be posted online and available to unit members on the first day of work each year.

Initial training for newly hired professional staff (teachers) subject to the district's APPR will begin during "Effective Teacher Training" each year, and continue with supervising administrator, mentor and ongoing professional development. New teachers commencing employment during the school year will receive training as designed by the Assistant Superintendent of Curriculum and Instruction.

## Section F: Student Performance

To meet the requirements of the moratorium put in place by the SED on the use of testing, the following District wide SLO for all teachers will be based on ALL of the following components unless otherwise required by regulation or the commissioner:

- All students will meet the target on the 4<sup>th</sup> grade New York State science assessment. (e.g.: Target is a 3)
- All students will meet the target on the 8<sup>th</sup> grade New York State science assessment. (e.g.: Target is a 3)
- All students will meet the target on all New York State Regents Exams. 10 exams: Global History and Geography, United States History & Government, Common Core ELA, Living Environment, Earth Science, Physics, Chemistry, Common Core Algebra I, Common Core Geometry, Common Core Algebra II/Trigonometry. (e.g.: Pass the Regents Exam)
- The SLO will be based on the percentage of students who meet the target student performance on the Science Assessments and Regents Exams. Percentage will be calculated by dividing the number of students that meet the target for the assessments by the total number of students that take the assessments (3 or 4 for science assessments and pass a regents exam) identified in a-c above.

Calculation example using 2014-2015 HFL data:

<b>HF-L District Wide Student Achievement Score</b>			
<b>Assessment</b>	<b>Number of Students who Write the Exam</b>	<b>Number of Students who Pass</b>	<b>Percent Pass Rate</b>
English	227	223	98.2%
Integrated Algebra	14	11	78.6%
Algebra 2	162	149	92.0%
Algebra CCS	196	169	86.2%
Geometry CCS	168	167	99.4%
Global History	204	199	97.5%
U.S. History	229	224	97.8%
Living Environment	179	176	98.3%
Earth Science	181	175	96.7%
Chemistry	169	142	84.0%
Physics	94	87	92.6%
Science Grade 4	123	116	94.3%
Science Grade 8	95	87	91.6%
<b>Total</b>	<b>2041</b>	<b>1925</b>	<b>94.3%</b>
<b>Total Rounded to Nearest Percent</b>			<b>94.0%</b>



- e) Once all New York State assessments have been completed and scored, the HEDI rating will be determined using the chart in this Section (see below).

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

## **Section G: Teacher Observation**

The District and the HFLEA agree that a properly administered unit member teaching practice appraisal program is desirable and that such program shall be a constructive attempt to aid unit members to develop toward their full potential. The District shall provide support to help unit members in their improvement of instruction and professional practice as they develop their potential and work to meet the goals of the District. It shall be the unit member's responsibility to implement District curriculum and keep their skills current.

The District and the HFLEA agree that the following rubric will be used for performance appraisal of unit members: **Charlotte Danielson's Enhancing Professional Practice; A Framework for Teaching, 2009.**



## Observation Framework

- A) New York State requires that teachers are observed by multiple certified evaluators. Evaluators include Primary Observers and Independent Observers. Primary Observers are the principals within the building they administer. Independent Observers are evaluators who are NOT in the building in which they administer. The following people are classified under these two titles:

Building	Primary Observer	Other Primary Observers – All Buildings for non-tenured unit members **	Independent Observer	Other Independent Observers – All Buildings **
Lima	School Principal	Superintendent	Manor School Principal & Assistant Principal	Superintendent
Manor	School Principal & Assistant Principal	Assistant Superintendent for Curriculum & Instruction	Lima School Principal & Middle School Assistant Principal	Assistant Superintendent for Curriculum & Instruction
Middle	School Principal & Assistant Principal	Director of Curriculum	High School Principal & Assistant Principal	Director of Curriculum
High School	School Principal & Assistant Principal	Director of Physical Education & Health	Middle School Principal & Assistant Principal	Director of Physical Education & Health
		Director of Pupil Personnel Services		Director of Pupil Personnel Services
		Other District Administrators ##		Other District Administrators ##

\*\*At no time can the other primary and independent observers perform both observations for the same non-tenured unit member

## Other District Administrators defined as: Administrators in the District who meet the specific criteria outlined in Section E of this plan

- B) Unit members' yearly evaluations will consist of observations that are announced and unannounced.

- C) Unit members will be evaluated utilizing the agreed upon rubric.

- D) Rating Observations/Calculating Scores:

- 1) Scores will be calculated by assigning a rating to each component area observed or discussed during the observation (e.g.: Domain 1a) of: Highly Effective, Effective, Developing or Ineffective. **Components not observed will not be in the rating calculation.**

- 2) Once a rating is assigned then a corresponding number shall be assigned to each rating as follows: 4 for Highly Effective, 3 for Effective, 2 for Developing, and 1 for Ineffective.
- 3) Once a number is assigned then the average of all of the numbers will be calculated to determine the score. One domain could have multiple numbers or no numbers. Each number shall have equal weight in calculating the average and determining a final score.
- 4) All scores, once averaged together will follow the rules of rounding to the nearest one hundredth.
- 5) The final score, 1-4 will be averaged together and based on the percentages agreed to for each observation method. Then a rating will be assigned based on the chart below:

Rating	Observation HEDI Ranges
Highly Effective (H)	3.5 - 4
Effective (E)	2.5 - 3.49
Developing (D)	1.5 - 2.49
Ineffective (I)	0 - 1.49

- E) Observation ratings will be recorded on the observation form.
- F) Tenured unit members will be observed a minimum of two (2) times throughout the school year consisting of one announced and one unannounced.
- G) Non-tenured unit members will be observed a minimum of three (3) times throughout the school year consisting of two announced and one announced.

### **Observations**

No observations (announced or unannounced) will be conducted prior to the second (2<sup>nd</sup>) week of September or during the month of June, unless mutually agreed to by the supervising administrator and the unit member.

Observations are visits to the classroom made by an administrator to obtain information about the instructional program and teacher performance in the classroom as they relate to one or more of the unit members appraisal criteria. This information will be utilized to assist the teacher in the improvement of instruction and student achievement.

#### **For tenured unit members**

Tenured unit members will follow the observation schedule below:

- A) Primary Observer: One announced observation with a pre and post conference, totaling 90% of the teacher observation component.
- B) Independent Observer: One unannounced observation with no pre- or post-conference. Only evidence from Domain II will be collected at this time, totaling 10% of the teacher observation component.



### For non-tenured unit members

Non-tenured unit members will follow the observation schedule below:

A) Primary Observer: Two announced observations with a pre and post conference, totaling 90% of the teacher observation component.

B) Independent Observer: One unannounced observation with no pre- or post-conference. Only evidence from Domain II will be collected at this time, totaling 10% of the teacher observation component.

#### **1. Announced Observation Overview:**

An announced observation will be defined as an observation of which the teacher has prior knowledge of the observation date and time. Scheduling of the announced observation will occur collaboratively between the primary observer and unit member. Administration will not be allowed to dictate the structure of the lesson observed.

All announced observations for tenured and non-tenured unit members must be completed by April 30th of each school year. Announced observations for tenured unit members will last for at least 90% of the scheduled class period. For non-tenured teachers, announced observations will be 99% of the scheduled class period.

#### **2. Announced Observation Process:**

##### **a) Pre-observation meeting**

The pre-observation meeting will take place no more than five (5) school days prior to the scheduled observation. The purpose of this meeting will be to discuss the class and lesson to be observed. In this meeting the unit member and supervising administrator will review relevant measurable criteria that may not be seen in the lesson, but are critical parts of the process.

##### **b) Classroom Observation**

If the administrator or unit member is unable to meet the scheduled observation time and date, or the administrator is unable to stay for the entire scheduled time period, that observation will be rescheduled. The person that cancels an observation or the administrator that is unable to stay the required time has the responsibility to reschedule the observation within five (5) school days.

##### **c) Post-observation meeting**

The post-observation meeting will take place no more than five (5) school days following the lesson that was observed. The purpose of this meeting will be to discuss the criteria and evidence that were observed during the lesson. The administrator will discuss and review the ratings and evidence that are relevant to that particular observation. The observation form will be utilized to record ratings for only the components/elements observed in the lesson. The ratings, evidence and any comments will be dated by the administrator at that time. Evidence will be attached to the observation form for areas in which there are disagreement between the evaluator and the unit member. Copies of the observation form will be made available to the unit member within five (5) school days following this meeting. Upon receipt, unit members will review, comment, date, sign and return observation form to his/her supervising administrator within five (5) school days.

##### **d) Additional Announced Observation**

If a unit member is not satisfied with the ratings assigned, the unit member may request one (1) additional announced observation. However, granting of an additional announced observation will be at the sole discretion of the District. The additional announced observation will follow the same prescriptive pattern as the original announced observation. The purpose of the additional observation will be to address the areas of concern raised in the earlier post-observation meeting. The ratings will be recorded along with the ratings from the previous observation(s)

on the observation form. The new ratings and evidence will be dated. If an additional announced observation takes place, then the total score for each announced observation will be combined and the average will be the final rating.

### **3. *Unannounced Observations:***

During the school year an independent observer will complete at least one (1) unannounced observation of all unit members using the observation form. These will follow no pattern and may be used in conjunction with the scheduled observation for teacher performance appraisal, to obtain information on the instructional program and to assist the teacher. Unannounced observations will last for no less than ten (10) minutes, but no more than twenty (20) minutes of any class period. Copies of the observation form will be made available to the unit member within five (5) school days following this observation. Only Domain II will be observed during this walk through observation.

Any concerns identified as a result of the unannounced observation will be discussed with that unit member at a meeting no more than five (5) days following the unannounced observation.

The independent observer may conduct no more than three (3) unannounced observations if they deem necessary. However, the number and frequency shall be such that it does not disrupt the flow of the affected unit member's classroom. When more than one unannounced observations take place, the best score will be the final rating.

The unit member has the right to ask for additional unannounced observations.

## **Section H: Teacher Improvement Plan (TIP) Process**

The District and the HFLEA view the Teacher Improvement Plan as a tool to assist professional staff with their performance in order to positively impact student achievement.

The NYS Commissioner's Regulation (30-2.10) requires that any teacher with a Composite Effectiveness Rating of Developing or Ineffective shall receive a Teacher Improvement Plan as soon as practical but in no case later than October 1st following the school year for which such teacher's performance was being measured. A TIP shall be developed in collaboration with the teacher; union representation shall be afforded at the teacher's request. A TIP is not a disciplinary action.

The TIP sets professional goals to ensure growth toward improved student outcomes. Working towards this growth in an environment of professional respect is an expectation for all parties.

A Teacher Improvement Plan shall include the following:

1. Identification of needed areas of improvement
2. A timeframe for achieving improvement
3. Manner in which the improvement will be assessed
4. Differentiated activities to support improvement in those identified areas
5. Indications of administrative support
6. Signatures of the unit member and administrator for the collaboratively developed plan
7. Submission to shared administrator, Superintendent and HFLEA President

## **Section I: Appeals Process**



## **Appeals procedures**

The purpose of the internal APPR appeal process is to foster and nurture growth of the professional staff in order to maintain a highly qualified and effective work force. The appeal procedures shall provide for the timely and expeditious resolution of the appeal. All tenured and probationary employees who meet the appeal process criteria identified below may use this appeal process. A teacher may not file multiple appeals regarding the same performance review or TIP. All grounds for appeal must be raised within one appeal, provided that the teacher knew or could have reasonably known the ground(s) existed at the time the appeal was initiated, in which instance a further appeal may be filed but only based upon such previously unknown ground(s).

### **APPR Subject to Appeal Procedure**

Any unit member receiving an APPR rating of either "Effective" or "Highly Effective" may not challenge that APPR rating. However, they may attach a statement to their APPR that will be included in their personnel file.

Any unit member receiving an APPR rating of either "Ineffective" or "Developing" may challenge that APPR rating. Prior to September 1st each year, the District shall provide to the HFLEA president a list of all unit members with an APPR rating of Ineffective or Developing.

In accordance with Education Law §3012-d (5), an APPR which is the subject of a pending appeal shall not be sought to be offered in evidence or placed in evidence in any Education Law §3020-a proceeding, or any locally negotiated procedure, until the appeal process is concluded.

### **Grounds for an Appeal**

An appeal may be filed challenging the APPR based upon one or more of the following grounds:

- a. Substance of the Annual Professional Performance Review;
- b. Substance of the observations;
- c. Instance when rated ineffective on student performance category but rated highly effective on the teacher observation category based upon an anomaly as determined locally;
- d. Adherence to the standards and methodologies required for the Annual Professional Performance Review, pursuant to *Education Law* §3012-d and applicable rules and regulations;
- e. Compliance with the applicable regulations of the Commissioner of Education (e.g.: Evaluator Training, etc.);
- f. Compliance with locally negotiated procedures that govern the APPR (e.g.: Timelines, etc.);
- g. Issuance and/or implementation of the terms of the Teacher Improvement Plan, where applicable, as required under *Education Law* §3012-d.

Further, any appeal allowed to the State of New York Education Department as set forth in the regulation issued by the New York State Board of Regents will be afforded to unit members.

## **The Appeal Resolution Process**

### ***Timeframe for Filing***

In order to be timely, the APPR appeal shall be filed, in writing, within twenty (20) school days after the teacher has received the Annual Professional Performance Review and/or the issuance/implementation of the terms of a Teacher Improvement Plan.

The appeal must set forth the specific basis for the appeal. All information pertinent to the appeal must also be submitted upon filing, and can include but not limited to: specific points of disagreement, all relevant documents/materials, copies of performance review(s), copy of improvement plan.

Filing of the appeal shall be made to the superintendent of schools.

#### *Timeframe for District Response*

Within twenty (20) calendar days of receipt of an appeal, the supervising administrator(s) who issued the performance review or who is responsible for either the issuance and/or implementation of the terms of the teacher's improvement plan must submit a detailed written response to the appeal to the superintendent. The response must include any and all additional documents or written materials specific to the point(s) of disagreement in the response and that are relevant to the resolution of the appeal.

Any such information that is not submitted at the time the response is filed shall not be considered in the deliberations related to the resolution of the appeal.

The unit member who filed the appeal shall receive a copy of the supervising administrator's response and any and all additional information/documents submitted with the response as soon as practical but in no case later than one (1) day after the response is filed.

#### *The Decision*

A decision shall be rendered by the superintendent. In the event the superintendent of schools was responsible for any rating contained in the evaluation, including the final rating decision, then the BOCES District Superintendent or his/her designee shall make the decision on appeal.

The superintendent shall render his/her decision in writing no later than thirty (30) calendar days from the date upon which the unit member filed their appeal. The decision shall be based on a written record, comprised of the unit member's appeal papers and documentary evidence submitted with the appeal, as well as the district response to the appeal and documentary evidence submitted with the response.

The decision shall set forth the reasons and factual basis for each determination on each of the specific points/issues raised in the unit member's appeal. The superintendent shall have the authority to rescind, modify or affirm the rating of: observations (announced and unannounced) structured reviews, TIPS and Annual Professional Performance Reviews. The superintendent may also order a new evaluation.

A copy of the written decision shall be provided to the unit member and the supervising administrator(s).

The appeal process outlined shall constitute the means for initiating, reviewing and resolving any/all challenges and appeals related to a teacher performance review and/or improvement plan. The written decision of the appeal process is final and binding.

#### *APPR Process Grievance*



Areas deemed in violation of the contractually negotiated APPR process may be subject to the grievance process in Article III, Sections A-K of the HFLEA collective bargaining agreement. Such areas include adherence to negotiated time frames, minimum number of observations and meetings, and use of appropriate forms. At no time may grievance procedures be utilized to challenge results of an observation or evaluation, the rating or scoring of any rubric component or the commentary of a unit member's APPR.

Should a grievance become necessary, the goal would be to correct the process flaw immediately so that the evaluation process may continue with the negotiated intent intact.

### **Section J: APPR Review**

The APPR Advisory Committee will convene in June of each school year for the purpose of reviewing the APPR Plan. This annual review will commence June of 2017. In the event that revisions to the APPR plan are recommended by the Advisory Committee, implementation of revisions will only occur after ratification by both parties; the District and HFLEA.

The APPR Advisory Committee will consist of a maximum of four (4) teachers and four (4) administrators. Teacher members of this committee will be identified by the HFLEA President.

David Bacon 8/24/2022 HFLEA President  
[Signature] 8/25/22 [Signature]