

# THE STATE EDUCATION DEPARTMENTHE UNIVERSITY OF THE STATE OF NEW YORK

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December 22, 2022

Revised

Daniel Rehman, Superintendent West Hempstead Union Free School District 252 Chestnut Street West Hempstead, NY 11552

Dear Superintendent Rehman:

Congratulations. I am pleased to inform you that your educator evaluation plan meets the criteria outlined in Education Law §3012-d and Subpart 30-3 W K&R P P L V V L & HQJHXLOTID/W L R Q and has been approved.

# NOTE:

Only documents that are incorporated by reference in your educator evaluation plan have been reviewed and are considered as part of your plan; therefore, any supplemental documents such as memorandums of agreement or understanding that were uploaded with your plan but are not incorporated by reference in your plan have not been reviewed. However, the Department reserves the right to review the uploaded attachments at any time for consistency with your plan and/or to ensure compliance with applicable laws and regulations; and as a result of such review, the Department may reject your plan and/or require corrective action.

# Educator Evaluation - Ed Law §3012-d, amended in 2019

#### Task 1. General Information - Disclaimers and Assurances

### Page Last Modified: 10/03/2022

#### Disclaimers

For guidance related to Educator Evaluation plans, see NYSED Educator Evaluation Guidance. For a definition of terms related to Educator Evaluation, see the Educator Evaluation Glossary.

The Department will review the contents of each local educational agency's (LEA) Educator Evaluation plan as submitted using this online form, including required attachments, to determine if the plan rigorously complies with Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents. Department approval does not imply endorsement of specific educational approaches in an LEA's plan.

The Department reserves the right to request further information from an LEA to monitor compliance with Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents. Each LEA is required to keep detailed records on file for each section of the currently implemented Educator Evaluation plan. Such detailed records must be provided to the Department upon request. The Department reserves the right to disapprove or require modification of an LEA's plan that does not rigorously adhere to the requirements of Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents.

The Department will not review any attachments other than those required in the online form. Any additional attachments supplied by the LEA are for informational purposes only for the teachers and principals reviewed under this Educator Evaluation plan. Statements and/or materials in such additional attachments have not been approved and/or endorsed by the Department. However, the Department considers void any other signed agreements between and among parties in any form that prevent, conflict, or interfere with full implementation of the Educator Evaluation plan approved by the Department. The Department also reserves the right to request further information from the LEA, as necessary, as part of its review of this plan.

If the Department reasonably believes through investigation, or otherwise, that statements made in this Educator Evaluation plan are not true or accurate, it reserves the right to reject or disapprove this plan at any time and/or to request additional information to determine the truth and/or accuracy of such statements.

#### Educator Evaluation Assurances

Please read the assurances below and check each box.

Assure that the content of this form represents the LEA's entire Educator Evaluation plan and that the Educator Evaluation plan is in compliance with Education Law Section 3012-d and Subpart 30-3 of the Rules of the Board of Regents.

Assure that a detailed version of the LEA's entire Educator Evaluation plan is kept on file and that a copy of such plan will be provided to the Department upon request for review of compliance with Education Law Section 3012-d and Subpart 30-3 of the Rules of the Board of Regents.

Assure that this Educator Evaluation plan will be posted on the LEA's website no later than September 10th of each school year, or

### Task 2. TEACHERS: Required Student Performance - Student Learning Objectives

# Page Last Modified: 10/03/2022

### **Required Student Performance Subcomponent**

For guidance on the required subcomponent of the Student Performance category, see NYSED Educator Evaluation Guidance.

100% of the Student Performance category if only the required subcomponent is used or locally determined if the optional subcomponent is selected.

Each teacher shall have a locally determined Student Learning Objective (SLO) consistent with the goal-setting process determined by the Commissioner.

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Educator Evaluation - Ed Law §3012-d, amended in 2019

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### Educator Evaluation - Ed Law §3012-d, amended in 2019

## Task 2. TEACHERS: Required Student Performance - Weighting

# Page Last Modified: 10/03/2022

### Use of the Optional Subcomponent and Student Performance Category Weighting

If the Optional subcomponent is not used, the Required subcomponent will comprise 100% of the Student Performance category.

If the Optional subcomponent is used, the percentage of the Student Performance category attributed to the Required subcomponent will be locally determined.

Please indicate if the Optional subcomponent will be used by making the appropriate selection below.

NO, the Optional subcomponent WILL NOT be used; the Required subcomponent will comprise 100% of the Student Performance category.

# Task 4. TEACHERS: Observations - Rubric and Scoring

# Page Last Modified: 10/03/2022

### **Teacher Observation Category**

For guidance on the Teacher Observation category, see NYSED Educator Evaluation Guidance. For a definition of terms used in this section,

see the Educator Evaluation Glossary.

## Teacher Practice Rubric

Select a teacher practice rubric from the menu of State-approved rubrics to assess teacher practice based on the NYS Teaching Standards.

Rubric Name	If more than one rubric is utilized,
	please indicate the group(s) of
	teachers each rubric applies to.

### Task 4. TEACHERS: Observations - Rubric and Scoring

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At what level are the observable components of the selected rubric(s) rated?

☑ Subcomponent level (each observable subcomponent receives a rating)

How are the observable components of the selected rubric(s) weighted?

☑ Each component is weighted equally and averaged

#### Scoring the Observation Category

If an evaluator conducts multiple observations of the same type, how are those observations weighted?

Examples of observations of the same type include but are not limited to:

iTwo observations by the principal with one early in the school year weighted at 40% and one late in the school year weighted at 60%.

iTwo observations by the principal, with one holistic score for each component of the rubric based on the preponderance of evidence over both observations.

Please note: Weighting across observation type (i.e. Principal vs. Independent Evaluator) are described in the following section.

☑ Multiple observations of the same type are weighted equally

Please read the assurances below and check each box.

Assure that each set of observations (by supervisor/other trained administrator, independent, or peer) will be completed using the selected practice rubric, producing an overall score between 1 and 4. The overall weighted observation score will then be converted into a HEDI rating using the ranges indicated below.

Assure that once all observations are complete, the different types of observations will be combined using a weighted average consistent with the weights specified in the next section, producing an overall Observation category score between 0 and 4. In the event that a teacher earns a score of 1 on all rated components of the practice rubric across all observations, a score of 0 will be assigned.

# Teacher Observation Scoring Bands

The overall Observation score will be converted into a HEDI rating based on locally determined ratings consistent with the ranges listed.

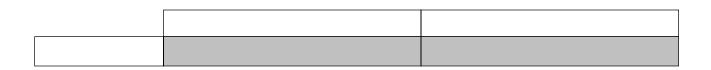
	Overall Observation Category								
	Score and Rating								
	Minimum	Maximum							
н	3.5 to 3.75	4.0							
E	2.5 to 2.75	3.49 to 3.74							
D	1.5 to 1.75	2.49 to 2.74							
1	0.00*	1.49 to 1.74							

\* In the event that an educator earns a score of 1 on all rated components of the practice rubric across all observations, a score of 0 will be

assigned.

**HEDI** Ranges

Task 4. TEACHERS: Observations - RubfCso and Scoring



#### Educator Evaluation - Ed Law §3012-d, amended in 2019

#### Task 4. TEACHERS: Observations - Teacher Observations

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Teacher Observation Subcomponent Weighting For a definition of terms used in this section, see the Educator Evaluation Glossary.

Required Subcomponent 1: Observations by Principal(s) or Other Trained Administrator(s)

- At least 80% of the Teacher Observation category score

Required Subcomponent 2: Observations by Impartial Independent Trained Evaluator(s)\*

- At least 10%, but no more than 20%, of the Teacher Observation category score

Optional Subcomponent: Observations by Trained Peer Observer(s) - No more than 10% of the Teacher Observation category score when selected

Please be sure the total of the weights indicated equals 100%.

\* The process selected for conducting observations, including those conducted by trained, impartial independent evaluators, exists in perpetuity until a new plan is approved by the Commissioner. However, if your LEA applies for and receives approval of an Independent Evaluator Hardship Waiver for a school year, then the terms specified in that waiver application will apply for that school year only. Please note that independent Evaluator Hardship Waiver requests must be submitted and approved on an annual basis.

Please indicate the weight of each observation type and be sure the total of the weights indicated equals 100%.

Principal/Administrator [Required]		

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#### Task 4. TEACHERS: Observations - Teacher Observations

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#### **Teacher Observation**

The teacher observation category is made up of two (2) required and one (1) optional subcomponents.

The frequency and duration of observations are locally determined.

Dbservations may occur in person, by live virtual observation, or by recorded video, as determined locally.

LEAs may locally determine whether to use more than one observation by any of the required observers. Nothing shall be construed to limit

the discretion of administrators to conduct observations in addition to those required by this section for non-evaluative purposes.

**Required Subcomponents** 

At least one of the required observations must be unannounced (across both required subcomponents).

Required Subcomponent 1: Observations by Principal(s) or Other Trained Administrator(s)

At least one observation must be conducted by the building principal or other trained administrator.

Required Subcomponent 2: Observations by Impartial Independent Trained Evaluator(s)\*

At least one observation must be conducted by an impartial independent trained evaluator.

Impartial independent trained evaluators are trained and selected by the LEA. They may be employed within the LEA, but may not be assigned to the same school building as the teacher being evaluated. This could include other administrators, department chairs, or peers (e.g., teacher leaders on career ladder pathways), so long as they are not from the same building (defined as same BEDS code) as the teacher being evaluated.

\* The process selected for conducting observations, including those conducted by trained, impartial independent evaluators, exists in perpetuity until a new plan is approved by the Commissioner. However, if your LEA applies for and receives approval of an Independent Evaluator Hardship Waiver for a school year, then the terms specified in that waiver application will apply for that school year only. Please note that independent Evaluator Hardship Waiver requests must be submitted and approved on an annual basis.

Optional Subcomponent: Observations by Trained Peer Observer(s)

If selected, at least one observation must be conducted by a trained peer observer.

Peer teachers are trained and selected by the LEA. Trained peer teachers must have received an overall rating of Effective or Highly Effective in the prior school year.

**Observation Assurances** 

Please read the assurances below and check each box.

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#### Educator Evaluation - Ed Law §3012-d, amended in 2019

### Task 4. TEACHERS: Observations - Subgroup 2

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#### Number and Method of Observation: Subgroup 2

At least one of the required observations must be unannounced (across both required subcomponents).

Required Subcomponent 1: <u>At least one</u> observation must be conducted by the building principal or other trained administrator (supervisor). Required Subcomponent 2: <u>At least one</u> observation must be conducted by an impartial independent trained evaluator (independent evaluator).

Optional Subcomponent: If selected, at least one observation must be conducted by a trained peer observer (peer observer).

Please identify the second subgroup of teachers to whom the information in the table below applies. Tenured Teachers

Please use the table below to enter the minimum number of observations and method of observation for each type

listed as applicable to the teachers identified above.

	Minimum Number of Observations	Method of Observation Select all that apply
Announced Supervisor Observation (Required Subcomponent 1)	1	☑ In person
Unannounced Supervisor Observation (Required Subcomponent 1)	N/A	Not applicable
Announced Independent Evaluator Observation (Required Subcomponent 2)	N/A	Not applicable
Unannounced Independent Evaluator Observation (Required Subcomponent 2)	1	☑ In person
Announced Peer Observation (Optional)	N/A	Not applicable
Unannounced Peer Observation (Optional)	N/A	Not applicable

#### Independent Evaluator Assurances

Please read the assurances below and check each box.

Assure that independent evaluator(s) are not employed in the same school building, as defined by BEDS code, as the teacher(s)

they are evaluating.

☑ Assure that independent evaluator(s) will be trained and selected by the LEA.

Please also read the additional assurances below and check each box.

Source that if the LEA is granted an annual Rural/Single Building District Independent Evaluator Hardship Waiver by the Department,

the terms of such waiver shall apply for the school year during whiID 5os-1.459 -2 luC /T12 luC /T12 luC C

Educator Evaluation - Ed Law §3012-d, amended in 2019

Task 6. TEACHERS: Additional Requirements - Appeals

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# Appeals Assurances

Please read the assurances below and check each box.



# Task 6. TEACHERS: Additional Requirements - Appeals

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Which groups of teachers may utilize the	Please select the ground(s) on which the teachers selected are	What is the
appeals process?	permitted to appeal their overall evaluation rating.	maximum length
Select all groups that have the same process as	Select all that apply.	of time for the
defined in subsequent columns.		teachers
To add additional groups with a different process,		selected to
use the "Add Row" button.		receive a final
		decision from
		the filing of the

Educator Evaluation - Ed Law §3012-d, amended in 2019

Task 6. TEACHERS: Additional Requirements - Training

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Approximately how many hours of initial training will new evaluators receive?

Retraining annual, peri (Pc, -2 other fr Adency)tial ting will new eluators receive? )Tj EMC ET /Fi9ure <</MCID 4 >>BDC 580 0 0 5 77 63

## Task 7. PRINCIPALS: Required Student Performance - Information and Assurances

# Page Last Modified: 10/03/2022

### **Required Student Performance Subcomponent**

For guidance on the required subcomponent of the Student Performance category, see NYSED Educator Evaluation Guidance.

100% of the Student Performance category if only the required subcomponent is used or locally determined if the optional subcomponent is selected.

# Task 7. PRINCIPALS: Required Student Performance - Information and Assurances

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#### INPUT MODEL

Selection of the Input Model will require:

à description of the areas of principal practice that will be evaluated;

a description of how the selected areas of principal practice proTps:ID SD mulad.8wth;be evaluated;

# Task 7. PRINCIPALS: Required Student Performance - Student Learning Objectives

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# **HEDI Scoring Bands**

Highly	Effectiv	ve	Effecti	ve		Develo	oping	Ineffe	ctive											
20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	0
97- 100 %	93- 96%	90- 92%	85- 89%	80- 84%	75- 79%	67- 74%		55- 59%	49- 54%	44- 48%		34- 38%	29- 33%	25- 28%	21- 24%	17- 20%	13- 16%	9- 12%	5-8%	0-4%

## **SLO** Assurances

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Please read the assurances below and check each box.

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### Educator Evaluation - Ed Law §3012-d, amended in 2019

### Task 7. PRINCIPALS: Required Student Performance - Weighting

# Page Last Modified: 10/03/2022

### Use of the Optional Subcomponent and Student Performance Category Weighting

If the Optional subcomponent is not used, the Required subcomponent will comprise 100% of the Student Performance category.

If the Optional subcomponent is used, the percentage of the Student Performance category attributed to the Required subcomponent will be locally determined.

Please indicate if the Optional subcomponent will be used by making the appropriate selection below.

NO, the Optional subcomponent WILL NOT be used; the Required subcomponent will comprise 100% of the Student Performance category.

#### Educator Evaluation - Ed Law §3012-d, amended in 2019

#### Task 8. PRINCIPALS: Optional Student Performance - Use of the Optional Subcomponent

Page Last Modified: 10/03/2022

**Optional Student Performance Subcomponent** 

For guidance on the optional subcomponent of the Student Performance category, see NYSED Educator Evaluation Guidance.

Percentage of Student Performance category to be locally determined if selected.

Such second measure shall apply in a consistent manner, to the extent practicable, across all programs or buildings with the same grade configuration in the LEA and be a locally selected measure of student growth or achievement based on State-created or - administered assessments or State-designed supplemental assessments.

Options for measures and associated assessments include:

îOption (A) A second SLO, provided that this SLO is different than that used in the required subcomponent;

îOption (B) A growth score based on a statistical growth model, where available, for either State-created or -administered

assessments or State-designed supplemental assessments;

îOption (C) A measure of student growth, other than an SLO, based on State-created or -administered assessments or Statedesigned supplemental assessments;

Dption (D) A performance index based on State-created or -administered assessments or State-designed supplemental assessments;

Dption (E) An achievement benchmark on State-created or -administered assessments or State-designed supplemental assessments;

Option (F) Four, five, or six-year high school graduation rates;

Dption (G) An input model where the principal's overall rating shall be determined based on evidence of principal practice that

promotes student growth related to the Leadership Standards; or

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Please indicate if the optional subcomponent will be used by making the appropriate selection below.

NO, the optional subcomponent WILL NOT be used in the Student Performance category for any principal.

Task 9. PRINCIPALS: School Visits - Rubric and Scoring

Page Last Modified: 10/03/2022

Principal School Visit Category

For guidance on the Principal School Visit category, see NYSED Educator Evaluation Guidance. For a definition of terms used in this section, see the Educator Evaluation Glossary.

)RU WKH VFKRRO YLVLW FDWHJRU\ SULQFLSDOVÅ VKDOO EH HYDOXDWHG EDVHG RQ D 6WDWH LQFRUSRUDWHG LQWR WKH VFKRRO YLVLW SURWRFRO :KHUH DSSURSULDWH VXFK HYLGHQFF

# Task 9. PRINCIPALS: School Visits - Rubric and Scoring

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	Overall School Visit Category	
	Score and Rating	
	Minimum	Maximum
н	3.5 to 3.75	4.0
E	2.5 to 2.75	3.49 to 3.74
D	1.5 to 1.75	2.49 to 2.74
I	0.00*	1.49 to 1.74

\* In the event that an educator earns a score of 1 on all rated components of the practice rubric across all school visits, a score of 0 will be

assigned.

HEDI Ranges

The principal school visit category is made up of two (2) required and one (1) optional subcomponents. itThe frequency and duration of school visits are locally the discretion of administrators to conduct school visits in addition to those required by this section for non-evaluative purposes.tRequired Subcomponents itAt assigned to the same school building as the principal being evaluated. This could include other administrators, department chairs, or peers, so long as they are not from the same building (defined as same BEDS code) as the principal being evaluated. \* The process selected for conducting school visit until a new plan is approved by the Commissioner.tHowever, if your LEA applies for and receives approval of an Independent Evaluator Hardship Waiver for a school year, then the terms specified in that waiver application will apply for that aluators are trained 1 Mhis co.ool /LBme buee trail a new plants(.\_\_

Task 9. PRINCIPALS: School Visits - Principal School Visits

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Task 9. PRINCIPALS: School Visits - Subgroup 2

### Page Last Modified: 11/08/2022

Peer School Visit Assurances

Please read the assurances below and check each box.

Assure that peer principals, as applicable, will be trained and selected by the LEA.

Assure that, if school visits are being conducted by trained peer principal(s), these principal(s) received an overall rating of Effective

or Highly Effective in the previous school year.

### Task 10. PRINCIPALS: Overall Scoring - Category and Overall Ratings

#### Page Last Modified: 10/03/2022

### Category and Overall Ratings

For guidance on Educator Evaluation scoring, see NYSED Educator Evaluation Guidance.

#### Category Scoring Ranges

The overall Student Performance category score and the overall School Visit category score will be converted into a HEDI rating based on the

ranges listed in the tables below.

5	Student Performance Category			F	Principal School Visit Category		
ŀ	HEDI ratings must be assigned based on the point distribution below.			F	HEDI ratings must be assigned based on locally-determined ranges		
				с	consistent with the constraints listed below.		
		Overall Student Performance				Overall School Visit	
		Category Score and Rating				Category Score and Ratin	g
		Minimum	Maximum			Minimum	Maximum
	н	18	20		Н	3.5 to 3.75	4.0
	E	15	17		E	2.5 to 2.75	3.49 to 3.74
	D	13	14		D	1.5 to 1.75	2.49 to 2.74
	1	0	12		1	0.00	1.49 to 1.74

### Scoring Matrix for the Overall Rating

The overall rating for an educator shall be determined according to a methodology described in the matrix below.

		Principal School Visit Category			
		Highly Effective (H)	Effective (E)	Developing (D)	Ineffective (I)
Student Performance	Highly Effective (H)	Н	н	E	D
Category	Effective (E)	Н	E	E	D
	Developing (D)	E	E	D	1
	Ineffective (I)	D	D	I	I

### Category and Overall Rating Assurances

Please read the assurances below and check each box.

Assure that each subcomponent and category score and rating and the Overall rating will be calculated pursuant to the requirements specified in Subpart 30-3 of the Rules of the Board of Regents.

- Assure that it is possible to obtain a zero in each subcomponent.
- ☑ Assure the overall rating determination for a principal shall be determined according to the evaluation matrix.

### Task 11. PRINCIPALS: Additional Requirements - Appeals

### Page Last Modified: 11/08/2022

#### Appeals Assurances

Please read the assurances below and check each box.

Assure that the LEA has collectively bargained appeal procedures that are consistent with the regulations and provide for the timely and expeditious resolution of an appeal.

☑ Assure that an appeal shall not be filed until a principal's receipt of their overall rating.

### Appeals

Pursuant to Education Law §3012-d, a principal may only challenge the following in an appeal to their LEA:

(1) the substance of the annual professional performance review [evaluation]; which shall include the following:

(i) in the instance of a principal rated Ineffective on the student performance category, but rated Highly Effective on the school visit category based on an anomaly, as determined locally;

(2) the LEA's adherence to the standards and methodologies required for such reviews, pursuant to Education Law §3012-d;

(3) the adherence to the regulations of the Commissioner and compliance with any applicable locally negotiated procedures, as required under Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents; and

(4) the LEA's issuance and/or implementation of the terms of the principal improvement plan, as required under Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents.

Please review your negotiated appeal process and use the table below to describe the appeal process available to principals.

Which groups of principals may utilize	Please select the ground(s) on which the	What is the maximum length of time for the
the appeals process?	principals selected are permitted to appeal	principals selected to receive a final
Select all groups that have the same	their overall evaluation rating.	decision from the filing of the appeal?
process as defined in subsequent columns.	Please select all that apply.	
To add additional groups with a different		
process, use the "Add Row" button.		
Drobationary principals who reastived a	The substance of the annual	
Probationary principals who received a	The substance of the annual	☑ 0-30 days
rating of Developing	professional performance review	
Probationary principals who received a	[evaluation]; which shall include the	
rating of Ineffective	following: in the instance of a principal	
	rated Ineffective on the Student	
	Performance category, but rated Highly	
	Effective on the School Visit category	
	based on an anomaly, as determined	
	locally	
	The LEA's adherence to the standards	

Task 11. PRINCIPALS: Additional Requirements - Training

### Page Last Modified: 11/08/2022

### **Training Assurance**

Please read the assurance below and check the box.

Description The LEA assures that all evaluators will be properly trained and lead evaluators will be certified on the below elements prior to

### Task 11. PRINCIPALS: Additional Requirements - Training

### Page Last Modified: 11/08/2022

Approximately how many hours of initial training will new evaluators receive?

☑ 2-6 hours

#### Retraining

Approximately how many hours of re-training (annual, periodic, or other frequency) will evaluators receive?

☑ 2-6 hours

Certification of Lead Evaluators

How often are lead evaluators certified?

Annually

Please identify the party responsible for the certification and re-certification of lead evaluators.

Superintendent/District Superintendent

Please read the assurance below and check the box.

☑ If the Superintendent/District Superintendent or other party is the entity certifying evaluators, and also acts in the capacity of an evaluator, please assure that the certification process, including such self-certification, is implemented with fidelity.

Inter-rater Reliability

Inter-rater reliability refers to the extent to which different evaluators produce similar ratings in judging the same abilities or characteristics in the same target person or object. Within the context of educator evaluation, inter-rater reliability requires all evaluators trained in the school visit process to reach independent consensus on observable behaviors to ensure the accuracy, consistency, and precision of the implementation of the chosen evaluation rubric(s). It also requires administrators to analyze and track educator evaluation data and ensure that school visits are being completed with fidelity.

Select the option(s) below that best describe the process in place for maintaining inter-rater reliability.

Please check all that apply.

Periodic calibration meetings and/or trainings

### WEST HEMPSTEAD UFSD

Educator Evaluation - Ed Law §3012-d, amended in 2019

Task 12. Joint Certification of Educator Evaluation Plan - Upload Certification Form

Page Last Modified: 12/20/2022

Upload Educator Evaluation LEA Certification Form

Please Note: SED Monitoring timestamps each revision and signatures cannot be dated earlier than the last revision. To ensure the

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### APPENDIX H

### West Hempstead Performance Review Teacher Improvement Plan (TIP)

Evidence of Action Taken Towards Improvement

Date	Evidence of Administrator Action	Date	Evidence of Teacher Action

# Recommendation for Results of TIP

The teacher has met the performance	e gidelstified through the TIP	
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The teacher has not met the performance g	goals
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APPENDIX H

## West Hempstead Performance Review Principal Improvement Plan (PIP)

## Evidence of Action Taken Towards Improvement

Date	ElementDeveloped	Evidence of Principal Action

Recommendation for Results of IPP

The principal has met the performance goals identified through the PIP \_\_\_\_\_



