

To: Board of Education

From: _____
Superintendent of Schools

Re: Lead Evaluator Training and Certification

Date: September 4, 2012

As we prepare for implementation of the new Annual Professional Performance Review (APPR) for Principals this coming school year, the Board of Education will need to certify the lead evaluator responsible for conducting such reviews. Relevant language taken from Commissioner's Regulations §3012-c on this subject follows:

"The governing body of each school district and BOCES shall insure that evaluators have appropriate training before conducting an evaluation . . . "

In addition to being trained, evaluators must be certified by the governing body as defined below:

"(The governing body of the district or BOCES) shall also insure that any lead evaluator has been certified by such governing body as a qualified lead evaluator before conducting and/or completing a principal's evaluation."

With regard to the timeline for these two requirements it is important to note that both the training and certification must take place prior to the completion of principal evaluations. Thus, there is nothing to prevent commencement of the evaluation process prior to and/or while training and certification is taking place:

"Nothing herein shall be construed to prohibit a lead evaluator who is properly certified by the State as a school administrator or superintendent of schools from conducting classroom observations or school visits as part of an annual professional performance review under this Subpart prior to completion of the training required by this section provided such training is successfully completed prior to completion of the evaluation."

The regulations also identify nine elements that must be addressed in lead evaluator training but do not specifically define the amount or nature of the training required for certification. These decisions are left to each district and board of education to determine locally. A list of the nine training element is provided in the attachment to this memorandum for your review.

At our September 4th meeting I will be asking the board to take action on my certification as lead evaluator of our district's principals. In anticipation of this agenda item, please find attached my ***Lead Principal Evaluator Training Log*** outlining the various activities and events I have attended over the past several months. These activities have been carefully planned to ensure that all required training elements have been addressed. Based on my past experience evaluating principals, combined with my participation in the professional development activities described in the attached log, I am confident that I have not only met, but exceeded the requirement for certification as lead evaluator pursuant to §3012-c of the Commissioner's Regulations. Also attached for your review is the resolution on this topic for your approval at the September 4th Board meeting. I look forward to your support in meeting this important APPR requirement.

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