

YOUR LETTERHEAD

Honorable Andrew Cuomo
Governor
Executive Chamber
State Capitol
Albany New York, 12224

Date here, 2012

Dear Governor Cuomo,

I write to inform you, and our legislators, about the status of our Annual Professional Performance Review (APPR) plan for evaluating teachers and principals. We have submitted our APPR plan to the State Education Department (SED) on _____ but have yet to receive approval or review.

School Superintendents were not at the table negotiating the new APPR law, but are charged with its implementation. While we have concerns about many facets of the new law, including timeline for implementation, superintendents across the state are dedicated to carrying out the law and ensuring our students receive the state aid they so desperately need.

Our District leadership has worked collectively with our teachers and principals to craft an evaluation plan that intends to produce better learning for students. ***[Discuss specifics about your district here. How did negotiations go? How long did it take you? What did you have to concede to get agreement? This should be the meat of the letter, but the letter should consist of only 2 pages in total].***

Under state law, if our plans are not approved by the State Education Department by January 17, 2013, we would lose the increase in state aid we are due to receive through this year's budget.

My colleagues and I in _____ ***[District Name]*** worked diligently to put together sound APPR plans for our district and we fully expect that our plans will be approved by SED, but we will not know for certain until SED makes its determination. If SED rejects our plan, we may not be able to make necessary revisions and gain approval by the deadline. The mid-year cut in state aid we would suffer would have a devastating impact on our schools. Students should not be harmed because local leaders cannot reach agreements or state officials cannot meet deadlines.

Sincerely,

Your name here
Superintendent of Schools
Your District here

Cc: Senator _____
Member of Assembly _____