

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

PERFORMANCE REVIEW PROCEDURES AND TENURE/PERMANENT RECOMMENDATIONS

GENERAL PROCEDURES

1. Procedural References:

Performance reviews for the following groups of staff will be conducted as stated below:

- a. Certificated classroom teachers and Principals who are subject to 3012(d) will be in accordance with the New York State Education Department approved Annual Professional Performance Review (APPR) Plan.
- b. All other teachers who are not subject to 3012(d) and pupil personnel service providers will be in accordance with the BOCES 2003 Annual Professional Performance Review (APPR) plan. All other administrators will be in accordance with Administrative Regulation 3040 Annual Administrative Assessment.
- c. All other staff not referenced above (eg. SRP, TA) shall be conducted in accordance with the Negotiated Agreement and Board Policy.

2. Initial Employment:

At the time of initial employment, a Schedule of Performance Review Due Dates will be prepared by the Personnel/HR Office and distributed to the designated administrator(s).

3. Establishing a Yearly Calendar:

For non-3012(d) staff, in September of each year, the Personnel / HR Office will distribute to each administrator the performance review deadlines for all staff under his/her supervision. For 3012(d) staff, it is the responsibility of each Principal to establish a calendar for all activities related to the 3012(d) performance reviews, in the designated system and submit to the Office of the Deputy District Superintendent by the due date so established (September 15 and for new hires after September 15, within two weeks of the hire date).

4. Record Keeping:

Each administrator shall complete and ensure that signed performance reviews are uploaded in My Learning Plan (MLP) or other electronic repository, or the original hard-copies forwarded to the Personnel/HR Office, no later than the indicated due date on the schedule. The Personnel/HR office will place completed hard-copy performance reviews in the staff member's permanent personnel file.

5. Concerns Regarding Performance:

Copies of performance reviews for teachers under 3012(d) with a rating of developing or ineffective must be discussed with and sent to the appropriate Senior Management Team Administrator(s) for review before delivery to the teacher. All other performance reviews of staff with ratings of "unsatisfactory" or non-3012(d) teachers with ratings of "Does Not Meet Core Expectations" must also be discussed with the Senior Management Team Administrator(s). Additional performance reviews may be scheduled as necessary by the designated administrator(s).

6. Continued Employment Recommendations:

Whenever a question arises on the continued employment of a probationary, long-term substitute or part-time staff member, the designated administrator must immediately notify the appropriate Senior Management Team Administrator(s) and District Superintendent of his/her concern. Decisions regarding termination should be made as early in the probationary or temporary appointment period as possible.

7. Probationary Teacher/Administrator Reviews:  
At the end of the first semester and during the summer of each year, each immediate administrator will meet with the District Superintendent and appropriate Administrative Cabinet members to review the progress of each probationary teacher or Administrator under that administrator's supervision, as well as those who are subject to Improvement Plans.

## **PERFORMANCE REVIEW PROCEDURES AND DUE DATES**

### **I CERTIFICATED STAFF**

### **DUE DATE**

#### **A. Teachers subject to 3012(d) (See 3012d APPR**

**Process Chart of the Classroom Teacher APPR Plan)**

- |  |   |
|--|---|
| 1. Probationary teachers – Minimum of one (1) announced observation and two (2) unannounced observations per year of probation with the first of either <b>completed prior to:</b> | 1/1 (or within 30 days for teachers hired after December 1)   |
| the additional two (2) observations <b>completed prior to:</b>   | 6/1   |
| 2. Tenured teachers - Minimum of one (1) announced observation and one (1) unannounced observation completed per year, with the first of either <b>completed prior to:</b>         | 2/1   |
| the additional one (1) observation <b>completed prior to:</b>  | 6/1   |
| 3. Unlimited Walkthroughs <b>completed prior to:</b>   | 6/1   |
| 4. End of Year Conference <b>completed:</b>  | Friday preceding the last day of School year  |
| 5. Overall Composite Score <b>delivered:</b>   | Upon receipt of all scores, no later than Sept 1, or until scores are available from SED                    |
| 6. Probationary Teacher Recommendation for Tenure:   |   |
| a. Letter of recommendation for tenure or termination to the District Superintendent <b>no later than:</b>   | 3/1 or 4 months prior to the end of the probationary period (schedule as determined by Personnel/HR Office) |
| b. Tenure recommendation to Board of Education In Executive Session <b>no later than:</b>  | Prior to the end of the probationary period as determined by Personnel/HR Office                            |
| <br>   |   |
| <b>B. <u>All other certificated staff not subject to 3012(d)</u></b>   |   |
| 1. Probationary  |   |
| a. minimum of two (2) performance reviews per year of probation, one each semester.  | 12/15 and 4/1 or 4 months prior to the end of the probationary period                                       |
| b. letter of recommendation for tenure or termination no later than  | 3/1 or 4 months prior to the end of the probationary period (schedule as determined by Personnel/HR Office) |

c. tenure recommendation to Board of Education in Executive Session.	Prior to the end of the probationary period as determined by Personnel/HR Office
2. Long-Term Substitute Minimum of one (1) performance review each semester of employment.	12/15 and 4/1
3. Part-Time	
a. minimum of two (2) performance reviews per year, for the first three years	12/15 and 4/1
b. after three years, one (1) performance review per year.	6/1
4. Tenured Minimum of one (1) performance review per year.	6/1
5. <u>Adult Education</u> – (teacher assigned to any program leading to a license or diploma; or working more than 50%) – minimum of one (1) performance review per year.	6/1
<b>II. CIVIL SERVICE STAFF (CLASSIFIED)</b>	
A. <u>Temporary and Provisional</u> – minimum of one (1) performance review per 6 month period.	12/15 and 4/1
B. <u>Term</u>	
1. minimum of two (2) performance reviews per year, for the first three years	12/15 and 4/1
2. after three years, one (1) performance review per year	6/1
C. <u>Probationary</u> –	
1. <u>Open Competitive</u> a. minimum of two (2) performance reviews during 26 week probationary period.	Week 10 and week 20, or earlier dependent on Board of Education date
b. letter of recommendation for permanent or termination (copies of reviews attached)	Week 22 or earlier, dependent on Board of Education date
2. <u>Promotional</u> a. minimum of two (2) performance reviews during 12 week probationary period.	Week 4 and week 8, or earlier dependent on Board of Education date.
b. letter of recommendation for permanent or termination (copies of review attached)	Week 10 or earlier, dependent on Board of Education date
D. <u>Permanent</u> – minimum of one (1) performance review per year.	6/1

### III. ADMINISTRATORS

### DUE DATE

- A. Principals subject to 3012(d) (See Appendix D of the Principal APPR Plan)
1. Initial Planning Conference 10/1
  2. Visitations (four announced, one unannounced) 5/31
  3. Summative Review Process – Summary of Other Measures completed and conferenced 6/31
  4. Overall Composite Score delivered Upon receipt of all scores, no later than Sept 1
  5. Probationary Principal Recommendation for Tenure  
a. letter of recommendation for tenure or termination to the District Superintendent no later than: Prior to the end of the probationary period as determined by Personnel/HR Office  
b. tenure recommendation to Board of Education in Executive Session Prior to the end of the probationary period as determined by Personnel/HR Office
- B. All other certificated administrators not subject to 3012(d)
1. Probationary -
    - a. minimum of two (2) performance reviews per year, the annual performance review to be completed no later than 9/1 for the previous year ended 6/30. 2/1 and 9/1 or every six months following date of employment
    - b. letter of recommendation for tenure or termination no later than 3/1 or 4 months prior to the end of the probationary period unless the notification is waived by the District Superintendent
    - c. tenure recommendation to Board of Education in Executive Session. 3 months prior to the end of the probationary period unless the notification is waived by the District Superintendent
  2. Tenured - minimum of one (1) performance review per year, to be completed no later than 9/1 for the previous year ended 6/30. 9/1
- C. Civil Service (classified)
1. Temporary and Provisional – minimum of one (1) performance review per 6 month period. 12/15 and 4/1
  2. Probationary -
    - a. minimum of two (2) performance reviews during 26 week probationary period. Week 13 and week 22
    - b. Letter of recommendation for permanent or termination. Week 22
    - c. Permanent recommendation to Board of Education in Executive Session. 2 months prior to the end of the probationary period
  3. Permanent – minimum of one (1) performance review per year, to be completed no later than 9/1 for the previous year ended 6/30. 9/1

## **PROCEDURES FOR RECOMMENDING TENURE/PERMANENT STATUS OR TERMINATION**

### **1. Letter of Recommendation to District Superintendent –**

A. As scheduled by Personnel/HR Office, but no later than indicated in each section above prior to the end of the probationary period, the responsible administrator must submit a letter of recommendation for tenure/permanent status or termination, including the most recent evaluation to the District Superintendent.

B. Termination Reason: Recommendations for termination must include the reasons for the termination as well as copies of any supporting documentation that may not be in the official personnel file.

### **2. Board of Education Executive Session Presentation –**

As scheduled by Personnel/HR Office, but no later than indicated in each section above for certified teachers and pupil personnel providers, certified and classified administrators, the responsible administrator will make a presentation to the Board of Education in Executive Session. Such presentation should follow guidelines provided by Personnel.

Approved/Revised: 02/01/07

Revised 3/31/15

Revised 12/28/18

Revised 1-16-19

Revised 2-12-19

Revised 2-14-19

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

**PERFORMANCE REVIEW PROCEDURES**

**SCHEDULE OF PERFORMANCE REVIEW DUE DATES**

**STAFF MEMBER:** \_\_\_\_\_

TENURE AREA: \_\_\_\_\_ -or- CIVIL SERVICE TITLE: \_\_\_\_\_

CERTIFICATION: \_\_\_\_\_ TYPE OF APPOINTMENT: \_\_\_\_\_

CERTIFICATION STATUS: \_\_\_\_\_ EFFECTIVE DATES OF  
PROBATIONARY APPOINTMENT: \_\_\_\_\_

DATE OF BOARD ACTION: \_\_\_\_\_ TENURE/PERMANENT DATE: \_\_\_\_\_

EFFECTIVE DATES  
OF EMPLOYMENT: \_\_\_\_\_  
(Beginning date/Ending date)

**A. PERFORMANCE REVIEW REPORTS:**

<u>REPORT #</u>	<u>DUE DATE</u>	<u>DESIGNATED ADMINISTRATOR</u>	<u>DATE COMPLETED</u>	<u>DATE RECEIVED</u>
1			_____	_____
2			_____	_____
-----				
3			_____	_____
4			_____	_____
5			_____	_____
6			_____	_____
7			_____	_____
8			_____	_____

**B. RECOMMENDATION FOR TENURE/PERMANENT APPOINTMENT:**

1 \_\_\_\_\_

DATE COMPLETED BY HUMAN RESOURCE SERVICES:

3/25/15  
12/28/18