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To: New York State Charter School Leaders
From: Charter School Office
Date: November 8, 2012
Subject: Charter School Requirements and Timeline for Submitting Staff Evaluation Rating Data for the 2011-12 School Year

In early October, SED Data Director Jeff Baker sent out a memo related to related to **Submission of Staff Evaluation Rating Data** which can be found at

<http://www.p12.nysed.gov/irs/News/evalreportingmemo.pdf>, that provides important updates on reporting staff evaluation data for the 2011-2012 school year. We have received a number of questions about the applicability of the information contained in this memo for charter schools, as well as technical questions about how to submit data. This memo is designed to reiterate prior guidance and provide additional guidance specific to charter schools. Please note the following:

- Public charter schools are not subject to the requirements of Education Law [§3012-c](#) regarding the annual professional performance review of classroom teachers and building principals.
- However, for purposes of participation in the State's RTTT plan and receiving allocated funds to implement Section D activities, charter schools must evaluate all classroom teachers and building principals using a comprehensive annual evaluation system that is consistent with the following elements of Education Law §3012-c :
 - (1) is based on multiple measures of effectiveness, including 40% student achievement measures, which would result in a single composite effectiveness score for every teacher and principal;
 - (2) differentiates effectiveness for teachers and principals using the following four rating categories: Highly Effective, Effective, Developing, and Ineffective; and use such annual evaluations as a significant factor for employment decisions including promotion, retention, supplemental compensation, and professional development; and
 - (3) provides for the development and implementation of improvement plans for teachers or principals rated Developing or Ineffective.
- All charter schools must provide the overall ratings—i.e., Highly Effective, Effective, Developing, and Ineffective (HEDI), which may be “mapped” from the charter school’s local evaluation system if the nominal HEDI categories are not utilized. This is regardless of whether the charter school received Race to the Top funding. Data reporting is required as part of annual, routine data collection that all public LEAs must complete.
- The data model requires that both the overall evaluation rating (H = 4, E = 3, etc.) and an overall composite score (on a scale of zero to 100) for the composite score fields in the NYSED staff evaluation rating template be populated because public school districts are required to report both elements. **For the 2011-12 school year staff evaluation rating data submission**, since charter schools are also using the staff evaluation rating template to report staff evaluation results, they must also provide both data elements. **The composite score field will be used ONLY to allow charter schools to accurately submit staff evaluation data and will be used for no other purpose.** The staff evaluation rating template will be modified to allow charter schools to submit only the required overall evaluation rating for the 2012-12 school years and beyond.
- Please follow the procedures below to submit the composite score field data:
 - (1) For staff who receive a Highly Effective rating overall enter “4” for the rating code and “100” for the composite score.
 - (2) For staff who receive an Effective rating overall enter “3” for the rating code and “90” for the composite score.

- (3) For staff who receive a Developing rating overall enter “2” for the rating code and “74” for the composite score.
- (4) For staff who receive an Ineffective rating overall enter “1” for the rating code and “64” for the composite score.

If you have any questions, please contact dataquest@mail.nysed.gov.