**Principal Improvement Plan**

The **Principal Improvement Plan (PIP)** is a structured plan designed to identify specific concerns in instruction and outlines a plan of action to address these concern. The purpose of a PIP is to assist principals to work to their fullest potential. The PIP provides assistance and feedback to the principal and establishes a timeline for assessing its overall effectiveness.

A PIP must be initiated whenever a principal receives a rating of *developing or ineffective* in any school year. The PIP must be in place no later than October 1st of the next school year following the developing or ineffective rating. Prior to its implementation the PIP will be signed and dated by all parties. The specific area or areas in need of improvement will be drawn from the evaluation criteria contained in the agreed upon rubric. The attached form must be used during the PIP plan and signed by all parties.

The PIP shall clearly specify: areas in need of improvement, a detailed action plan to accomplish and support that improvement, the manner in which the improvement will be assessed, and a timeline for assessing improvement.. The association president will be notified when the district notifies the principal of an ineffective or developing rating.

The PIP plan developed for the building principal must offer the Principal an experienced outside mentor mutually agreed upon by the Association and District. The cost of said mentor being paid by the district. All conversations and dealings between the mentor and principal will be confidential, unless principal provides written permission to disclose.

A statement of differentiated activities designed to support improvement in the areas identified within the PIP shall be developed by the Superintendent or his/her designee after consultation with the principal. These activities may include, but are not limited to:

* Visitations and shadowing
* Workshops and seminars
* On-line courses and webinars
* Advanced degree work
* Professional texts, periodicals, and other literature
* Collegial Circles
* Guided observations
* Self-assessments
* Modeling from leader evaluator

All costs associated with any differentiated activities shall be borne by the District.

No later than November 15th shall the Superintendent or his/her designee meet with the Building Principal on the PIP to discuss and assess the building principal’s progress to date and provide written feedback to the principal regarding his/her progress on the PIP; on or before February 15th the Superintendent shall again meet with the Building Principal on the PIP to discuss and assess the building principal’s progress and provide written feedback to the principal regarding his/her progress on the PIP; on or before April 15th the Superintendent shall again meet with the Building Principal on the PIP to discuss and assess the building principal’s progress and provide written feedback to the principal regarding his/her progress on the PIP. Evidence and artifacts to determine if progress has been made in the areas needing improvement will be discussed between the Superintendent and principal at each meeting. All forms and written feedback must be signed and provided to the principal upon the completion of each meeting. No later than June 15th shall the Superintendent meet with the building principal to determine if the area in need of improvement has been satisfactorily resolved or if the PIP shall continue into the next school year. The building principal shall be afforded union representation, if they so desire, at each meeting. If at anytime, the Superintendent believes that the goals have been met by the principal he/she shall sign a written acknowledgement of attainment.

In addition to the above meetings with the Superintendent, the building principal shall meet with the Assistant Superintendent in charge of Curriculum or its equivalent non-bargaining unit administrative position periodically throughout the school year in order to discuss and assess the building principal’s progress on the PIP and to be provided written feedback regarding his/her progress on the PIP. All meetings shall be documented on the attached form.

If at the end of the year the PIP goals are met or the administrator is rated “effective” the PIP will terminate.

If the principal is rated as *developing or ineffective* for any school year in which a PIP was in effect, a new plan will be developed by the principal and the Superintendent in collaboration with the Association adhering to the requirements contained herein with any additional measures in that subsequent school year the following the guidelines below. The evaluated principal shall have at least eight months on the Improvement Plan to show progress prior to any possible disciplinary procedure being initiated.

PRINCIPAL IMPROVEMENT PLAN

|  |  |  |  |
| --- | --- | --- | --- |
| **AREA(S) OF**  **IMPROVEMENT** | **STRATEGIES THE PRINCIPAL WILL USE TO IMPROVE** | **SPECIFIC RESOURCES TO BE MADE AVAILABLE TO HELP** | **PROPOSED MEASUREMENTS & TIMELINE FOR IMPROVEMENT** |
| **VISION OF LEARNING** |  |  |  |
| **SCHOOL CULTURE;**  **INSTRUCTIONAL PROGRAM** |  |  |  |
| **LEARNING ENVIRONMENT** |  |  |  |
| **COMMUNITY RELATIONS** |  |  |  |
| **INTEGRIY, FAIRNESS, ETHICS** |  |  |  |
| **CULTURAL COURTESY** |  |  |  |
| **COLLABORATION** |  |  |  |

Separate sheets may be attached for each Area of Improvement in order to complete the required information.

Principal Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Supt. Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINCIPAL IMPROVEMENT PLAN**

**PROGRESS RECORD FORM**

|  |  |  |
| --- | --- | --- |
|  | **Summary of meeting**  **(Superintendent or Assist Supt)** | **SIGN-OFF BY BOTH PARTIES** |
| Meeting #1  Date \_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meeting #2  Date \_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meeting #3  Date \_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meeting #4  Date \_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meeting #5  Date \_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meeting #6  Date \_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Meeting #7  Date \_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |