



**TEACHER AND PRINCIPAL PRACTICE RUBRIC PROVIDERS  
TECHNICAL PROPOSAL - APPLICATION**

Name of Entity	New York Library Association	
Address	6021 State Farm Road	
City, State Zip	Guilderland, NY 12084	
Phone	518-432-6952	
Fax	518-427-1697	
E-mail	events@nyla.org	
Name and Title of Authorized Contact	Jeremy Johannesen, Executive Director	
Address (if different from above)		
City, State Zip		
Phone		
Fax		
E-mail ( <i>REQUIRED</i> )		
Tax I.D. Number	14-1407060	
The organization is: (Please indicate by clicking on the appropriate boxes below:)		
	<input type="checkbox"/>	
Local Educational Agency (LEA)	<input type="checkbox"/>	
Public School	<input type="checkbox"/>	
For-profit corporation.	<input type="checkbox"/>	Click either: <input type="checkbox"/> <b>NY corp.</b> or <input type="checkbox"/> <b>Foreign corp.</b>
Non-profit corporation	<input checked="" type="checkbox"/>	Click either: <input checked="" type="checkbox"/> <b>NY corp.</b> or <input type="checkbox"/> <b>Foreign corp.</b>
Limited Liability Company (LLC)	<input type="checkbox"/>	Click either: <input type="checkbox"/> <b>NY LLC</b> or <input type="checkbox"/> <b>Foreign LLC</b>
Other	<input type="checkbox"/>	Please specify:

**IMPORTANT: For-profit corporations, non-profit corporations, and LLCs, are required to attach the following document(s), as applicable:**

- **If a New York State corporation:** the Certificate of Incorporation, together with any Certificates of Amendments to such document filed to date.<sup>19</sup> (See important footnote below.)
- **If a foreign corporation:** (1) the Application for Authority to do business in New York State filed with the NYS Dept of State, **and** (2) the Certificate of Incorporation filed in the State of incorporation, (3) together with any amendments to such documents filed to date.\* (See important footnote below.)
- **If a New York State LLC:** the Articles of Organization, together with any amendments to such document filed to date. \* (See important footnote below.)
- **If a foreign LLC:** (1) the Application for Authority to do business in New York State filed with the NYS Dept of State, **and** (2) the articles of organization filed in the State of formation, (3) together with any amendments to such documents filed to date. \* (See important footnote below.)
- **If the corporation or LLC will use an assumed name in New York State:** the certificate of Assumed Name

<sup>19</sup> Ensure that these documents include appropriate language authorizing the provision of these services. Information pertaining to the “Consent Obtaining” process may be accessed at the SED Office of Counsel website at [www.counsel.nysed.gov](http://www.counsel.nysed.gov) or you may also contact the Office at 518-474-6400 if you have any questions regarding this requirement.



**TEACHER AND PRINCIPAL PRACTICE RUBRIC PROVIDERS  
TECHNICAL PROPOSAL - APPLICATION**

**Please check the most appropriate category:**

	<b>Teacher and/or Principal Practice Rubric</b>	<b>Required Submission</b>
<input checked="" type="checkbox"/>	<p>This is an application for providing <b>Teacher Practice Rubric services</b>. Please check the most appropriate category below:</p> <p><input type="checkbox"/> This rubric is for classroom observation, <b>only</b>.</p> <p><input checked="" type="checkbox"/> This rubric is for all applicable teacher evaluation criteria, including classroom observation.</p>	<p>A full application with all required materials (including this cover page) shall be submitted for <b><u>each*</u></b> rubric.</p> <p>Your rubric(s) must be attached in the Appendix section of your submission.</p>
<input type="checkbox"/>	<p>This is an application for providing <b>Principal Practice Rubric services</b>. Please check the most appropriate category below:</p> <p><input type="checkbox"/> This rubric is for principal observation, <b>only</b>.</p> <p><input type="checkbox"/> This rubric is for all applicable principal evaluation criteria, including principal observation.</p>	<p>A full application with all required materials (including this cover page) shall be submitted for <b><u>each*</u></b> rubric.</p> <p>Your rubric(s) must be attached in the Appendix section of your submission.</p>

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\* A separate technical proposal must be submitted for each rubric to be approved.



**TEACHER AND PRINCIPAL PRACTICE RUBRIC PROVIDERS**  
**TECHNICAL PROPOSAL – RUBRIC DESIGN AND IMPLEMENTATION**

**Rubric Design and Implementation (Informational-Only):**

In this section, the applicant should present evidence that their submitted practice rubric has a demonstrated record of effectiveness in contributing to teacher and/or principal achievement.

<p>1. Describe and detail any empirical or statistical evidence of demonstrated professional achievement for teachers and/or principals over time as a result of provider services.</p>	<p><b>Clearly labeled tables or graphs depicting this improvement should be submitted as appendices.</b></p> <p><b>NYLA is partnering with our state-wide organization: School Library Systems Association, to support the use of this document. SLSA organizations around the state are prepared will hold training for principals on the use of this document. In addition, we are preparing online video archives to introduce the document and its use. This will be hosted and streamed free of charge. Our past history of offering cost-effective PD for administrators is widely known. Our PD exit assessments have results of "highly valuable" ratings. In addition, this APPR document was piloted by principals in NY and they were impressed with how this document led to a greater understanding of the librarian's role in fostering student achievement.</b></p>
<p>2. What is the methodology used to collect evidence of the demonstrated professional achievement for teachers or principals (<i>i.e. measures and analyses used, comparison groups, etc.</i>)?</p>	<p><b>This APPR rubric is intended to be used as an observation tool for principals evaluating School Librarians. In addition, we recommend the use of an archival portfolio to build and document evidence for these areas on the APPR document that might not be observable (ex. PD certificates, circulation statistic reports, emails of collaborative planning with teachers, etc.)</b></p>
<p>3. What type of research design has been established to support these findings?</p> <p><i>(e.g., experimental, non-experimental, quasi-experimental, etc)</i></p>	<p><b>This APPR document does not need psychometric validation as it is not a multiple choice endeavor. This APPR document was researched by field use and feedback for efficacy. Administrators from area school districts were on our initial committee for development. Numerous studies have been conducted to prove the correlation between student achievement and having a certified school librarian in a building. The most recent research finding was conducted in NYC by the independent organization "The New York Comprehensive Center" which published their findings - Informational Brief: Impact of School Libraries on Student Achievement. The full report can be viewed at: <a href="http://www.nysl.nysed.gov/libdev/nyla/nycc_school_lib">http://www.nysl.nysed.gov/libdev/nyla/nycc_school_lib</a></b></p>

	<p><b>ary_brief.pdf</b> and a two page summary can be viewed at:  <a href="http://www.nysl.nysed.gov/libdev/nyla/nycc_school_library_brief_exec_summary.pdf">http://www.nysl.nysed.gov/libdev/nyla/nycc_school_library_brief_exec_summary.pdf</a></p>
<p>4. Describe and detail the proposed scoring or rating system associated with the rubric being submitted.</p>	<p>Clearly labeled tables or charts depicting this scoring/rating system should be submitted as appendices.</p> <p><b>For each of 25 areas, aligned with NYS teaching standards, there are four descriptive categories. Each category is worth 1-4 points. A total will be tallied and then this total will yield an average score (when divided by four). The average can be multiplied by 4 to yield a score on a 100 point scale, or multiplied times 2.4 to get a 60 point composite score for APPR, RTTT compliance. The HEDI rating categories are listed on the last page of the document and can be used along with district SLO measures and/or other locally developed measures.</b></p>
<p>5. Describe and detail your organization's demonstrated ability to adapt and sustain the submitted rubric to align with the requested needs of participating LEAs.</p>	<p><b>The New York Library Association in collaboration with the School Library System Association (composed of school library system directors at BOCES/Big Five School Districts) has the capacity and knowledge base to adapt and sustain the submitted rubric and meet the needs of participating LEA's. We have responded to NYSED's requests previously and provided willing experienced, administrators to create, prepare and modify educational tools such as the SLMPE school library media program evaluation rubric.</b></p>
<p>6. What is the instructional content, methodology, and format of any proposed evaluator training that your organization may be able to offer participating LEAs?</p> <p><i>Please note: providers are not obligated to provide training nor are districts obligated to buy training from providers.</i></p>	<p><b>This rubric is intended to be used by a trained APPR evaluator in accordance with NYS RTTT initiatives. This rubric follows the Danielson model of effective teaching as well as stating performance indicators for all 7 NYS Teaching Standards. We will also have free video training available via the School Library Systems Association website to introduce and train evaluators via the web.</b></p>
<p>7. Describe and detail the projected costs associated with the adoption of your teacher or principal rubric evaluation tool, which would include the projected cost(s) for the adoption of the practice rubric and any supplemental costs involved (<i>i.e. training/ instruction, implementation costs, materials, etc.</i>).</p>	<p><b>This document is intended to be used by area school districts free of charge. This is intended to provide a vehicle for understanding the role of a highly effective school librarian, and provide an opportunity to help administrators understand how to correctly review a librarian.</b></p>



**TEACHER AND PRINCIPAL PRACTICE RUBRIC PROVIDERS  
TECHNICAL PROPOSAL – ORGANIZATIONAL CAPACITY**

**Organizational Capacity (Informational-Only):**

In this section, the applicant should demonstrate that it has adequate human, organizational, and technical resources to provide the proposed teacher and/or principal practice rubric services.

<p>1. A description of the organization, including information such as length of time in operation, number of existing locations, number of staff, an organization chart, etc.</p>	<p><b>The New York Library Association (NYLA) was established in 1890 by Melvil Dewey and is the oldest state library association in the nation. NYLA provides continuing education services to the library community through a variety of statewide conferences, regional institutes and distance learning. The Association also provides networking opportunities and serves as an information resource for library laws, regulations, policies and best practices. NYLA has a staff of six located in Guilderland, New York. The Association would utilize its expertise with the library community to train qualified assessment specialists from around the state who would work with LEA's to implement the school librarian assessment rubric.</b></p>
<p>2. A description of the organization's history of providing similar teacher and/or principal evaluation services, including the outcomes achieved, number of previous contracts, the diversity of clients, the number of students served, etc.</p>	<p><b>NYLA has no history of providing statewide assessments but has the ability to train and select appropriate experts to work with LEA's to utilize the assessment tool and provide training to LEA staff. NYLA currently provides training across the state to all types of librarians, maintains an extensive database of librarians and has experience in keeping track of CE requirements for librarians. NYLA provides continuing education to approximately 3,000 librarians annually through our conferences, regional institutes and webinars.</b></p>
<p>3. Copies of the organization's tax returns for the past two years, or other evidence of fiscal soundness, e.g. annual financial statements, fiscal audits, Dunn &amp; Bradstreet reports, etc., submitted as Appendices.</p>	<p><b>Please clearly identify and attach this documentation in the Appendix section.</b></p>
<p>4. Copy of the organization's 501(c)3 certificate or State license.</p>	<p><b>Please clearly identify and attach this documentation in the Appendix section.</b></p>
<p>5. Information as to whether lawsuits have been filed against the organization for educational and/or fiscal mismanagement, civil rights viola-</p>	<p><b>No lawsuits have been filed against the organization.</b></p>

tions, criminal act(s), or other reason(s); and indicate the outcome of each instance.	
6. Information as to whether the organization has been denied the ability to conduct business in any state and indicate the reason(s) for such denial.	<b>N/A</b>
7. Information as to whether the organization has been debarred or suspended from doing business with any local government, state, or the federal government.	<b>N/A</b>
8. Information as to whether the organization has been approved as a teacher and/or principal evaluation service provider in another state and specify such state(s).	<b>N/A</b>



**TEACHER AND PRINCIPAL PRACTICE RUBRIC PROVIDERS  
TECHNICAL PROPOSAL - SERVICE SUMMARY (INFORMATIONAL-ONLY)**

- |    |  |   |
|----|--|---|
| 1. | Name of organization:<br>Primary location:<br><br>Contact information:<br>(phone / email / website):<br><br>LEAs where service will be provided (or is intended to be provided): | New York Library Association<br>6021 State Farm Road. Guilderland,<br>NY 12084<br>518-432-6952/<br>director@nyla.org/<br>events@nyla.org<br>www.nyla.org<br>statewide |
| 2. | The number of years the provider has delivered service:  | 120   |
| 3. | Title of the Teacher and/or Principal Rubric Evaluation model to be used (if appropriate):   | School Librarian APPR Rubric  |
| 4. | Professional population that the provider has served, and that they are requesting to serve (i.e. teachers, principals, admin., etc.):   | school librarians   |
| 5. | Number of teachers and/or principals that have received an evaluation using the submitted rubric tool (approximately):   | n/a   |
| 6. | Number of teacher and/or principal evaluation instructional sessions provided per year, if applicable:   | n/a   |
| 7. | Average length of each training session for the training of evaluators (minutes/hours):  | n/a   |

**If approved as a provider of Teacher and/or Principal Practice Rubrics, we are prepared to provide services to:**

**Please indicate by clicking on the appropriate boxes below:**

**All** Districts/LEAs in the State of New York, or

Only to those eligible Districts/LEAs indicated below:



**TEACHER AND PRINCIPAL PRACTICE RUBRIC PROVIDERS  
Assurances and Signature**

In submitting this application to be included in the State Education Department’s Teacher and Principal Practice Rubric Service Provider list, I certify that:

1. The organization will comply with all applicable Federal, State and local health, safety, and civil rights laws.
2. All individuals employed by or otherwise associated with the organization, who will have direct contact with eligible teachers, principals, or students, will be subject to all of the fingerprint and criminal history record check requirements contained in law, including, Education Law §§305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(ll), 1950(4)(mm), 2503(18), 2503(19), 2554(25), 2554(26), 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), 3035 and Part 87 of the regulations of the Commissioner of Education.
3. All instruction and content will be secular, neutral, and non-ideological.
4. All instruction and content provided to LEA’s will be aligned to the applicable professional standards of practice for teachers and/or principals, including but not limited to, the New York State Teaching Standards, ISLCC 2008 Leadership standards, New York State Education Law, and the Commissioner’s regulations.
5. The organization is fiscally sound and will be able to complete services to the eligible local educational agency.

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that, if any of the information contained herein is found to have been deliberately misrepresented, that may constitute grounds for denying the applicant’s request for approval to be placed in the list of Teacher and Principal Practice Rubric Service Providers or for removal from that same list. I further certify that the organization will comply with all of the assurances set forth herein.

1. Name of Organization (PLEASE PRINT/TYPE) New York Library Association	4. Signature of Authorized Representative  (PLEASE USE <b>BLACK/BLUE</b> INK)
2. Name of Authorized Representative (PLEASE PRINT/TYPE) Jeremy Johannesen	5. Date Signed
3. Title of Authorized Representative (PLEASE PRINT/TYPE) Executive Director	