



2024-2025 Administrator APPR Handbook

Buffalo Public Schools Office of Shared Accountability

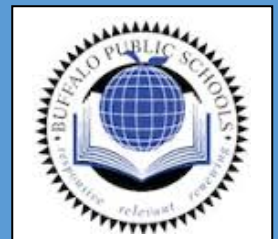


Table of Contents

APPR Timeline	3
3012d vs Non-3012d	5
3012d Observations	6
Itinerant Teachers/Independent Evaluations	7
3012d Rubric	8
3012d Observations in eDoctrina	9
Linking Supporting Evidence	12
Rating Evidence	21
Entering Feedback	22
Marking an Observation Complete	23
Electronically Signing an Observation	26
Viewing Multiple Observations	28
Non-3012d Observations	31
Non-3012d Rubric	32
Non-3012d Observations in eDoctrina	33
Informal Feedback	34
Student Learning Objectives	35
Teacher Improvement Plans: Entering TIPs in eDoctrina	36
Updating TIPs	42
Teacher Support Plans: Entering TSPs in eDoctrina	46
Contact Information	47

2024-2025 APPR Timeline

August 2024

- August 19 – TIP Portal to Open

September 2024

- September 5 – Observe portal to open for Informal Feedback
- September 27 – TIPs must be finalized by 4 PM

October 2024

- October 1 – Observe portal to open for 3012d and non-3012d
- October 24 – Observation Checkpoint

November 2024

- November 21 – Observation Checkpoint

December 2024

- December 19 – Observation Checkpoint

January 2025

- January 23 – Observation Checkpoint
- January 24 – Temporary non-3012d first observation due by 4 PM

February 2025

- February 13 – Observation Checkpoint

March 2025

- March 27 – Observation Checkpoint

April 2025

- April 24 – Observation Checkpoint

May 2025

- April 28 – May 16 – Weekly Observation Checkpoints will be conducted
- May 16 – 3012d observations entered into eDoctrina by 4 PM
- May 30 – Last day to conduct non-3012d observations

June 2025

- June 6 – non-3012d observations entered in to eDoctrina by 4 PM
- June 27 – Teacher Assistant/Aides must be entered into eDoctrina by 4 PM

July 2024

- July 11 – BCSA evaluations must be entered in eDoctrina by 4 PM

3012d vs. Non-3012d

Non-3012d teachers:

- All temporary teachers
- Pre-K teachers
- Librarians
- School Counselors
- Psychologists
- Social Workers
- SST Chairs
- Speech teachers
- Instructional Coaches (who teach 40% or less of the day)
- Data Coaches (who teach 40% or less of the day)
- Instructional Technology Coaches (who teach 40% or less of the day)
- Adult Ed. or Continuing Ed.
- Program Coordinators
- Alternative Education teachers
- Literacy Specialists
- OT/PT
- Teachers of the Visually and Hearing Impaired

3012d teachers:

- K-6 Common Branch Teachers
- 7-12 Teachers
- Special Area Teachers
- LOTE Teachers
- ENL Teachers
- AIS Teachers (ELA and Math)
- Reading Teachers
- Building Math Teachers
- All Replacement Teachers

3012d Observations

Announced Observations

- The observation must be held no sooner than three school days after the pre-conference.
- The duration of the observation is one complete lesson unless otherwise agreed upon by the teacher and administrator,
- The post conference must be held no later than seven school days after the observation. Teacher absence will not negatively impact the Lead Evaluator's ability to meet with the teacher.
- The teacher and administrator have the right to request an additional announced observation. The additional announced observation will not replace the original but will be averaged with the original. The request must be made by April 1st if the original announced was conducted before April 1st. Otherwise, the request must be made within 10 days of the post conference.
- May not be held during the month of September, the last three weeks of June or the day before or after a holiday*.

Unannounced Observations

- The duration of the observation is one complete lesson unless otherwise agreed upon by the teacher and administrator.
- The post conference must be held no later than seven school days after the observation. Teacher absence will not negatively impact the Lead Evaluator's ability to meet with the teacher.
- The teacher must be notified of the month that their observation will occur.
- The teacher has the right to a one-time postponement of his/her unannounced observation. The teacher must indicate that he/she would like to use his/her postponement before the lesson commences. If the postponement is used the administrator may not conduct the unannounced observation for five days but must do so within thirty days.
- May not be held during the month of September, the last three weeks of June or the day before or after a holiday*.

**Definition of Holiday: The day of Halloween only, the days before and after Thanksgiving Break, the days before and after Winter Break, The days before and after Mid-Winter Break and the days before and after Spring Break.*

Itinerant Teachers:

Evaluations of itinerant teachers are to be conducted by the Department Director or Supervisor.

Independent Evaluations:

Any teacher who receives an overall rating of Ineffective the previous year will require an observation to be conducted by an Independent Evaluator. If the teacher is not itinerant, the Independent Evaluation will be conducted by the Department Director or Supervisor. If the teacher is itinerant, the Independent Evaluation will be conducted by a member of the Office of Shared Accountability. The independent Evaluation must follow the guidelines for announced observations.

3012d Rubric

3012-d Indicators – NYSUT 2014 Rubric	
1.1A	Demonstrates and plans using knowledge of developmental characteristics of their students
1.2A	Uses strategies to support learning and language acquisitions.
II.2.B	Incorporates individual and collaborative critical thinking and problem solving.
II.5.A	Designs instruction using current levels of student understanding
II.6.A	Organizes time
III.1.B	Engages students
III.2.A	Provides directions and procedures
III.2.B	Uses questioning techniques to engage students.
III.2.C	Responds to students
III.3.B	Implements challenging learning experiences
III.6.B	Provides feedback during and after instruction.
IV.1.A	Interactions with students
IV.2.A	Promotes student pride in work and accomplishments.
IV.2.B	Promotes student curiosity and enthusiasm.
IV.3.B	Manages instructional groups.
IV.4.C	Establishes classroom safety
V.5.B	Provides preparation and practice
VI.4.A	Maintains records

3012d Observations in eDoctrina

The image shows two screenshots of the eDoctrina web application. The top screenshot is the home page, which features three main sections: "Plan." with the "OBSeRVE Dashboard" button, "Assess." with the "SLOs" button, and "Achieve." with the "Staff Improvement Plans" button. A red arrow points from a text box "Enter the OBSeRVE Dashboard." to the "OBSeRVE Dashboard" button. The bottom screenshot shows the OBSeRVE Dashboard interface. It includes a search bar for staff, filters for observation scope, and a table of staff members. A red arrow points from a text box "Staff members are listed below. Scroll down to see the whole list." to the staff list table. The table has columns for ID, UID, SSIN, Name, School, Observer, Evaluator, User Type, and Staff scope. The first row shows a staff member named "Sirius Black" who is a teacher at "Hogwarts School of Witchcraft and Wizardry".

Home - eDoctrina
Secure | https://bps.edoctrina.org/v2/home.html

Quick-links Planning Assessment Reports Settings Video Help Guides

Laura Samulski-Peters

Plan. Assess. Achieve.

OBSeRVE Dashboard SLOs Staff Improvement Plans

Enter the OBSeRVE Dashboard.

Re-arrange homepage buttons

OBSeRVE Dashboard - eDoctrina
Secure | https://bps.edoctrina.org/v2/observe-dashboard.html

Quick-links Planning Assessment Reports Settings Video Help Guides

Laura Samulski-Peters

OBSeRVE Dashboard

Assign Send observation scores to the teacher effectiveness system Export to Excel

Layout Assignments Observations Calendar Final Rating

Hide filters Reset filters Refresh Saved filters

R required S scheduled C complete D draft I inactive

Select staff

Search School Observer Evaluator User Type Staff scope

ID, UID, SSIN or Name ID, UID, SSIN or Name ID, UID, SSIN or Name ID, UID, SSIN or Name ID, UID, SSIN or Name ID, UID, SSIN or Name

Observation scope Itinerant On Leave

All All All

Select rubric

Year Rubric Rubric Category Start

2016-2017 Select Rubric Select Rubric Category

Individual Teacher Report Staff Summary Report Score Summary Report Staff Expectations Report Observer Comparison Report

Records 1-26 of 26 20 28 records per page

ID	UID	SSIN	Name	School	Observer	Evaluator	User Type	Staff scope
361997	1		Sirius Black	Hogwarts School of Witchcraft and Wizardry			Teacher	

Staff members are listed below. Scroll down to see the whole list.

Teacher
Hogwarts School of Witchcraft and Wizardry

Assignments

NYSUT 2014-BPS 3012d

3012d > Rubric: Unannounced (1)

3012d > Rubric: Announced (1)

Informal Class Visit

Informal Class Visit: NYSUT Teacher Rubric 2014 > Informal Class Visit: NYSUT Teacher Rubric 2014 (1)

OBSeRVE Dashboard - e

Secure | https://bps.edoctrina.org/v2/observe-dashboard.html

Quick-links Planning Assessment Reports Settings Video Help Guides

Laura Samulski-Peters

Records 1-26 of 26 20 26 records per page

	Add	Schedule	Assign	Print	ID	UID	Staff	Type/School	Assignments
<input type="checkbox"/>					361997	1	Sirius Black On leave click to add notes	Teacher Hogwarts School of Witchcraft and Wizardry	NYSUT 2014-BPS 3012d Unassign 3012d > Rubric: Unannounced (1) R 3012d > Rubric: Announced (1) R Informal Class Visit Unassign Informal Class Visit: NYSUT Teacher Rubric 2014 > Informal Class Visit: NYSUT Teacher Rubric 2014: (1) R Non 3012d - 9 Unassign Non 3012 D Form > Non 3012 D Form: (2) R R Informal Class Visit Unassign Informal Class Visit: NYSUT Teacher Rubric 2014 > Informal Class Visit: NYSUT Teacher Rubric 2014: (1) R NYSUT 2014-BPS 3012d Unassign 3012d > Rubric: Unannounced (1) R 3012d > Rubric: Announced (1) R Informal Class Visit Unassign Informal Class Visit: NYSUT Teacher Rubric 2014 > Informal Class Visit: NYSUT Teacher Rubric 2014: (1) R Non 3012d - 9 Unassign Non 3012 D Form > Non 3012 D Form: (2) R R Informal Class Visit Unassign Informal Class Visit: NYSUT Teacher Rubric 2014 > Informal Class Visit: NYSUT Teacher Rubric 2014: (1) R
<input type="checkbox"/>					362001	2	Cedric Digory On leave click to add notes	Teacher Hogwarts School of Witchcraft and Wizardry	
<input type="checkbox"/>					362006	3	Albus Dumbledore On leave click to add notes	Teacher Hogwarts School of Witchcraft and Wizardry	
<input type="checkbox"/>					362011	4	Dudley Dursley On leave click to add notes	Teacher Hogwarts School of Witchcraft and Wizardry	

Assignments

NYSUT 2014-BPS 3012d Unassign

3012d > Rubric: Unannounced (1) C D

3012d > Rubric: Announced (1) D

Informal Class Visit Unassign

Informal Class Visit: NYSUT Teacher Rubric 2014 > Informal Class Visit: NYSUT Teacher Rubric 2014: (1) R

Non 3012d - 9 Unassign

Non 3012 D Form > Non 3012 D Form: (2) C D R

Informal Class Visit Unassign

Informal Class Visit: NYSUT Teacher Rubric 2014 > Informal Class Visit: NYSUT Teacher Rubric 2014: (1) R

NYSUT 2014-BPS 3012d Unassign

3012d > Rubric: Unannounced (1) R

3012d > Rubric: Announced (1) R

Informal Class Visit Unassign

Informal Class Visit: NYSUT Teacher Rubric 2014 > Informal Class Visit: NYSUT Teacher Rubric 2014: (1) R

Non 3012d - 9 Unassign

Non 3012 D Form > Non 3012 D Form: (2) R R

Informal Class Visit Unassign

Informal Class Visit: NYSUT Teacher Rubric 2014 > Informal Class Visit: NYSUT Teacher Rubric 2014: (1) R

Each teacher has the **Informal Class Rubric** assigned to them. This rubric allows informal feedback to be memorialized.

Each teacher also has either a **3012d** or **non-3012 d** rubric assigned to them.

Enter the observations using the "R" button.

Staff Resources / Staff Resources x OBSERVE Dashboard - eDoctrina x Observation form for Black, Sirius x

https://bps.edocrina.org/v2/observation-script.html?teacher=361997&year=38&expectation=6814&childexpectation=6943&rating=21841#156251

Quick-links Planning Assessment Reports Settings Save Save & Close Cancel & Close

3012d: Black, Sirius Active Trash Show additional observations

School year: 2018-2019 Observee: Black, Sirius This is a draft observation
Date: 07/23/2019 Observer: SAMULSKI-PETERS, ...

Time: 02:22 PM

Scripting area Script visible to teacher

Scripting area. Enter your notes here.

Format Font Size B I U S x² x³ A- A+ Ω √ [ABC] [List] [Table] [Image] [Link] [Unlink] [Source] Upload image

body

Staff Exp Collapse All

na.org/v2/observation-script.html?teacher=361997

Assessment Reports Settings

3012d:

Scroll down to view the entire rubric.

Link **Supporting Evidence** in this box. Pictures may also be linked. (Instructions on following pages.)

Enter **Feedback** in this box.

Files and pictures may be attached using the **Attach** feature.*

Rate using the drop-down boxes.

Rubric Component	Notes and Attachments	Rating
Rubric		Announced (80%)
Standard 1: Knows and understands the content and Student Learning		
1.1.A Demonstrates... using knowledge of developmental characteristics of their students.	Attach Add link	Not observed put additional info below
1.1.A. Optional Claim, Impact and Feedback		
1.2.A Uses strategies to support learning and language acquisition.	Attach Add link	Not observed put additional info below

**Pictures and screen clippings may also be entered in the scripting area. See page 17 for details.*

Linking Supporting Evidence

The screenshot shows the '3012d: Black, Sirius' observation script page. At the top, there are navigation tabs: Quick-links, Planning, Assessment, Reports, and Settings. Below these are buttons for Save, Save & Close, and Cancel & Close. The main header area includes 'Active', 'Trash', 'Show additional observations', and 'Print report' buttons. The form fields include School year (2018-2019), Date (07/23/2019), Time (02:22 PM), Observee (Black, Sirius), and Observer (SAMULSKI-PETERS, ...). A checkbox indicates 'This is a draft observation'. The 'Scripting area' is highlighted with a blue bar and a toggle for 'Script visible to teacher'. Below this is a rich text editor with a toolbar containing various formatting options. A red arrow points from a callout box to the scripting area. The callout box contains the text: 'Enter your script directly in the scripting area. There are three methods that can be used to link the evidence to indicators.'

3012d: Black, Sirius

Save Save & Close Cancel & Close

Active Trash Show additional observations Print report

School year: 2018-2019 Date: 07/23/2019 Time: 02:22 PM

Observee: Black, Sirius Observer: SAMULSKI-PETERS, ...

This is a draft observation

Scripting area Script visible to teacher

Enter your script in this box. You are able to link this information to specific indicators.

body

Staff Expectations Expand All Collapse All

Method 1:

This screenshot is similar to the one above but shows the 'Link Script' button in the top right corner of the scripting area. A red arrow points from a callout box to the 'Link Script' button. Another red arrow points from the callout box to the text 'Enter your script in this box. You are able to link this information to specific indicators.' in the scripting area. The callout box contains the text: 'Highlight the text you want to link. The "Link Script" button will appear.'

3012d: Black, Sirius

Save Save & Close Cancel & Close

Active Trash Show additional observations Print report

School year: 2018-2019 Date: 07/23/2019 Time: 02:22 PM

Observee: Black, Sirius Observer: SAMULSKI-PETERS, ...

This is a draft observation

Scripting area Script visible to teacher

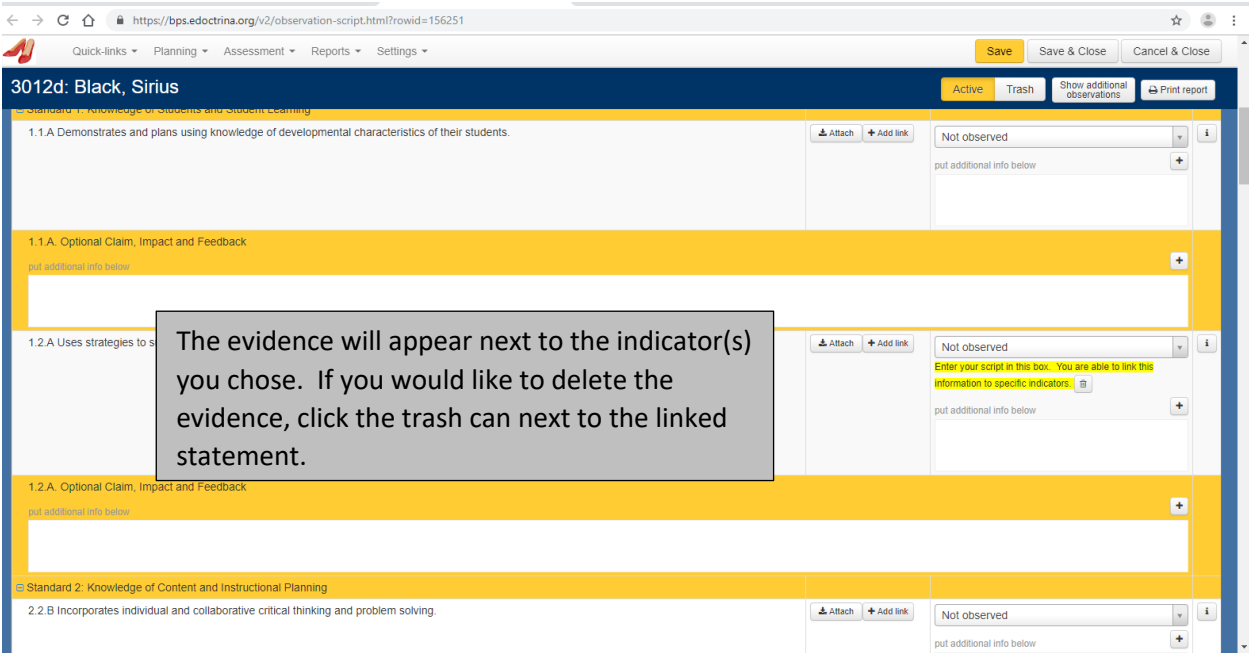
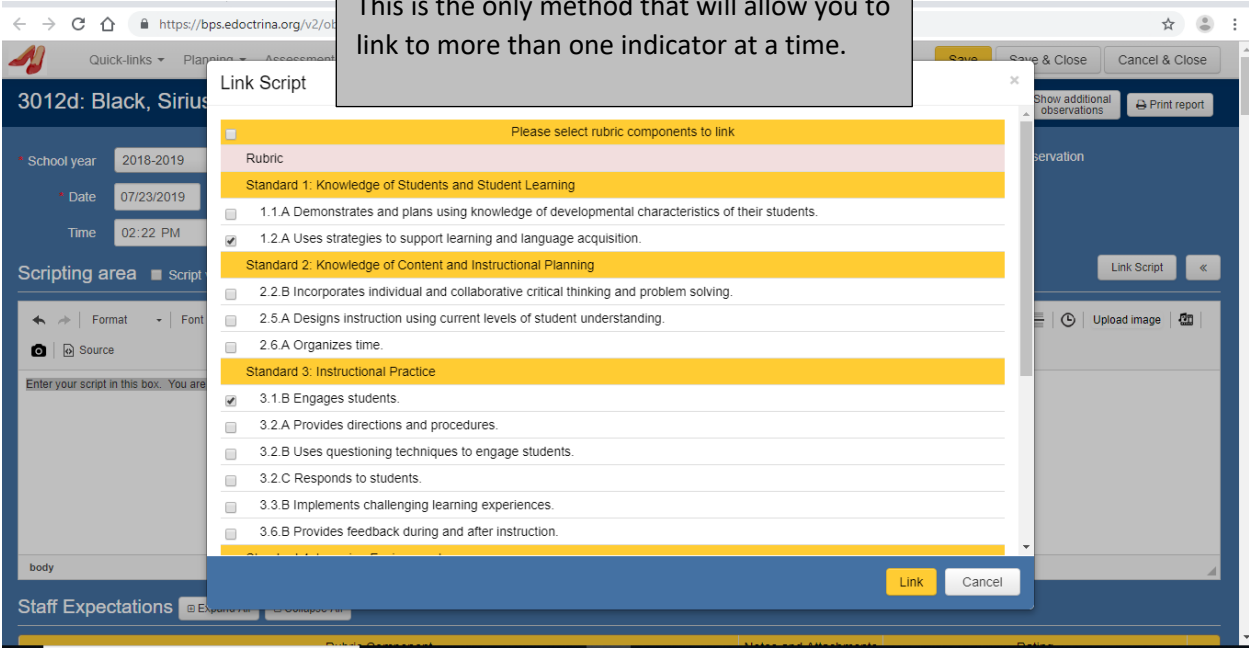
Link Script

Enter your script in this box. You are able to link this information to specific indicators.

body

Staff Expectations Expand All Collapse All

A box will appear with all the indicators listed. Choose the indicator(s) you would like to link the evidence to using the boxes. This is the only method that will allow you to link to more than one indicator at a time.



Method 2:

The screenshot shows the eDoctrina observation script interface for '3012d: Black, Sirius'. The 'Scripting area' is visible, containing a text box with the placeholder text 'Enter your script in this box. You are able to link this information to specific indicators.' The text 'Evidence for Method 2' is highlighted in blue. A black arrow points from this highlighted text to a text box on the right.

3012d: Black, Sirius

School year: 2018-2019
Date: 07/23/2019
Time: 02:22 PM

Observee: Black, Sirius
Observer: SAMULSKI-PETERS, ...

Scripting area ■ Script visible to teacher

Enter your script in this box. You are able to link this information to specific indicators. Evidence for Method 2

Staff Expectations ■ Expand All ■ Collapse All

Rubric Component

Rubric

Standard 1: Knowledge of Students and Student Learning

1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.

Highlight the text you would like to link. Right click on the highlight and a list of all indicators will appear. Choose the indicator you would like to link the evidence to. This method only allows for one indicator to be chosen.

The screenshot shows the eDoctrina observation script interface for '3012d: Black, Sirius'. The 'Scripting area' is visible, containing a text box with the placeholder text 'Enter your script in this box. You are able to link this information to specific indicators.' The text 'Evidence for Method 2' is highlighted in blue. A right-click context menu is open over the highlighted text, showing a list of indicators. A black arrow points from the text box on the right to the context menu.

3012d: Black, Sirius

School year: 2018-2019
Date: 07/23/2019
Time: 02:22 PM

Observee: Black, Sirius
Observer: SAMULSKI-PETERS, ...

Scripting area ■ Script visible to teacher

Enter your script in this box. You are able to link this information to specific indicators. Evidence for Method 2

Staff Expectations ■ Expand All ■ Collapse All

Rubric Component

Rubric

Standard 1: Knowledge of Students and Student Learning

1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.

1.1.A. Optional Claim, Impact and Feedback

1.2.A Uses strategies to support learning and language acquisition

1.2.A. Optional Claim, Impact and Feedback

Standard 2: Knowledge of Content and Instructional Planning

2.2.B Incorporates individual and collaborative critical thinking

2.2.B. Optional Claim, Impact and Feedback

2.5.A Designs instruction using current levels of student learning

2.5.A. Optional Claim, Impact and Feedback

3012d: Black, Sirius

body span

Staff Expectations Expand All Collapse All

Rubric Component	Notes and Attachments	Rating
Rubric		Announced (80%)
Standard 1: Knowledge of Students and Student Learning		
1.1.A Demonstrates and plans using knowledge of	<div>The text will appear at the indicator.</div> Attach Add link	Not observed Evidence for Method 2 put additional info below
1.1.A. Optional Claim, Impact and Feedback		
1.2.A Uses strategies to support learning and language acquisition.	Attach Add link	Not observed Enter your script in this box. You are able to link this information to specific indicators. put additional info below

Method 3:

3012d: Black, Sirius

School year: 2018-2019 Date: 07/23/2019 Time: 02:22 PM

Observer: Black, Sirius Observer: SAMULSKI-PETERS, ...

Scripting area Script visible to teacher

Enter your script in this box. You are able to link this information to specific indicators. Evidence for Method 2 Evidence for Method 3

Highlight the text you would like to link.

Staff Expectations Expand All Collapse All

Rubric Component	Notes and Attachments	Rating
Rubric		Announced (80%)
Standard 1: Knowledge of Students and Student Learning		
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.	Attach Add link	Not observed Evidence for Method 2 Link Script

https://bps.edoctrina.org/v2/observation-script.html?rowid=156251

Quick-links Planning Assessment Reports Settings

3012d: Black, Sirius

Active Trash Show additional observations Print report

Enter your script in this box. You are able to link this information to specific indicators.

put additional info below

1.2 A. Optional Claim, Impact and Feedback

put additional info below

Standard 2: Knowledge of Content and Instructional Planning

2.2 B Incorporates individual and collaborative critical thinking and problem solving.

Attach Add link Not observed Link Script

put additional info below

2.2 B. Optional Claim, Impact and Feedback

put additional info below

2.5 A Designs instruction using current levels of student understanding.

Attach Add link Not observed Link Script

Success Changes saved

Enter your script in this box. You are able to link this information to specific indicators.

put additional info below

1.2 A. Optional Claim, Impact and Feedback

put additional info below

Standard 2: Knowledge of Content and Instructional Planning

2.2 B Incorporates individual and collaborative critical thinking and problem solving.

Attach Add link Not observed Link Script

Evidence for Method 3

put additional info below

2.2 B. Optional Claim, Impact and Feedback

put additional info below

2.5 A Designs instruction using current levels of student understanding.

Attach Add link Not observed Link Script

9:29 AM

Go to the indicator you would like to link the highlighted evidence to. Click the "Link Script" button.

The evidence will appear at the indicator.

Linking Pictures and Screen Clippings:

3012d: Black, Sirius

School year: 2018-2019 | Date: 07/23/2019 | Time: 02:22 PM

Observee: Black, Sirius | Observer: SAMULSKI-PETERS, ...

☒ This is a draft observation

Scripting area ■ Script visible to teacher

Enter your script in this box. You are able to link this information to specific indicators. Evidence for Method 2 Evidence for Method 3

Click the "Upload Image" button.

Rubric Component	Notes and Attachments	Rating
Rubric		Announced (80%)
Standard 1: Knowledge of Students and Student Learning		
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.	Attach Add link	Not observed Evidence for Method 2

Open

This PC > Pictures

Quick access: Documents, Downloads, Pictures, Administrator H, Assessment Calc, Guidance Handt, Guidance Handt

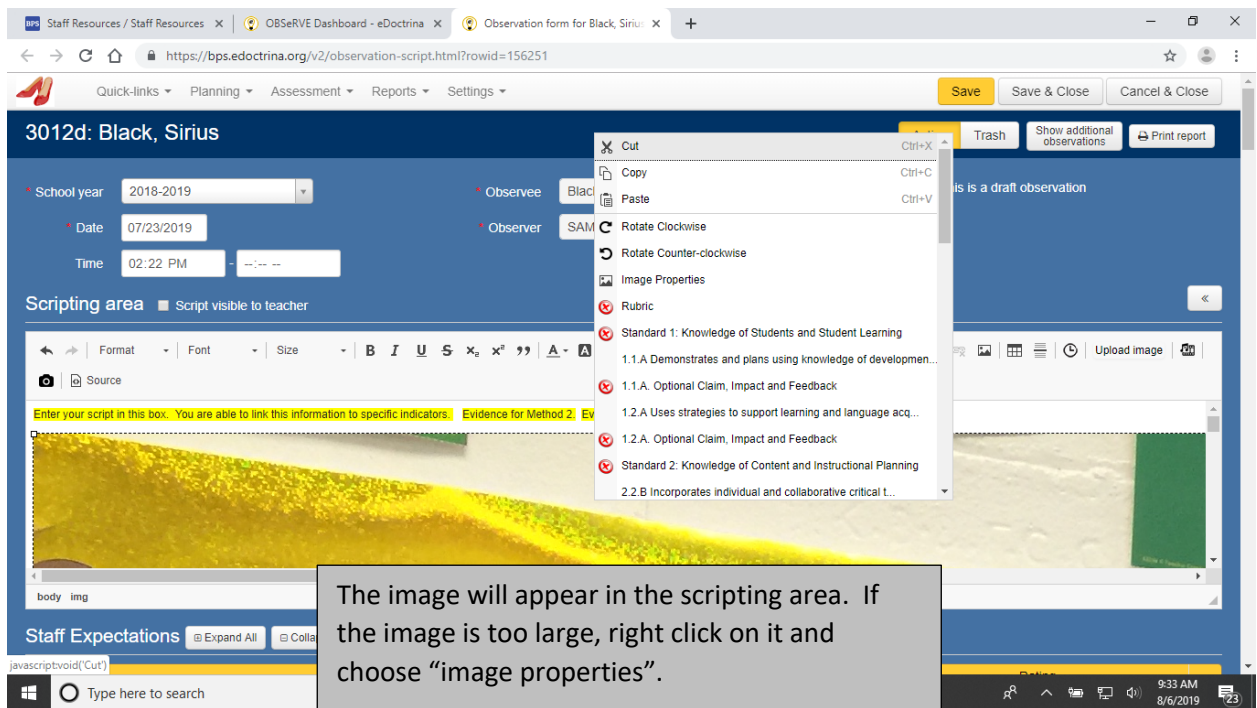
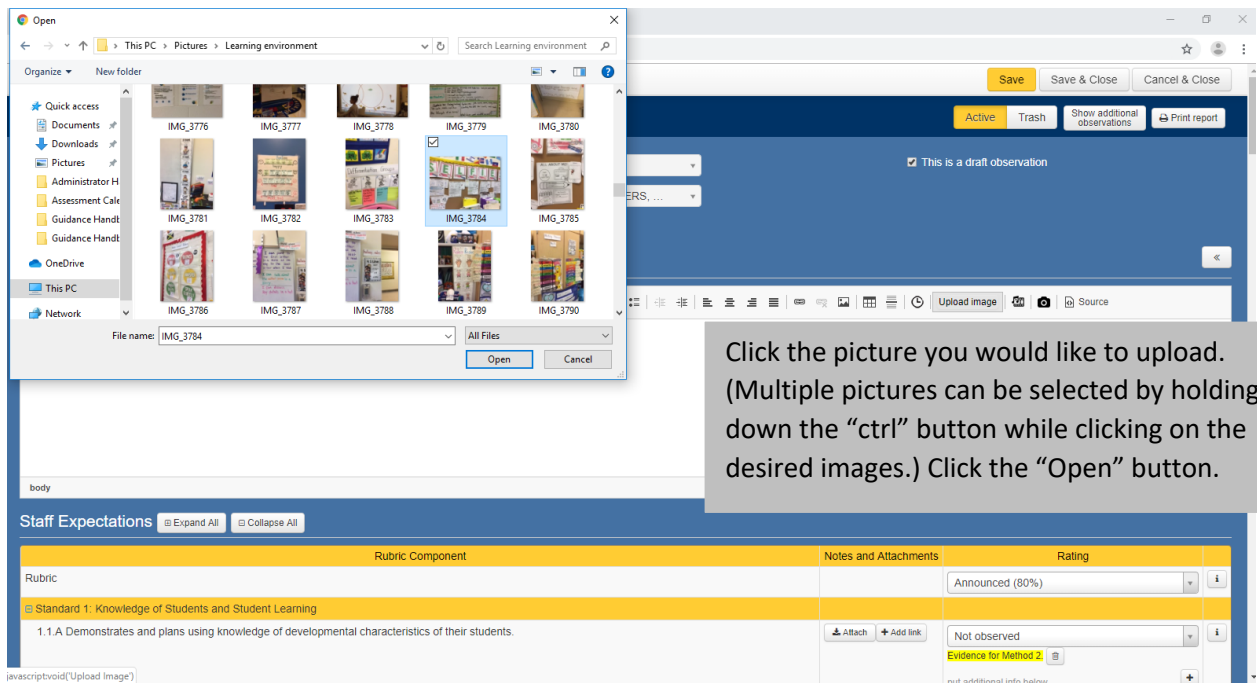
OneDrive, This PC, Network

File name: | All Files

Open Cancel

The Pictures file on your computer will open. Locate the images you would like to upload.

Rubric Component	Notes and Attachments	Rating
Rubric		Announced (80%)
Standard 1: Knowledge of Students and Student Learning		
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.	Attach Add link	Not observed Evidence for Method 2



Staff Resources / Staff Resources | OBSERVE Dashboard - eDoctrina | Observation form for Black, Sirius

Quick-links | Planning | Assessment | Reports | Settings

3012d: Black, Sirius

School year: 2018-2019 | Date: 07/23/2019 | Time: 02:22 PM

Scripting area | Script visible to teacher

Enter your script in this box. You are able to link this information to specific indicators: Evidence for Method 2 | Evidence for Method 3

body img

Staff Expectations | Expand All | Collapse All

Image Properties


Image Info | Link | Advanced

URL: <https://s3.amazonaws.com/static.edoctrina.org/inline/s3>

Alternative Text:

Width: 300 | Height: 225

Border: | HSpace: | VSpace: | Alignment: <not set>

Preview: 

OK | Cancel

Locate the "Width" box and enter "300". This will resize the image. Click "ok".

Type here to search | 9:34 AM 8/6/2019

Staff Resources / Staff Resources | OBSERVE Dashboard - eDoctrina | Observation form for Black, Sirius

Quick-links | Planning | Assessment | Reports | Settings

3012d: Black, Sirius

School year: 2018-2019 | Date: 07/23/2019 | Time: 02:22 PM

Observee: Black, Sirius | Observer: SAMULSKI-PETERS, ...

This is a draft observation

Scripting area | Script visible to teacher

Enter your script in this box. You are able to link this information to specific indicators: Evidence for Method 2 | Evidence for Method 3

body img

Staff Expectations | Expand All | Collapse All

Success: Changes saved

Type here to search | 9:34 AM 8/6/2019

Staff Resources / Staff Resources x OBSERVE Dashboard - eDoctrina x Observation form for Black, Siriu: x

https://bps.edoctrina.org/v2/observation-script.html?rowid=156251

Quick-links Planning Assessment Reports Settings Save Save & Close Cancel & Close

3012d: Black, Siriu

Active Trash Show additional observations Print report

School year: 2018-2019 Date: 07/23/2019 Time: 02:22 PM

Scripting area Script visible to

Enter your script in this box. You are able to link

body img

Right click on the image to open the list of indicators to link to. Images can only be linked to one indicator at a time. The image will appear at the indicator that you choose.

Staff Expectations Expand All Collapse All


javascript:void("Cut")

Staff Resources / Staff Resources x OBSERVE Dashboard - eDoctrina x Observation form for Black, Siriu: x

https://bps.edoctrina.org/v2/observation-script.html?rowid=156251

Quick-links Planning Assessment Reports Settings Active Changes saved

3012d: Black, Siriu

Rubric Component	Notes and Attachments	Rating
Rubric		Announced (80%)
Standard 1: Knowledge of Students and Student Learning		
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.	Attach Add link 	Not observed Evidence for Method 2 put additional info below
1.1.A. Optional Claim, Impact and Feedback		

9:36 AM 8/6/2019

Rating Evidence

The screenshot shows the 'Observation form for Black, Sirius' in the eDoctrina system. The 'Staff Expectations' section is expanded, showing a table with columns: Rubric Component, Notes and Attachments, and Rating. The 'Rating' column has a dropdown menu open, showing options: Not observed, Ineffective (1 pts), Developing (2 pts), Effective (3 pts), and Highly Effective (4 pts). A text box with an arrow points to the dropdown menu, stating: 'When you are ready to rate your evidence, choose the appropriate rating from the drop-down menu.'

Rubric Component	Notes and Attachments	Rating
Rubric		Announced (80%)
Standard 1: Knowledge of Students and Student Learning		
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.	Attach Add link	Not observed Ineffective (1 pts) Developing (2 pts) Effective (3 pts) Highly Effective (4 pts)
1.1.A. Optional Claim, Impact and Feedback		

The screenshot shows the same observation form, but with a 'Ratings description' dialog box open. The dialog box contains a table with columns: Rating and Description/Example. The table lists five ratings: Not observed, Ineffective, Developing, Effective, and Highly Effective, each with a corresponding description. A text box with an arrow points to the 'i' icon in the 'Rating' column of the table, stating: 'If rubric language is needed, click the "i" at the indicator level and the rubric for that indicator will appear.'

Rating	Description/Example
Not observed	There is no description for this rating
Ineffective	Teacher is unable to demonstrate in planning, the developmental characteristics of their students.
Developing	Teacher demonstrates in planning, some knowledge of the developmental characteristics of their students.
Effective	Teacher demonstrates in planning, an accurate knowledge of the typical developmental characteristics of their students, as well as exceptions to the general patterns.
Highly Effective	In addition to accurate knowledge of the typical developmental characteristics of their students, and exceptions to the general patterns, teacher demonstrates in planning the extent to which individual students follow the general patterns.

Entering Feedback

3012d: Black, Sirius

Save Save & Close Cancel & Close

Active Trash Show additional observations Print report

Rubric Component	Notes and Attachments	Rating
Rubric		Announced (80%)
Standard 1: Knowledge of Students and Student Learning		
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students	Not observed Evidence for Method 2	
1.1.A. Optional Claim, Impact and Feedback		

Enter feedback in the box for Claim, Impact and Feedback. Feedback is required for any indicator rated Ineffective or Developing.

Note:

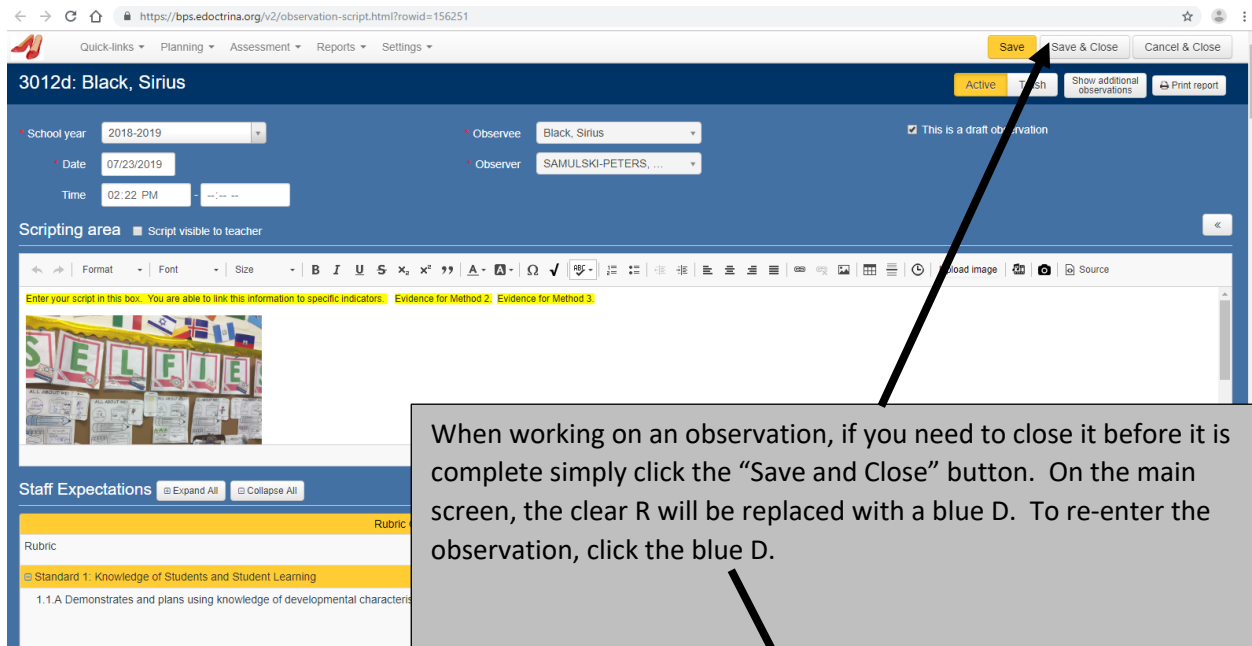
Do not use the Supporting Documents box for attachments. Attachments must be attached at the indicator level using the attach button.

Supporting Documents

Upload file + Add link Refresh

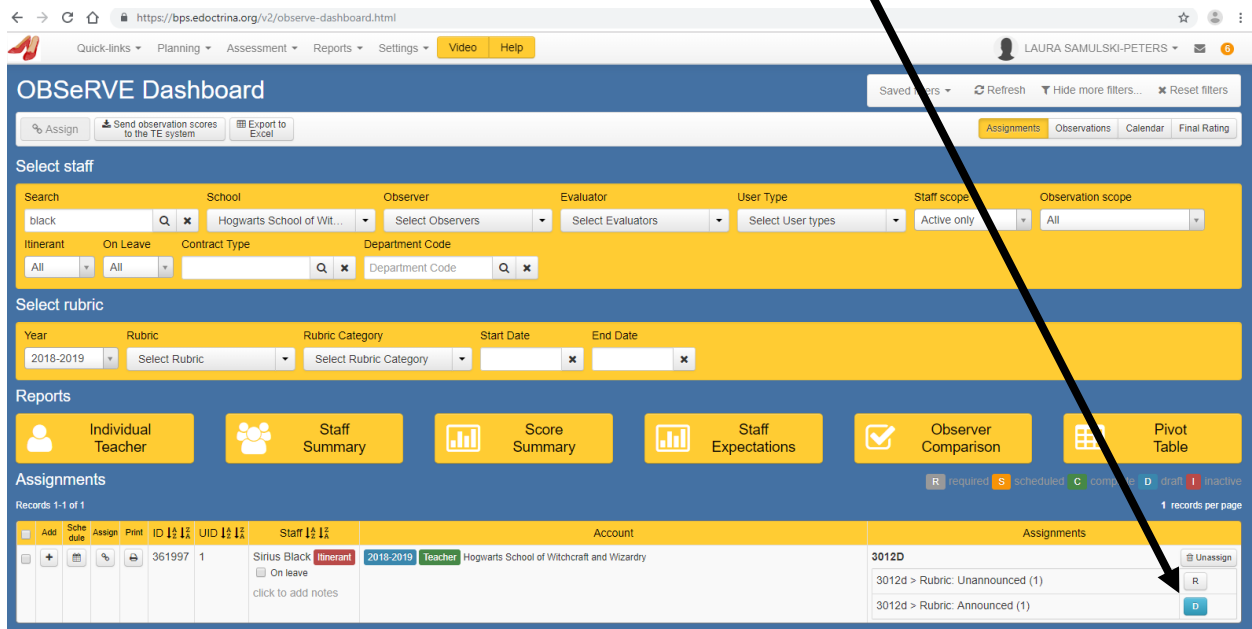
Attachment

Marking an Observation Complete



The screenshot shows the '3012d: Black, Sirius' observation scripting page. At the top right, there are buttons for 'Save', 'Save & Close', and 'Cancel & Close'. A callout box points to the 'Save & Close' button with the following text:

When working on an observation, if you need to close it before it is complete simply click the “Save and Close” button. On the main screen, the clear R will be replaced with a blue D. To re-enter the observation, click the blue D.



The screenshot shows the 'OBServe Dashboard' with the 'Assignments' table. A callout box points to the 'D' button in the 'Assignments' column of the table. The table has the following columns: Add, Edit, Assign, Print, ID, UID, Staff, Account, and Assignments. The 'Assignments' column contains a 'D' button for the observation 3012d.

Add	Edit	Assign	Print	ID	UID	Staff	Account	Assignments
				361997	1	Sirius Black	Hogwarts School of Witchcraft and Wizardry	3012D 3012d > Rubric: Unannounced (1) 3012d > Rubric: Announced (1)

← → ↻ 🏠 <https://bps.edoctrina.org/v2/observation-script.html?rowid=156251> ☆ ⚙

Quick-links Planning Assessment Reports Settings

3012d: Black, Sirius Save Save & Close Cancel & Close

Active Trash Show additional observations Print report

School year: 2018-2019 ▼ Observee: Black, Sirius ▼ ☒ This is a draft observation

Date: 07/23/2019 ▼ Observer: SAMULSKI-PETERS, ... ▼

Time: 02:22 PM ▼ --- --- ---

Scripting area Script visible to teacher

Enter your script in this box. You are able to link this information to specific indicators. Evidence for Method 2 Evidence for Method 3

Staff Expectations Expand All Collapse All

Rubric Component
Rubric
Standard 1: Knowledge of Students and Student Learning
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students

To mark an observation complete and release it to the teacher, uncheck the box next to "This is a draft observation". You will receive a warning; click "Continue and share with the teacher".

← → ↻ 🏠 <https://bps.edoctrina.org/v2/observation-script.html?rowid=156251> ☆ ⚙

Quick-links Planning Assessment Reports Settings

3012d: Black, Sirius Save Save & Close Cancel & Close

Active Trash Show additional observations Print report

School year: 2018-2019 ▼ Observee: Black, Sirius ▼ ☒ This is a draft observation

Date: 07/23/2019 ▼ Observer: SAMULSKI-PETERS, ... ▼

Time: 02:22 PM ▼ --- --- ---

Scripting area Script visible to teacher

Enter your script in this box. You are able to link this information to specific indicators. Evidence for Method 2 Evidence for Method 3

Staff Expectations Expand All Collapse All


Rubric Component	Notes and Attachments	Rating
Rubric		Announced (80%) ▼ i
Standard 1: Knowledge of Students and Student Learning		
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.	Attach Add link	Not observed ▼ i

Warning

You have just taken this observation out of draft. Do you want to continue?

Continue and share with teacher Put back in draft

← → ↻ 🏠 <https://bps.edocrina.org/v2/observe-dashboard.html> ☆ ⓘ ⋮

 Quick-links ▾ Planning ▾ Assessment ▾ Reports ▾ Settings ▾ Video Help

LAURA SAMULSKI-PETERS ▾ 6

OBSerVE Dashboard

Saved filters ▾ Refresh Hide more filters... Reset filters

Assign Export to Excel

Assignments Observations Calendar Final Rating

Select staff

Search School Observer Evaluator User Type Staff scope Observation scope

black Q x Hogwarts School of Wit... Select Observers Select Evaluators Select User types Active only All

Itinerant On Leave Contract Type Department Code

All All Q x Department Code Q x

Select rubric

Year Rubric Rubric Category Start Date End Date

2018-2019 Select Rubric Select Rubric Category x x

Reports

Individual Teacher Staff Summary Score Summary Staff Expectations Observer Comparison Pivot Table

Assignments

R required S scheduled C complete D draft I inactive

Records 1-1 of 1 1 records per page

	Add	Schedule	Assign	Print	ID	UID	Staff	Account	Assignments
	+				361997	1	Sirius Black Itinerant	2018-2019 Teacher Hogwarts School of Witchcraft and Wizardry	3012D 3012d > Rubric: Unannounced (1) R 3012d > Rubric: Announced (1) C

The observation will appear as a green “c”. Edits may still be made. The observation is not locked until the administrator signs the document.

Electronically Signing an Observation

← → ↻ https://bps.edoctrina.org/v2/observe-dashboard.html

Quick-links Planning Assessment Reports Settings Video Help LAURA SAMULSKI-PETERS

OBSERVE Dashboard

Saved filters Refresh Hide more filters... Reset filters

Assign Send observation scores to the TE system Export to Excel Assignments Observations Calendar Final Rating

Select staff

Search School Observer Evaluator User Type Staff scope Observation scope

black Hogwarts School of Wit... Select Observers Select Evaluators Select User types Active only All

Itinerant On Leave Contract Type Department Code

All All Department Code

Select rubric

Year Rubric

2018-2019 Select Rubric

Reports

Individual Teacher Staff Summary Score Summary Staff Expectations Observer Comparison Pivot Table

Assignments

Records: 1-1 of 1

Add	Schedule	Assign	Print	ID	UID	Staff	Account	Assignments
				361997	1	Sirius Black Itinerant	2018-2019 Teacher Hogwarts School of Witchcraft and Wizardry	3012D 3012d > Rubric: Unannounced (1) 3012d > Rubric: Announced (1)

Click the image that looks like a pen and paper.

Planning Assessment Student Support Accountability Settings LAURA S

Signature

Comment

Comment

If trouble viewing click [here](#) to download

Prior page Next page Page 1 of 6

Individual Staff Report

District:	Buffalo Public Schools	School:	
Rubric:		Rubric Category:	
Year:	2021-2022	Date range:	-
Staff scope		Observer(s):	
Staff(s):		Evaluator(s):	

NYSUT 2014-BPS 3012d

3012d

Description	Rating (Points)	Completed By	Date
Rubric	Unannounced		05/20/2021
Standard 1: Knowledge of Students and Student Learning			05/20/2021
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.	Not observed		05/20/2021
1.1.A. Optional Claim, Impact and Feedback			05/20/2021
1.2.A Uses strategies to support learning and language acquisition.	Not observed		05/20/2021

Approve Cancel

Click on approve.

The screenshot shows the OBServe Dashboard interface. A success message box is displayed in the center, stating "Success" and "Report has been signed", with a "View report" link and a "Dismiss" button. Below this, a larger grey dialog box contains the text: "A confirmation of the signature will appear. Click 'Dismiss'". The dashboard background includes sections for "Select staff", "Select rubric", "Reports", and "Assignments". The "Assignments" section shows a table with columns for Add, Schedule, Assign, Print, ID, UID, Staff, Account, and Assignments. The account listed is "Sirius Black" (Teacher) at "Hogwarts School of Witchcraft and Wizardry". The assignments table shows two entries for "3012D": "3012d > Rubric: Unannounced (1)" and "3012d > Rubric: Announced (1)".

Note:

The Administrator must sign the document first. Teachers are not able to sign until the administrator signature has been completed.

Viewing Multiple Observations

The screenshot shows the OBSERVE Dashboard interface. At the top, there's a navigation bar with links like Quick-links, Planning, Assessment, Reports, Settings, Video, and Help. The user is logged in as LAURA SAMULSKI-PETERS. Below the navigation bar, there's a section for "Select staff" with search filters for School, Observer, Evaluator, User Type, Staff scope, and Observation scope. There's also a "Select rubric" section with Year and Rubric dropdowns. The main section is "Assignments", showing a table of records. A callout box with an arrow pointing to the "Show additional observations" button in the table says: "In order to ensure that all 18 indicators are rated over all observations, Lead Evaluators are now able to view multiple observations at once. Start by opening a draft observation for a teacher who already has one completed observation."

OBSERVE Dashboard

Search: black, School: Hogwarts, Observer: , Evaluator: , User Type: , Staff scope: Active only, Observation scope: All

Year: 2018-2019, Rubric: Select Rubric

Reports: Individual Teacher

Assignments

Records 1-1 of 1

Add	Schedule	Assign	Print	ID	UID	Staff	Account	Assignments
				361997	1	Sirius Black	2018-2019 Teacher Hogwarts School of Witchcraft and Wizardry	3012D 3012d > Rubric: Unannounced (1) 3012d > Rubric: Announced (1)

The screenshot shows the observation-script.html page. At the top, there's a navigation bar with links like Quick-links, Planning, Assessment, Reports, Settings, and buttons for Save, Save & Close, Cancel & Close. The user is logged in as LAURA SAMULSKI-PETERS. Below the navigation bar, there's a section for "Scripting area" with fields for School year, Date, Time, Observer, and Observer. There's also a "Show additional observations" button. A callout box with an arrow pointing to the "Show additional observations" button says: "Click the 'Show additional observations' button."

observation-script.html

School year: 2018-2019, Date: 06/06/2019, Time: 10:43 AM, Observer: Black, Sirius, Observer: SAMULSKI-PETERS, ...

Scripting area

Click the "Show additional observations" button.

Staff Expectations

Rubric Component	Notes and Attachments	Rating
Rubric		Unannounced (20%)
Standard 1: Knowledge of Students and Student Learning		
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.	Attach Add link put additional info below	Not observed

https://bps.edoctrina.org/v2/observation-script.html?rowid=156558

Quick-links Planning Assessment Reports Settings

3012d: Black, Sirius

Means Draft Means Trashed Means Scheduled Active Trash Hide additional observations Print report

Staff Expectations Expand All Collapse All

Rubric Component	Notes and Attachments	Rating	
Rubric		Unannounced (20%)	07/23/2019 LAURA SAMULSKI-PETERS
Standard 1: Knowledge of Students and Student Learning			Observed
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.	Attach Add link	Not observed	Not Observed
1.1.A. Optional Claim, Impact and Feedback	put additional info below		Observed
1.2 Uses strategies to support learning and language acquisition.	Attach Add link	Not observed	Not Observed
1.2.A. Optional Claim, Impact and Feedback	put additional info below		Observed
1.2			Not Observed

A column will appear which will indicate which indicators were previously rated. Any indicator that was rated will say "Observed" and any indicator not rated will say "Not Observed".

https://bps.edoctrina.org/v2/observation-script.html?rowid=156558

Quick-links Planning Assessment Reports Settings

3012d: Black, Sirius

Means Draft Means Trashed Means Scheduled Active Trash Hide additional observations Print report

Standard 2: Knowledge of Content and Instructional Planning			Not Observed
2.2.B Incorporates individual and collaborative critical thinking and problem solving.	Attach Add link	Not observed	Observed
2.2.B. Optional Claim, Impact and Feedback	put additional info below		Not Observed
2.5.A Designs instruction using current levels of student understanding.	Attach Add link	Not observed	Not Observed
2.5.A. Optional Claim, Impact and Feedback	put additional info below		Not Observed
2.6.A Organizes time.	Attach Add link	Not observed	Observed

Additional Announced Observations

The screenshot shows the OBSERVE Dashboard interface. A modal message is displayed in the center, stating: "There is no spot to enter an additional Announced Observation in eDoctrina. If an additional Announced Observation is requested, please contact Lynn Benaglio at lbenaglio@buffaloschools.org or Tara Lesniak at tlesniak@buffaloschools.org to have the R added."

The dashboard includes the following sections:

- Top Navigation:** Quick-links, Planning, Assessment, Reports, Settings, Video, Help. User: LAURA SAMULSKI-PETERS.
- Filters:** Search (black), School (Hogwarts School of Wit...), Observer (Select Observers), Evaluator (Select Evaluators), User Type (Select User types), Staff scope (Active only), Observation scope (All).
- Left Sidebar:** Select staff, Select rubric (Year: 2018-2019), Reports, Assignments (Records: 1-1 of 1).
- Right Sidebar:** Observer Comparison, Pivot Table, Legend (R required, S scheduled, C complete, D draft, I inactive), 1 records per page.
- Main Table:**

ID	UID	Staff	Account	Assignments
361997	1	Sirius Black Itinerant	2018-2019 Teacher Hogwarts School of Witchcraft and Wizardry	3012D Unassign 3012d > Rubric: Unannounced (1) D 3012d > Rubric: Announced (1) C

Non-3012d Observations

- The date, time and location of the pre-conference must be provided to the teacher in writing.
- The observation must be held no sooner than three school days after the pre-conference.
- The administrator and teacher must agree on the date and time of the observation.
- The post conference must be held no later than seven school days after the observation.
- May not be held during the month of September, the last three weeks of June or the day before or after a holiday*.
- The administrator must indicate if the teacher is adequate for the position. If the administrator checks “No”, a Teacher Support Plan (TSP) must be developed. The administrator must contact Lynn Benaglio at lbenaglio@buffaloschools.org or Tara Lesniak at tlesniak@buffaloschools.org to have the TSP portal opened.

**Definition of Holiday: The day of Halloween only, the days before and after Thanksgiving Break, the days before and after Winter Break, The days before and after Mid-Winter Break and the days before and after Spring Break.*

Non-3012d Rubric

Non 3012-d Indicators – NYSUT 2014	
1.1A	Demonstrates and plans using knowledge of developmental characteristics of their students
II.5.A	Designs instruction using current levels of student understanding
II.6.A	Organizes time
III.2.A	Provides directions and procedures
III.3.B	Implements challenging learning experiences
IV.1.A	Interactions with students
IV.4.C	Establishes classroom safety
V.5.B	Provides preparation and practice
VI.4.A	Maintains records

Non-3012d Observations in eDoctrina

← → ↻ 🔒 https://bps.edoctrina.org/v2/observation-script.html?teacher=3620018&year=38&expectation=9251#156569

Quick-links Planning Assessment Reports Settings

Save Save & Close Cancel & Close

Non 3012 D Form: Diggory, Cedric

Active Trash Show additional observations

School year: 2018-2019 Observee: Diggory, Cedric ☒ This is a draft observation

Date: 08/06/2019 Observer: SAMULSKI-PETERS, ...

Time: 01:39 PM

Scripting area ☐ Script visible to teacher

Format Font Size B I U S x² x³ x⁴ x⁵ x⁶ x⁷ x⁸ x⁹ x¹⁰ x¹¹ x¹² x¹³ x¹⁴ x¹⁵ x¹⁶ x¹⁷ x¹⁸ x¹⁹ x²⁰ x²¹ x²² x²³ x²⁴ x²⁵ x²⁶ x²⁷ x²⁸ x²⁹ x³⁰ x³¹ x³² x³³ x³⁴ x³⁵ x³⁶ x³⁷ x³⁸ x³⁹ x⁴⁰ x⁴¹ x⁴² x⁴³ x⁴⁴ x⁴⁵ x⁴⁶ x⁴⁷ x⁴⁸ x⁴⁹ x⁵⁰ x⁵¹ x⁵² x⁵³ x⁵⁴ x⁵⁵ x⁵⁶ x⁵⁷ x⁵⁸ x⁵⁹ x⁶⁰ x⁶¹ x⁶² x⁶³ x⁶⁴ x⁶⁵ x⁶⁶ x⁶⁷ x⁶⁸ x⁶⁹ x⁷⁰ x⁷¹ x⁷² x⁷³ x⁷⁴ x⁷⁵ x⁷⁶ x⁷⁷ x⁷⁸ x⁷⁹ x⁸⁰ x⁸¹ x⁸² x⁸³ x⁸⁴ x⁸⁵ x⁸⁶ x⁸⁷ x⁸⁸ x⁸⁹ x⁹⁰ x⁹¹ x⁹² x⁹³ x⁹⁴ x⁹⁵ x⁹⁶ x⁹⁷ x⁹⁸ x⁹⁹ x¹⁰⁰ x¹⁰¹ x¹⁰² x¹⁰³ x¹⁰⁴ x¹⁰⁵ x¹⁰⁶ x¹⁰⁷ x¹⁰⁸ x¹⁰⁹ x¹¹⁰ x¹¹¹ x¹¹² x¹¹³ x¹¹⁴ x¹¹⁵ x¹¹⁶ x¹¹⁷ x¹¹⁸ x¹¹⁹ x¹²⁰ x¹²¹ x¹²² x¹²³ x¹²⁴ x¹²⁵ x¹²⁶ x¹²⁷ x¹²⁸ x¹²⁹ x¹³⁰ x¹³¹ x¹³² x¹³³ x¹³⁴ x¹³⁵ x¹³⁶ x¹³⁷ x¹³⁸ x¹³⁹ x¹⁴⁰ x¹⁴¹ x¹⁴² x¹⁴³ x¹⁴⁴ x¹⁴⁵ x¹⁴⁶ x¹⁴⁷ x¹⁴⁸ x¹⁴⁹ x¹⁵⁰ x¹⁵¹ x¹⁵² x¹⁵³ x¹⁵⁴ x¹⁵⁵ x¹⁵⁶ x¹⁵⁷ x¹⁵⁸ x¹⁵⁹ x¹⁶⁰ x¹⁶¹ x¹⁶² x¹⁶³ x¹⁶⁴ x¹⁶⁵ x¹⁶⁶ x¹⁶⁷ x¹⁶⁸ x¹⁶⁹ x¹⁷⁰ x¹⁷¹ x¹⁷² x¹⁷³ x¹⁷⁴ x¹⁷⁵ x¹⁷⁶ x¹⁷⁷ x¹⁷⁸ x¹⁷⁹ x¹⁸⁰ x¹⁸¹ x¹⁸² x¹⁸³ x¹⁸⁴ x¹⁸⁵ x¹⁸⁶ x¹⁸⁷ x¹⁸⁸ x¹⁸⁹ x¹⁹⁰ x¹⁹¹ x¹⁹² x¹⁹³ x¹⁹⁴ x¹⁹⁵ x¹⁹⁶ x¹⁹⁷ x¹⁹⁸ x¹⁹⁹ x²⁰⁰ x²⁰¹ x²⁰² x²⁰³ x²⁰⁴ x²⁰⁵ x²⁰⁶ x²⁰⁷ x²⁰⁸ x²⁰⁹ x²¹⁰ x²¹¹ x²¹² x²¹³ x²¹⁴ x²¹⁵ x²¹⁶ x²¹⁷ 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Informal Feedback

Lead Evaluators may visit a teacher's classroom at any time informally and record informal feedback in eDoctrina. These visits will not be counted in the teacher's APPR. Lead Evaluators may enter informal feedback for any 3012d or non-3012d teacher if they choose.

Student Learning Objectives (SLOs)

****NEW****

All teachers will now receive a *District Provided Growth Score* and will not be required to enter any information into eDoctrina.

Teacher Improvement Plans (TIPs) (3012d)

Entering Teacher Improvement Plans (TIPs) in eDoctrina

The screenshot shows the eDoctrina home page for Buffalo Public Schools. The page is divided into three main columns corresponding to the stages of the Teacher Improvement Process: Plan, Assess, and Achieve.

- Plan:** Includes the **OBSERVE Dashboard** and **Staff Support Plans**.
- Assess:** Includes **SLOs** (Student Learning Objectives).
- Achieve:** Includes **Staff Improvement Plans**.

An arrow points from a text box to the **Staff Improvement Plans** button. The text box contains the instruction: "Enter the 'Staff Improvement Plans' portal."

The page also features a top navigation bar with links for Quick-links, Planning, Assessment, Reports, Settings, Video, Help, and Guides. The user is logged in as Laura Samulski-Peters.

Buffalo Public Schools | Home - eDoctrina | Staff Improvement Plans

Secure | https://bps.edoctrina.org/v2/staff-improvement-plans.html

Quick-links | Planning | Assessment | Reports | Settings | Video | Help | Guides

Laura Samulski-Peters

Staff Improvement Plans

+ Insert | Summary Report | Hide filters | Reset filters | Refresh

Search | School | School Year | Staff | Template | Status | Itinerant

Records 1-4 of 4 | 4 records per page

	Edit	Print	Sign	ID	Year	Staff	School	Filled by	Template	Status	Signature Status	Last Updated
<input type="checkbox"/>				13378	2017-2018	Bellatrix Lestrangle	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned		08/07/2017 01:19:48 PM by Laura Samulski-Peters
<input type="checkbox"/>				13383	2017-2018	Draco Malfoy	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned		08/07/2017 01:20:46 PM by Laura Samulski-Peters
<input type="checkbox"/>				13388	2017-2018	Lucius Malfoy	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned		08/07/2017 01:21:14 PM by Laura Samulski-Peters
<input type="checkbox"/>				13394	2017-2018	Delores Umbridge	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned		08/07/2017 01:44:53 PM by Laura Samulski-Peters

All teachers requiring a TIP in your school/department will be listed. To enter a specific teacher's TIP click the edit pencil.

Buffalo Public Schools | Home - eDoctrina | Staff Improvement Plans | Teacher Improvement Plan

Secure | https://bps.edoctrina.org/v2/tip-form-5.html?rowid=13378

Quick-links | Planning | Assessment | Reports | Settings | Save | Save & Close | Cancel & Close

School: Hogwarts School of Witchcraft and Wizardry | Teacher: Lestrangle, Bellatrix | Year: 2017-2018

STANDARD & ELEMENT/ INDICATOR(S) TO BE ADDRESSED

Standards: --any--

Element: --any--

Indicator: --any--

Observer: --any--

Standard 1: Knowledge of Students and Student Learning

Standard 2: Knowledge of Content and Instructional Planning

Standard 3: Instructional Practice

Standard 4: Learning Environment

Add Additional Standard

Expected Evidence: DOCUMENTATION AND/OR PERFORMANCE

STATISTICS (e.g. "Successfully completed, 1/20/13"; "Continued 1/20/13")

Choose the Standard, Element and Indicator from the drop-down menus.

Updates

+ Post comment | Refresh

Author | Comments

Buffalo Public Schools x Home - eDoctrina x Staff Improvement Plan x Teacher Improvement Plan x

Secure | https://bps.edoctrina.org/v2/tip-form-5.html?rowid=13378

Quick-links Planning Assessment Reports Settings Save Save & Close Cancel & Close

School: Hogwarts School of Witchcraft and Wizardry Teacher: Lestrangle, Bellatrix Year: 2017-2018

STANDARD & ELEMENT/ INDICATOR(S) TO BE ADDRESSED

Standards: Standard 3: Instructional Practice Element: --any-- Indicator: --any--

STRATEGIES/RECOMMENDATIONS (WITH RESOURCES NEEDED)

TIMELINE From:

Element 3.1: Teachers use research-based practices and evidence of student learning to provide developmentally appropriate and standards-driven instruction that motivates and engages students in learning.

Element 3.2: Teachers communicate clearly and accurately with students to maximize their understanding and learning.

Element 3.3: Teachers set high expectations and create

PERFORMANCE AND/OR PERFORMANCE

STATUS (e.g. "Successfully completed, 1/20/13"; continued 1/20/13")

Add Additional Standard

Updates

+ Post comment Refresh

Author Comments

Buffalo Public Schools x Home - eDoctrina x Staff Improvement Plan x Teacher Improvement Plan x

Secure | https://bps.edoctrina.org/v2/tip-form-5.html?rowid=13378

Quick-links Planning Assessment Reports Settings Save Save & Close Cancel & Close

School: Hogwarts School of Witchcraft and Wizardry Teacher: Lestrangle, Bellatrix Year: 2017-2018

STANDARD & ELEMENT/ INDICATOR(S) TO BE ADDRESSED

Standards: Standard 3: Instructional Practice Element: Element 3.1: Teachers use research-based practices and e... Indicator: B. Engages students.

STRATEGIES/RECOMMENDATIONS (WITH RESOURCES AND/OR PERSONNEL NEEDED)

EXPECTED EVIDENCE: DOCUMENT

TIMELINE From: To:

A. Aligns instruction to standards.

B. Engages students.

1/20/13")

Add Additional Standard

Updates

+ Post comment Refresh

Author Comments

Buffalo Public Schools | Home - eDoctrina | Staff Improvement Plans | Teacher Improvement Plan

Secure | <https://bps.edoctrina.org/v2/tip-form-5.html?rowid=13378>

Quick-links | Planning | Assessment | Reports | Settings | Save Save & Close Cancel & Close

School: Hogwarts School of Witchcraft and Wizardry Teacher: Lestrage, Bellatrix Year: 2017-2018

STANDARD & ELEMENT/ INDICATOR(S) TO BE ADDRESSED

Standards: Standard 3: Instructional Practice Element: Element 3.1: Teachers use research-based practices and e... Indicator: B. Engages students.

STRATEGIES/RECOMMENDATIONS (WITH RESOURCES AND/OR PERSONNEL NEEDED)

EXPECTED EVIDENCE: DOCUMENTATION AND/OR PERFORMANCE

TIMELINE

From: 09/05/2017 To:

STATUS (e.g. "Successfully completed, 1/20/13"; "Continued 1/20/13")

Updates

+ Post comment

Comments

The start date should be the first day of the TIP.

Buffalo Public Schools | Home - eDoctrina | Staff Improvement Plans | Teacher Improvement Plan

Secure | <https://bps.edoctrina.org/v2/tip-form-5.html?rowid=13378>

Quick-links | Planning | Assessment | Reports | Settings | Save Save & Close Cancel & Close

School: Hogwarts School of Witchcraft and Wizardry Teacher: Lestrage, Bellatrix Year: 2017-2018

STANDARD & ELEMENT/ INDICATOR(S) TO BE ADDRESSED

Standards: Standard 3: Instructional Practice Element: Element 3.1: Teachers use research-based practices and e... Indicator: B. Engages students.

STRATEGIES/RECOMMENDATIONS (WITH RESOURCES AND/OR PERSONNEL NEEDED)

EXPECTED EVIDENCE: DOCUMENTATION AND/OR PERFORMANCE

TIMELINE

From: 09/05/2017 To: 06/22/2018

STATUS (e.g. "Successfully completed, 1/20/13"; "Continued 1/20/13")

Updates

+ Post comment Refresh

Author

Comments

A TIP may contain up to three different indicators. Use the "Add Additional Standard" button to add additional indicators.

The end date is **ALWAYS** the last day of school. A TIP may be fulfilled before the last day of school and will be documented in a different area.

Buffalo Public Schools

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Staff Improvement Plans

Teacher Improvement Plan

Secure | <https://bps.edocrina.org/v2/tip-form-5.html?rowid=13378>

Quick-links Planning Assessment Reports Settings

Save Save & Close Cancel & Close

BUFFALO PUBLIC SCHOOLS ANNUAL PROFESSIONAL PERFORMANCE REVIEW TEACHER IMPROVEMENT PLAN (TIP)

Status: In Progress

School: Hogwarts School of Witchcraft and Wizardry

Teacher: Lestrangle, Bellatrix

Year: 2017-2018

Indicator: B. Engages students.

MENTATION AND/OR PERFORMANCE

STATUS (e.g. "Successfully completed, 1/20/13"; "Completed, 1/20/13")

TIMELINE

From: 09/05/2017 To: 06/22/2018

Add Additional Standard

When the TIP has been entered, change the status to "Ready for Teacher Signature". Administrators are not able to sign the TIP until the teacher has done so.

Buffalo Public Schools

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Staff Improvement Plans

Quick-links Planning Assessment Reports Settings Video Help Guides

Laura Samulski-Peters

Staff Improvement Plans

+ Insert Summary Report Hide filters Reset filters Refresh

Search School School Year Staff Template Status Itinerant

--any-- 2017-2018 Select Staff --any-- --any-- All

Records 1-4 of 4 4 records per page

	Edit	Print	Sign	ID	Year	Staff	School	Filled by	Template	Status	Signature Status	Last Updated	
<input type="checkbox"/>				13378	2017-2018	Bellatrix Lestrangle	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Ready for Admin Review / Signature	Ready for Admin Review / Signature	08/08/2017 10:29:55 AM by Laura Samulski-Peters	
<input type="checkbox"/>				13383	2017-2018	Lucius Malfoy	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Ready for Teacher Signature		08/08/2017 10:30:09 AM by Laura Samulski-Peters	
<input type="checkbox"/>				13388	2017-2018	Lucius Malfoy	Hogwarts School of Witchcraft and Wizardry					PM by Laura	
<input type="checkbox"/>				13394	2017-2018	Delores Umbridge	Hogwarts School of Witchcraft and Wizardry					PM by Laura	

Once the teacher has signed, the TIP requires an administrator's signature. Click the "Sign" icon.

Planning > Assessment > Student Support > Accountability > Settings > Video Help All Reports

Signature

Comment

Comment

If trouble viewing click [here](#) to download

Prior page Next page

Page 1 of 2

BUFFALO PUBLIC SCHOOLS
ANNUAL PROFESSIONAL PERFORMANCE REVIEW
TEACHER IMPROVEMENT PLAN (TIP)

School:	Teacher:	Year:
		2019-2020

Assessment: NYSUT 2014-BPS 3012d	
Standards: Standard 5: Assessment for Student Learning	Element/Indicator: 5.5.B Provides preparation and practice.
STRATEGIES/RECOMMENDATIONS PERSONNEL	EXPECTED EVIDENCE: DOCUMENTATION AND/OR PERFORMANCE

Any additional comments can be added here, and then click Approve.

Approve Return Cancel

Updating TIPs:

Buffalo Public Schools | Home - eDoctrina | Home - eDoctrina | Home - eDoctrina | Staff Improvement Plans | Laura Samulski-Peters

Quick-links | Planning | Assessment | Reports | Settings | Video | Help | Guides

Staff Improvement Plans

+ Insert | Summary Report | Hide filters | Reset filters | Refresh

Search: # | School: --any-- | School Year: 2017-2018 | Staff: Select Staff | Template: --any-- | Status: --any-- | Itinerant: All

Records 1-4 of 4 | 4 records per page

	Edit	Print	Sign	ID	Year	Staff	School	Filled by	Template	Status	Signature Status	Last Updated
<input type="checkbox"/>				13378	2017-2018	Bellatrix Lestrange	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Final	Final	08/08/2017 10:29:55 AM by Laura Samulski-Peters
<input type="checkbox"/>				13383	2017-2018	Draco Malfoy	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned		2017 10:30:09 AM by Laura Samulski-Peters
<input type="checkbox"/>				13388	2017-2018	Lucius Malfoy	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned		2017 01:21:14 PM by Laura Samulski-Peters
<input type="checkbox"/>				13394	2017-2018	Delores Umbridge	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned		08/07/2017 01:44:53 PM by Laura Samulski-Peters

Enter the TIP using the Edit pencil.

Buffalo Public Schools | Home - eDoctrina | Home - eDoctrina | Home - eDoctrina | Staff Improvement Plans | Teacher Improvement Plans | Save | Save & Close | Cancel & Close

Quick-links | Planning | Assessment | Reports | Settings

School: Hogwarts School of Witchcraft and Wizardry | Teacher: Lestrange, Bellatrix | Year: 2017-2018

STANDARD & ELEMENT/ INDICATOR(S) TO BE ADDRESSED

Standards: Standard 3: Instructional Practice | Element: Element 3.1: Teachers use research-based practices and e... | Indicator: B. Engages students.

STATEGIES/RECOMMENDATIONS (WITH RESOURCES AND/OR PERSONNEL NEEDED)

EXPECTED EVIDENCE: DOCUMENTATION AND/OR PERFORMANCE

TIMELINE

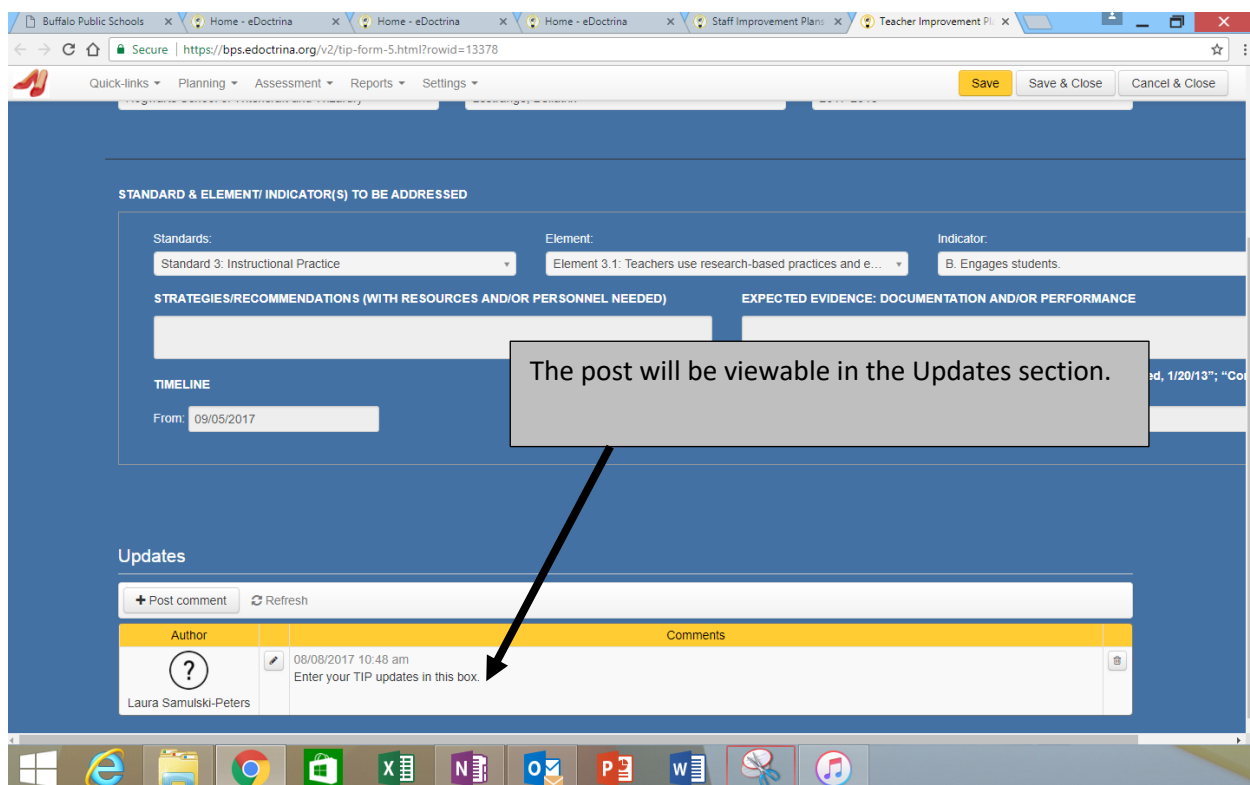
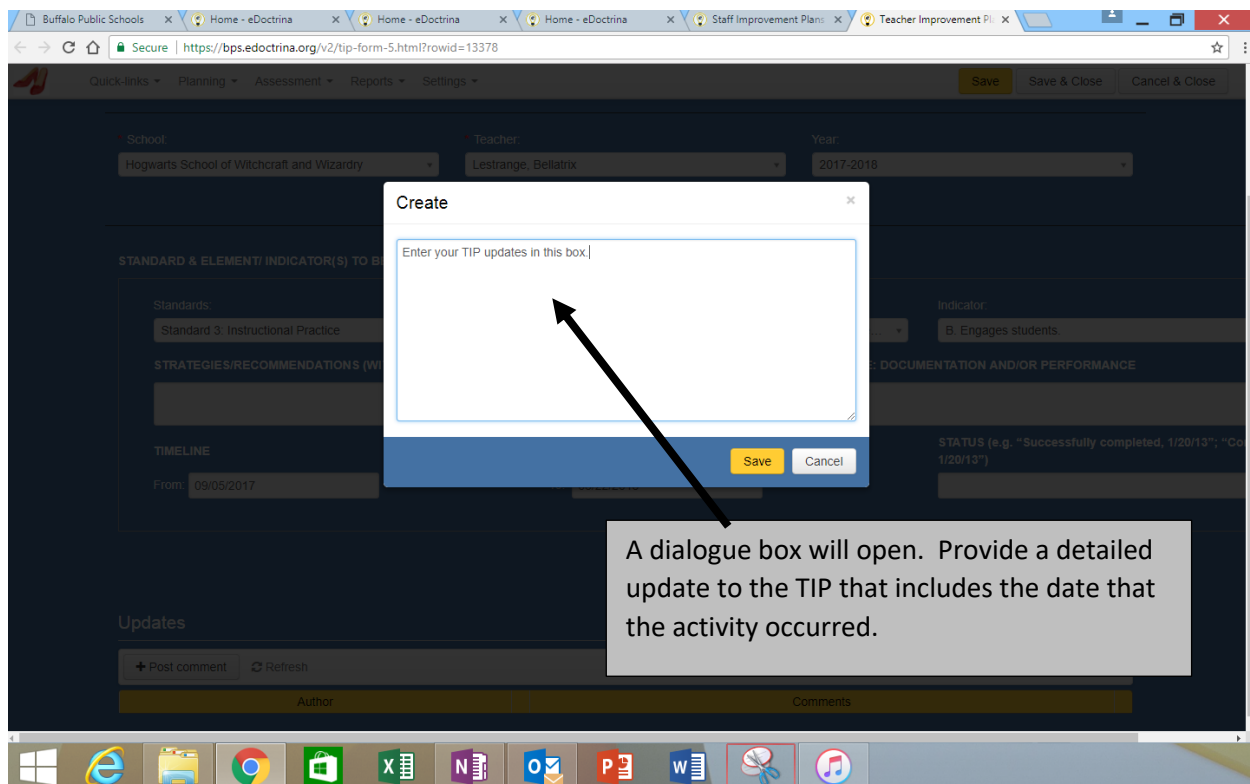
From: 09/05/2017 | To:

Click the "Post Comment" button under Updates.

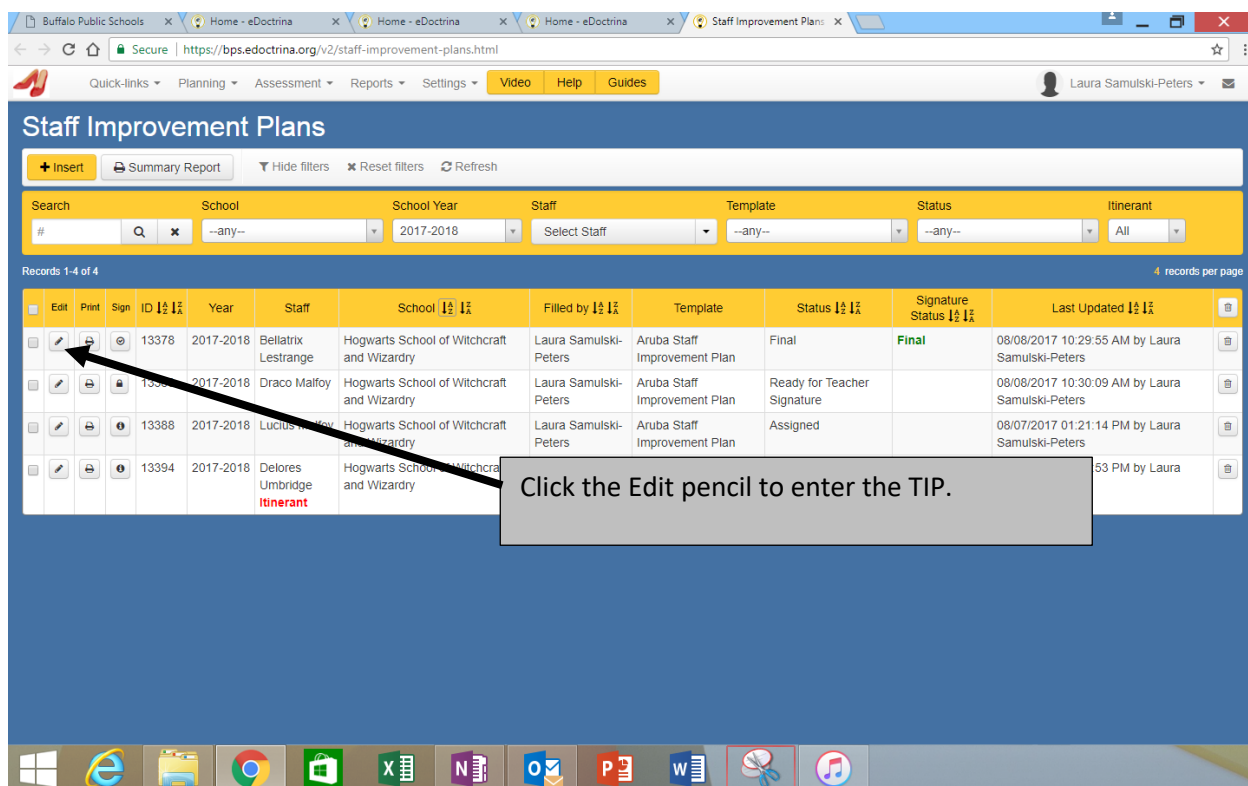
Updates

+ Post comment | Refresh

Author	Comments
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Steps to indicate that a TIP has been fulfilled before the end of the school year:



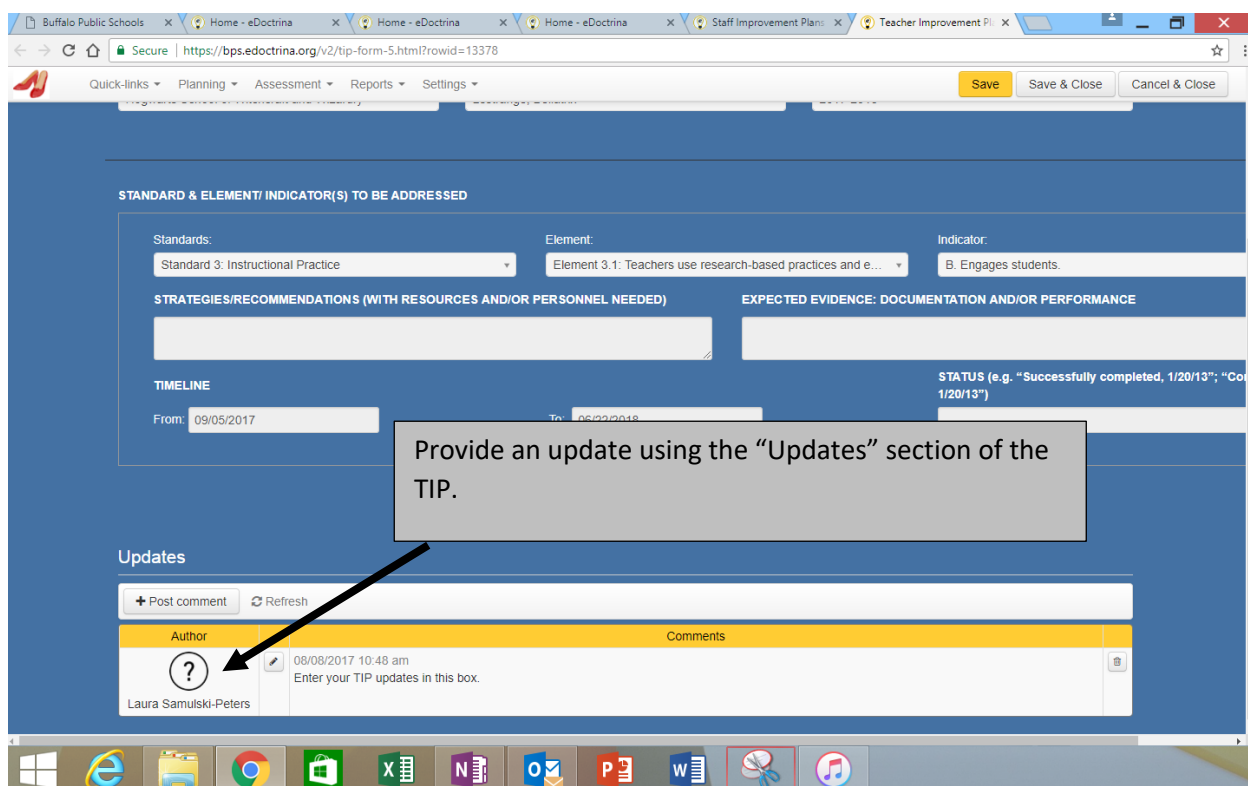
Staff Improvement Plans

Search: # [] School: --any-- School Year: 2017-2018 Staff: Select Staff Template: --any-- Status: --any-- Itinerant: All

Records 1-4 of 4 4 records per page

ID	Year	Staff	School	Filled by	Template	Status	Signature Status	Last Updated
13378	2017-2018	Bellatrix Lestrange	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Final	Final	08/08/2017 10:29:55 AM by Laura Samulski-Peters
13387	2017-2018	Draco Malfoy	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Ready for Teacher Signature		08/08/2017 10:30:09 AM by Laura Samulski-Peters
13388	2017-2018	Lucius Malfoy	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned		08/07/2017 01:21:14 PM by Laura Samulski-Peters
13394	2017-2018	Delores Umbridge	Hogwarts School of Witchcraft and Wizardry					08/08/2017 01:53 PM by Laura Samulski-Peters

Click the Edit pencil to enter the TIP.



STANDARD & ELEMENT/ INDICATOR(S) TO BE ADDRESSED

Standards: Standard 3: Instructional Practice Element: Element 3.1: Teachers use research-based practices and e... Indicator: B. Engages students.

STRATEGIES/RECOMMENDATIONS (WITH RESOURCES AND/OR PERSONNEL NEEDED) EXPECTED EVIDENCE: DOCUMENTATION AND/OR PERFORMANCE

TIMELINE From: 09/05/2017 To: 05/22/2018 STATUS (e.g. "Successfully completed, 1/20/13"; "Completed, 1/20/13")

Updates

+ Post comment Refresh

Author	Comments
Laura Samulski-Peters	08/08/2017 10:48 am Enter your TIP updates in this box.

Provide an update using the "Updates" section of the TIP.

Quick-links

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Assessment

Reports

Settings

Save

Save & Close

Cancel & Close

BUFFALO PUBLIC SCHOOLS

ANNUAL PROFESSIONAL PERFORMANCE REVIEW

TEACHER IMPROVEMENT PLAN (TIP)

Status:

Assigned

Assigned

In Progress

Ready for Teacher Signature

Finalized by District

TIP has been fulfilled

School:

Teacher:

Year:

--any--

--any--

2017-2018

Standards:

Element:

Indicator:

--any--

--any--

--any--

STRATEGIES/RECOMMENDATIONS (WITH RESOURCES AND/OR PERSONNEL NEEDED)

EXPECTED EVIDENCE: DOCUMENTATION AND/OR PERFORMANCE

TIMELINE

From:

To:

STATUS (e.g. "Successfully completed, 1/20/13"; "Continued 1/20/13")

Add Additional Standard

Choose "TIP had been fulfilled" from the status drop-down menu.

45

Teacher Support Plans (TSP) (Non-3012d)

- Any non-3012d teacher who receives a “No” on their observation must be placed on a Teacher Support Plan (TSP).
- The administrator must contact Lynn Benaglio at lbenaglio@buffaloschools.org or Tara Lesniak at blesniak@buffaloschools.org to open the TSP portal in eDoctrina.
- The administrator must provide the teacher with a written compilation of the indicators that are rated developing or ineffective.
- The administrator and the teacher have two weeks from the date the written compilation is delivered to develop the TSP. Both the teacher and administrator in eDoctrina must electronically sign it at the end of the two weeks.
- The administrator must monitor and document progress for 15 school days.
- At the end of the 15 school days, a new pre-conference, observation and post-conference must be conducted in accordance with the Non-3012d observation guidelines.
- If “No” is checked again, a new TSP must be created.

Entering TSPs in eDoctrina

- The TSP portal functions the same as the TIP portal.
- Follow the directions for entering and updating TIPs.

Contact Information

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Lynn Benaglio, Director of APPR, Assessment Management, and DDI
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Tara Lesniak, Supervisor of APPR, Assessment Management, and DDI
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