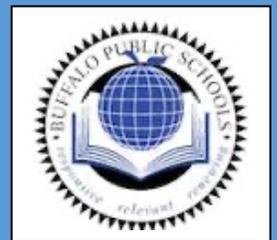




# 2022-2023 Administrator APPR Handbook

Buffalo Public Schools Office of Shared Accountability



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## 2022-2023 APPR Timeline

### **August 2022**

- ~~August 22 – TIP Portal to Open~~
  - *There will be no TIPS for the 2022-23 school year.*

### **September 2022**

- September 6 – Observe portal to open for Informal Feedback

### **October 2022**

- ~~October 1 – TIPS must be finalized by 4 PM~~
- October 1 – Observe portal to open for 3012d and non-3012d
- October 26 – SLO portal to open for teachers
- October 27 – Observation Checkpoint

### **November 2022**

- November 23 – Observation Checkpoint

### **December 2022**

- December 22 – Observation Checkpoint

### **January 2023**

- January 6 – SLO due date for teachers by 4 PM
- January 13 – Administrator SLO approval due by 4 PM
- January 13 – SLO PD30 module due date for administrators by 4 PM
- January 26 – Observation Checkpoint
- January 27 – Temporary non-3012d first observation due by 4 PM

### **February 2023**

- February 16 – Observation Checkpoint

### **March 2023**

- March 30 – Observation Checkpoint

### **April 2023**

- April 1– New SLOs will be generated
- April 27 – Observation Checkpoint

### **May 2023**

- May 1 – May 19 – Weekly Observation Checkpoints will be conducted
- May 19 – 3012d observations entered in to eDoctrina by 4 PM

**June 2023**

- June 1 – New SLO due date for teachers by 4 PM
- June 2 – Last day to conduct non-3012d observations
- June 9 – non-3012d observations entered in to eDoctrina by 4 PM
- June 9 – Administrator SLO approval due by 4 PM
- June 23 – Teacher Assistant/Aides must be entered in to eDoctrina by 4 PM

**July 2023**

- July 14 – 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 teacher 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 1<sup>st</sup> if the original announced was conducted before April 1<sup>st</sup>. 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**

<b>3012-d Indicators – NYSUT 2014 Rubric</b>	
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

Home - eDoctrina

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

Quick-links Planning Assessment Reports Settings Video Help Guides

Laura Samulski-Peters

**Plan.**  
OBSerVE Dashboard

**Assess.**  
SLOs

**Achieve.**  
Staff Improvement Plans

Enter the OBSerVE Dashboard.

Re-arrange homepage buttons

OBSerVE Dashboard - e

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 x Hogwarts School of Wit... Select Observers

Observation scope Itinerant On Leave

All All All

**Select rubric**

Year Rubric Rubric Category Start

2016-2017 Select Rubric Select Rubric Category

Find more rubrics...

**Individual** Teacher Report

**Staff** Summary Report

**Score** Summary Report

**Staff** Expectations Report

**Observer** Comparison Report

Records 1-26 of 26 20 26 records per page

Add	Sche date	Assign	Print	ID	UID	Staff	Type/School	Assignments
				361997	1	Sirius Black On leave click to add notes	Teacher Hogwarts School of Witchcraft and Wizardry	<b>NYSUT 2014-BPS 3012d</b> 3012d > Rubric: Unannounced (1) 3012d > Rubric: Announced (1) <b>Informal Class Visit</b> Informal Class Visit: NYSUT Teacher Rubric 2014 > Informal Class Visit: NYSUT Teacher Rubric 2014 (1)

OBSeRVE Dashboard - c

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 <input type="checkbox"/> On leave click to add notes	Teacher Hogwarts School of Witchcraft and Wizardry	<p><b>NYSUT 2014-BPS 3012d</b> <input type="button" value="Unassign"/></p> <p>3012d &gt; Rubric: Unannounced (1) <input type="button" value="R"/></p> <p>3012d &gt; Rubric: Announced (1) <input type="button" value="R"/></p> <p><b>Informal Class Visit</b> <input type="button" value="Unassign"/></p> <p>Informal Class Visit: NYSUT Teacher Rubric 2014 &gt; Informal Class Visit: NYSUT Teacher Rubric 2014: (1) <input type="button" value="R"/></p> <p><b>Non 3012d - 9</b> <input type="button" value="Unassign"/></p> <p>Non 3012 D Form &gt; Non 3012 D Form: (2) <input type="button" value="R"/> <input type="button" value="R"/></p> <p><b>Informal Class Visit</b> <input type="button" value="Unassign"/></p> <p>Informal Class Visit: NYSUT Teacher Rubric 2014 &gt; Informal Class Visit: NYSUT Teacher Rubric 2014: (1) <input type="button" value="R"/></p> <p><b>NYSUT 2014-BPS 3012d</b> <input type="button" value="Unassign"/></p> <p>3012d &gt; Rubric: Unannounced (1) <input type="button" value="R"/></p> <p>3012d &gt; Rubric: Announced (1) <input type="button" value="R"/></p> <p><b>Informal Class Visit</b> <input type="button" value="Unassign"/></p> <p>Informal Class Visit: NYSUT Teacher Rubric 2014 &gt; Informal Class Visit: NYSUT Teacher Rubric 2014: (1) <input type="button" value="R"/></p> <p><b>Non 3012d - 9</b> <input type="button" value="Unassign"/></p> <p>Non 3012 D Form &gt; Non 3012 D Form: (2) <input type="button" value="R"/> <input type="button" value="R"/></p> <p><b>Informal Class Visit</b> <input type="button" value="Unassign"/></p> <p>Informal Class Visit: NYSUT Teacher Rubric 2014 &gt; Informal Class Visit: NYSUT Teacher Rubric 2014: (1) <input type="button" value="R"/></p>
<input type="checkbox"/>					362001	2	Cedric Diggory <input type="checkbox"/> On leave click to add notes	Teacher Hogwarts School of Witchcraft and Wizardry	
<input type="checkbox"/>					362006	3	Albus Dumbledore <input type="checkbox"/> On leave click to add notes	Teacher Hogwarts School of Witchcraft and Wizardry	
<input type="checkbox"/>					362011	4	Dudley Dursley <input type="checkbox"/> On leave click to add notes	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)

**Non 3012d - 9**

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

**Informal Class Visit**

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

**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)

**Non 3012d - 9**

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

**Informal Class Visit**

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

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.

The screenshot shows the 'eDoctrina' observation form for 'Black, Sirius'. At the top, there are navigation tabs for 'Quick-links', 'Planning', 'Assessment', 'Reports', and 'Settings'. The main header includes '3012d: Black, Sirius' and buttons for 'Save', 'Save & Close', and 'Cancel & Close'. Below the header, there are fields for '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 prominently featured, with a red arrow pointing to it from a callout box that says 'Scripting area. Enter your notes here.' Below the scripting area is a rich text editor with a toolbar. A large grey arrow points downwards from the scripting area with the text 'Scroll down to view the entire rubric.' To the right of the scripting area, a callout box contains the following instructions: '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.\*', and 'Rate using the drop-down boxes.' Below these instructions is a table representing the rubric. The table has three columns: 'Rubric Component', 'Notes and Attachments', and 'Rating'. The 'Rating' column contains dropdown menus with options like 'Announced (80%)' and 'Not observed'. A red arrow points from the 'Attach' button in the 'Notes and Attachments' column to the callout box. A green arrow points from the 'Rating' dropdown menu to the callout box. A purple arrow points from the 'Feedback' text in the callout box to the 'Notes and Attachments' column. A blue arrow points from the 'Scroll down to view the entire rubric.' text to the bottom of the rubric table.

Scripting area. Enter your notes here.

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.

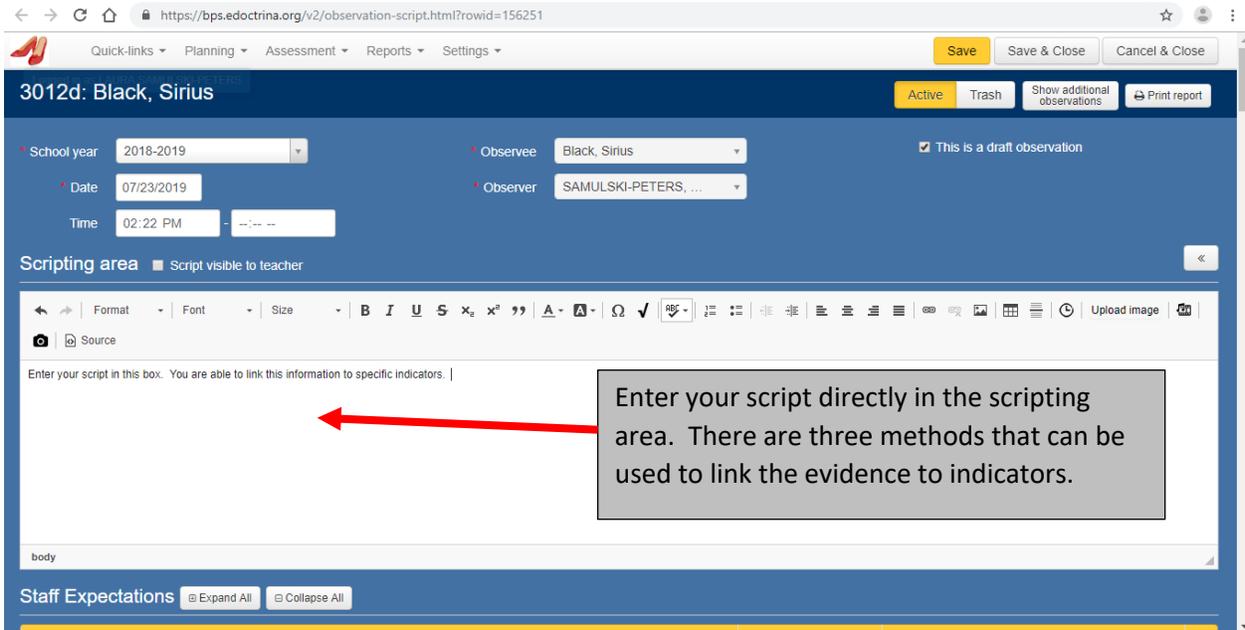
Files and pictures may be attached using the Attach feature.\*

Rate using the drop-down boxes.

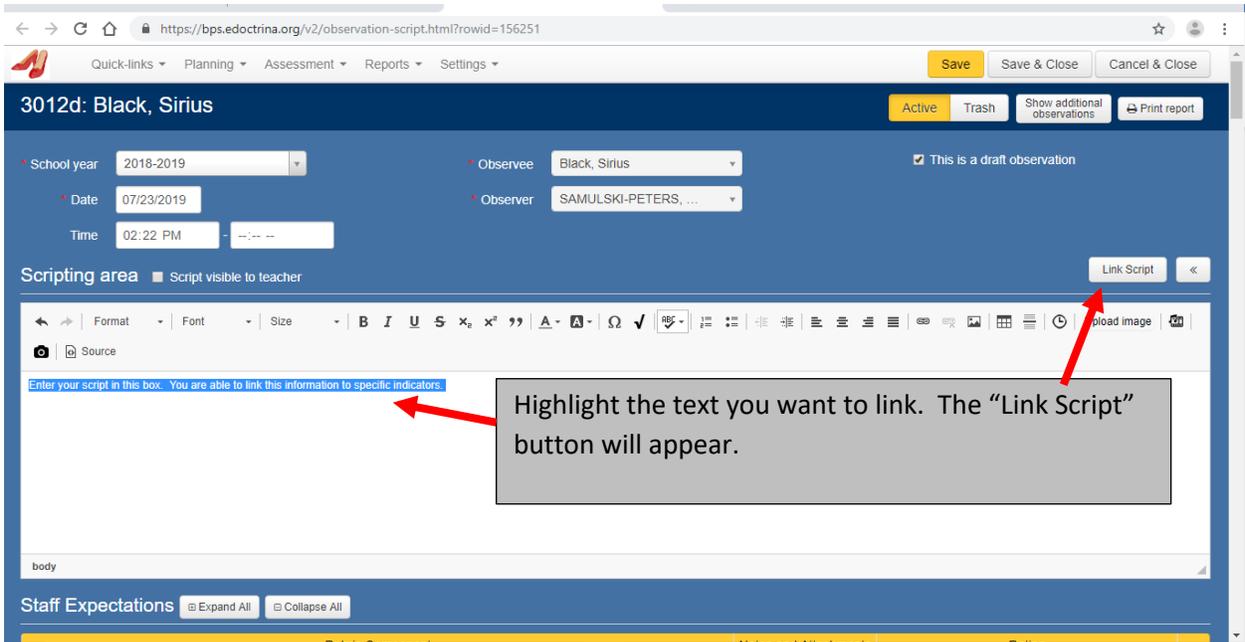
Rubric Component	Notes and Attachments	Rating
Rubric		Announced (80%)
Standard 1: Knowledge of Students and Student Learning		
1.1.A Demonstrates knowledge of developmental characteristics of their students.	Attach Add link	Not observed
1.1.A. Optional Claim, Impact and Feedback		
1.2.A Uses strategies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

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

# Linking Supporting Evidence



## Method 1:



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.

3012d: Black, Sirius

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

Scripting area

Link Script

Please select rubric components to link

Rubric

Standard 1: Knowledge of Students and Student Learning

- 1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students.
- 1.2.A Uses strategies to support learning and language acquisition.

Standard 2: Knowledge of Content and Instructional Planning

- 2.2.B Incorporates individual and collaborative critical thinking and problem solving.
- 2.5.A Designs instruction using current levels of student understanding.
- 2.6.A Organizes time.

Standard 3: Instructional Practice

- 3.1.B Engages students.
- 3.2.A Provides directions and procedures.
- 3.2.B Uses questioning techniques to engage students.
- 3.2.C Responds to students.
- 3.3.B Implements challenging learning experiences.
- 3.6.B Provides feedback during and after instruction.

Link Cancel

3012d: Black, Sirius

Active Trash Show additional observations Print report

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 put additional info below

1.1.A. Optional Claim, Impact and Feedback put additional info below

1.2.A Uses strategies to s The evidence will appear next to the indicator(s) you chose. If you would like to delete the evidence, click the trash can next to the linked statement. 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

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 put additional info below

## Method 2:

The screenshot shows the eDoctrina interface for an observation script titled "3012d: Black, Sirius". The "Scripting area" is visible, containing a text editor with a highlighted link: "Evidence for Method 2". A black arrow points from this link to a text box on the right. The interface also shows fields for "School year" (2018-2019), "Date" (07/23/2019), "Time" (02:22 PM), "Observee" (Black, Sirius), and "Observer" (SAMULSKI-PETERS, ...). A "Staff Expectations" section is partially visible below the scripting area.

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.

This screenshot shows the same eDoctrina interface as above, but with a right-click context menu open over the highlighted link "Evidence for Method 2". The menu options include "Cut", "Copy", "Paste", "Rubric", and a list of indicators. The "Rubric" option is selected, and a sub-menu is visible showing the following indicators:

- 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 acq...
  - 1.2.A. Optional Claim, Impact and Feedback
- Standard 2: Knowledge of Content and Instructional Planning
  - 2.2.B Incorporates individual and collaborative critical t...
  - 2.2.B. Optional Claim, Impact and Feedback
  - 2.5.A Designs instruction using current levels of student ...
  - 2.5.A. Optional Claim, Impact and Feedback

A black arrow points from the text box in the previous image to the "Rubric" option in the context menu. The interface also shows the same header and "Staff Expectations" section as the first screenshot.

3012d: Black, Sirius

Staff Expectations

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	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. Evidence for Method 2 put additional info below

The text will appear at the indicator.

### Method 3:

3012d: Black, Sirius

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

Observer: SAMULSKI-PETERS, ...

Scripting area

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.

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

3012d: Black, Sirius

Save Save & Close Cancel & Close

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

2.5

Attach Add link Not observed Link Script

put additional info below

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.

3012d: Black, Sirius

Save Save & Close Cancel & Close

Success Changes saved

Active

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 Evidence for Method 3 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

## Linking Pictures and Screen Clippings:

The screenshot shows the observation script interface for '3012d: Black, Sirius'. The 'Scripting area' is active, and the 'Upload image' button is highlighted with an arrow. A callout box points to the button with the text: "Click the 'Upload Image' button."

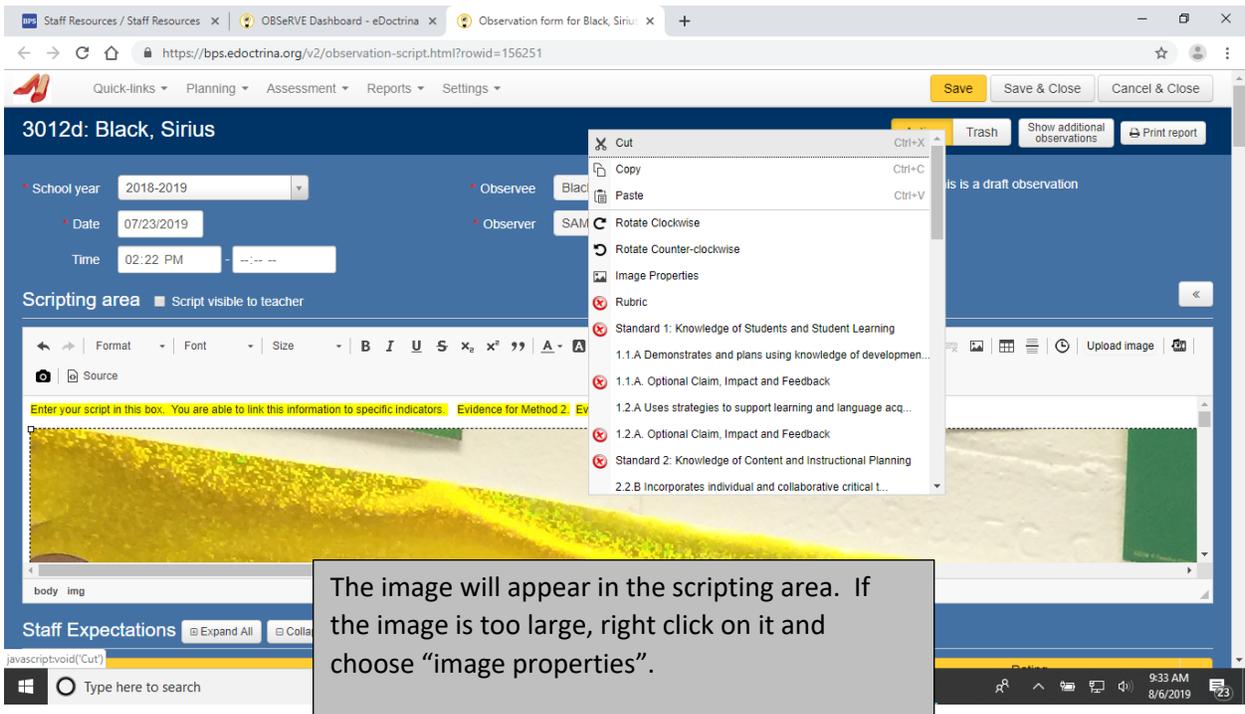
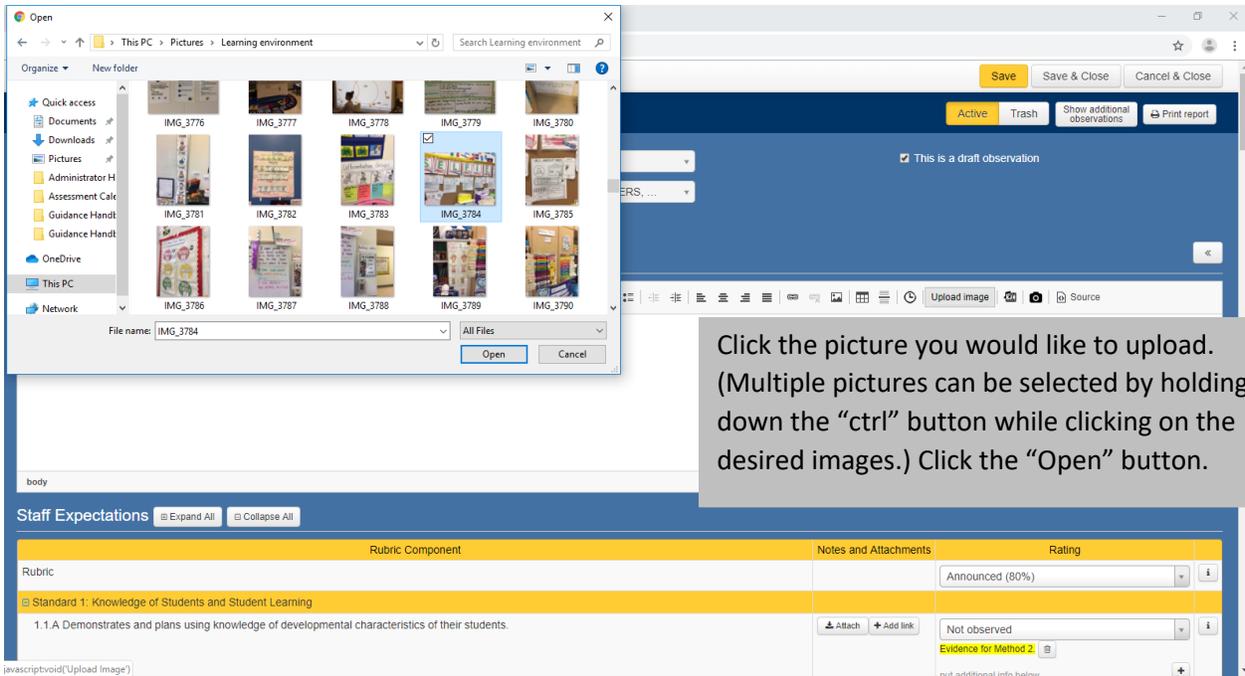
Staff Expectations table:

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

The screenshot shows the observation script interface with a Windows File Explorer window open, displaying the 'Pictures' folder. A callout box explains the process of locating images to upload: "The Pictures file on your computer will open. Locate the images you would like to upload."

Staff Expectations table:

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 x OBSERVE Dashboard - eDoctrina x Observation form for Black, Sirius x

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

### 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.



body\_img

#### Image Properties

Image Info | Link | Advanced

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

Alternative Text

Width:

Height:

Border:

HSpace:

VSpace:

Alignment:

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 x OBSERVE Dashboard - eDoctrina x Observation form for Black, Sirius x

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

### 3012d: Black, Sirius

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

Observer: SAMULSKI-PETERS, ...

Observed: Black, Sirius

This is a draft observation

Success  
Changes saved

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

Type here to search

9:34 AM 8/6/2019

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

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

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

### 3012d: Black, Sirius

Active Trash Show additional observations Print report

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

Scripting area Script visible to

Format Font Source

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



body img

Staff Expectations Expand All Collapse All

javascript:void('Cut')

Type here to search

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

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

Quick-links Planning Assessment Reports Settings Active Changes saved

### 3012d: Black, Sirius

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
1.1.A. Optional Claim, Impact and Feedback		

put additional info below

Type here to search

9:36 AM 8/6/2019

# Rating Evidence

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) <b>Effective (3 pts)</b> Highly Effective (4 pts)
1.1.A. Optional Claim, Impact and Feedback		

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

The screenshot shows a web browser window with the URL <https://bps.edoctrina.org/v2/observation-script.html?rowid=156251>. The page title is "3012d: Black, Sirius". The interface is divided into three main columns: "Rubric Component", "Notes and Attachments", and "Rating".

The "Rubric Component" column contains the following text:

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

The "Notes and Attachments" column has an "Attach" button and an "Add link" button. Below these buttons is a text area for notes.

The "Rating" column shows a dropdown menu with "Announced (80%)" selected. Below it is another dropdown menu with "Not observed" selected. There is a "Evidence for Method 2" button and a photo of a classroom display with the word "SELFIE" on it. Below the photo is a "put additional info below" button.

A grey box with a black border contains the following text:

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

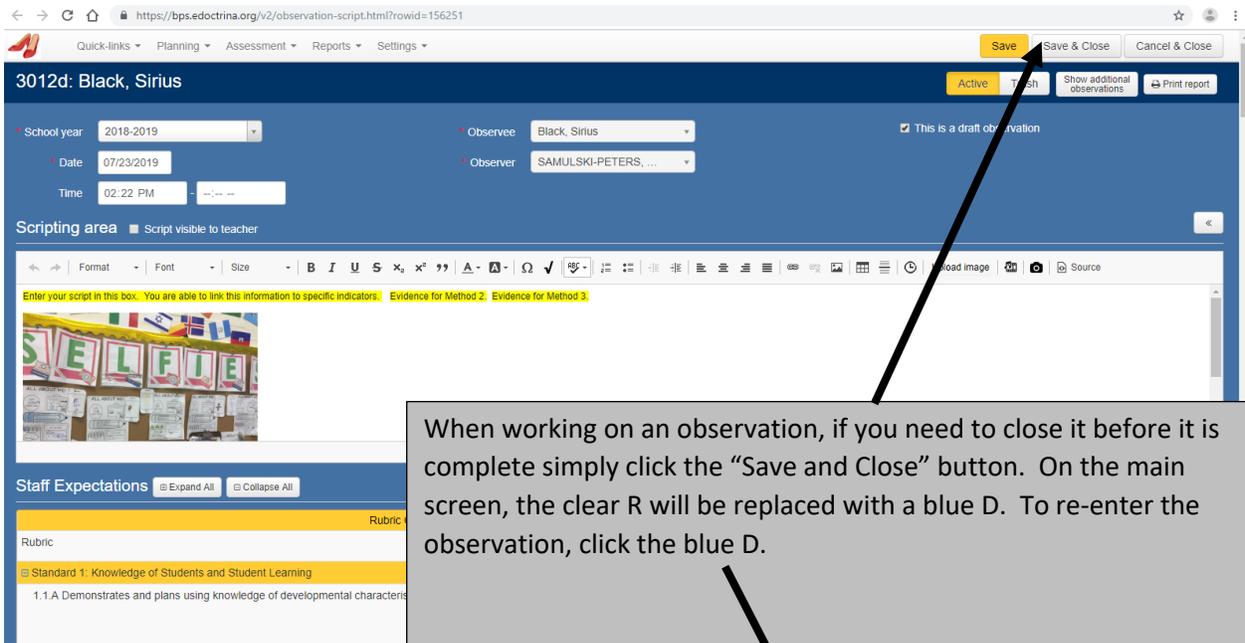
An arrow points from this box to a yellow bar at the bottom of the "Rubric Component" column. The yellow bar contains the text "1.1.A. Optional Claim, Impact and Feedback" and "put additional info below".

### Note:

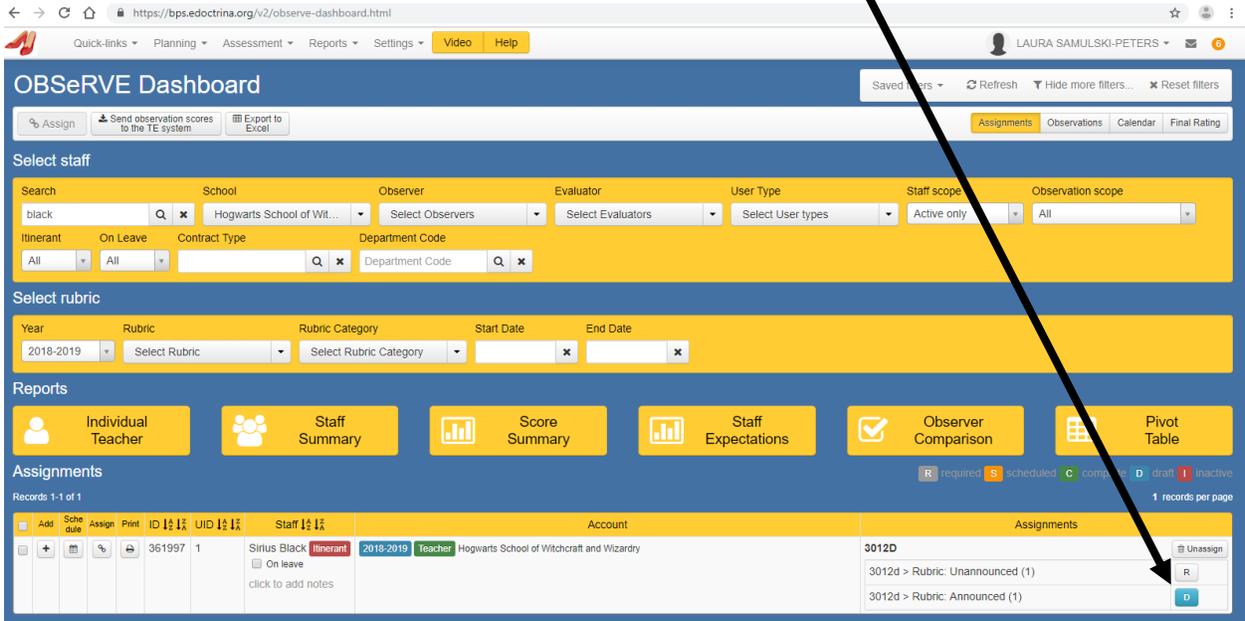
Do not use the Supporting Documents box for attachments. Attachments must be attached at the indicator level using the attach button.

The screenshot shows a "Supporting Documents" box. It has a blue header with the text "Supporting Documents". Below the header is a white bar with three buttons: "Upload file", "+ Add link", and "Refresh". Below the white bar is a yellow bar with the text "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 with a grey background and black border contains 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.' An arrow points from the 'Save & Close' button to the callout box, and another arrow points from the callout box to the 'D' button in the dashboard screenshot below.



The screenshot shows the 'OBSERVE Dashboard' for Laura Samulski-Peters. It features a search bar, filters for staff and rubric, and a table of assignments. A callout box with a grey background and black border contains 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.' An arrow points from the callout box to the 'D' button in the dashboard screenshot below.

Year	Rubric	Rubric Category	Start Date	End Date
2018-2019	Select Rubric	Select Rubric Category		

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

Assignments
3012D
3012d > Rubric: Unannounced (1)
3012d > Rubric: Announced (1)

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

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



Staff Expectations  Expand All  Collapse All

Rubric Component
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

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



Staff Expectations  Expand All  Collapse All

Rubric Component	Notes and Attachments	Rating
Standard 1: Knowledge of Students and Student Learning		Announced (80%)
1.1.A Demonstrates and plans using knowledge of developmental characteristics of their students	<input type="button" value="Attach"/> <input type="button" value="Add link"/>	Not observed

Warning

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

← → ↻ 🏠 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 Department Code

### Select rubric

Year Rubric Rubric Category Start Date End Date

2018-2019 Select Rubric Select Rubric Category

### Reports

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

### Assignments

Records: 1-1 of 1

R required S scheduled C complete D draft I inactive 1 records per page

		Staff		Account		Assignments								
<input type="checkbox"/>	+	Schedule	Assign	Print	ID	UID	1	Sirius Black	Itinerant	2018-2019	Teacher	Hogwarts School of Witchcraft and Wizardry	3012D	Unassign
<input type="checkbox"/>								click to add notes					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

The screenshot shows the OBSERVE Dashboard interface. At the top, there are navigation tabs: Quick-links, Planning, Assessment, Reports, Settings, Video, and Help. The user is identified as LAURA SAMULSKI-PETERS. Below the navigation, there are buttons for Assign, Send observation scores to the TE system, and Export to Excel. The main area is divided into sections: Select staff, Select rubric, Reports, and Assignments. The Assignments section shows a table with columns for Add, Schedule, Assign, Print, ID, UID, Staff, and Account. A callout box with the text "Click the image that looks like a pen and paper." points to a green icon in the Assignments table.

The screenshot shows the Signature window. It has a Comment section on the left and a preview of the Individual Staff Report on the right. The report includes the eDoctrina logo, school information (Buffalo Public Schools), and a table of observation results. At the bottom right of the report preview, there is an orange "Approve" button and a grey "Cancel" button. A callout box with the text "Click on approve." points to the "Approve" button.

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

The screenshot shows the OBServe Dashboard interface. At the top, there is a navigation bar with 'Quick-links', 'Planning', 'Assessment', 'Reports', and 'Settings'. The main header includes the 'OBServe Dashboard' title and user information for 'LAURA SAMULSKI-PETERS'. A 'Success' modal is open, displaying the message 'Report has been signed' and a 'View report' link. Below this, a grey dialog box contains the text: 'A confirmation of the signature will appear. Click "Dismiss".' The dashboard features several sections: 'Select staff' with search filters for 'black' and 'Hogwarts School of Witchcraft and Wizardry'; 'Select rubric' with a dropdown for '2018-2019'; 'Reports' with buttons for 'Individual Teacher', 'Staff Summary', 'Score Summary', 'Staff Expectations', 'Observer Comparison', and 'Pivot Table'; and 'Assignments' with a table of records.

Assignments									
	Add	Schedule	Assign	Print	ID	UID	Staff	Account	Assignments
	+				361997	1	Sirius Black On leave click to add notes	2018-2019 Teacher Hogwarts School of Witchcraft and Wizardry	3012D 3012d > Rubric: Unannounced (1) 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 are navigation tabs for Assignments, Observations, Calendar, and Final Rating. Below this, there are sections for 'Select staff', 'Select rubric', and 'Reports'. The 'Assignments' section displays a table with columns for Add, Schedule, Assign, Print, ID, UID, Staff, Account, and Assignments. A callout box with a grey background and black text is overlaid on the dashboard, pointing to the 'Show additional observations' button in the assignment details. The text in the callout box reads: '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.'

The screenshot shows the observation script page. At the top, there are buttons for Save, Save & Close, Cancel & Close, Active, Trash, Show additional observations, and Print report. Below this, there are fields for School year, Date, Time, Observer, and Observed. A callout box with a grey background and black text is overlaid on the page, pointing to the 'Show additional observations' button. The text in the callout box reads: 'Click the "Show additional observations" button.'

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

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

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

3012d: Black, Sirius Means Draft Means Trashed Means Scheduled Active Trash Hide additional observations Print report

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 put additional info below	Observed
2.2.B. Optional Claim, Impact and Feedback			Not Observed
2.5.A Designs instruction using current levels of student understanding.	Attach Add link	Not observed put additional info below	Not Observed
2.5.A. Optional Claim, Impact and Feedback			Not Observed
2.6.A Organizes time.	Attach Add link	Not observed put additional info below	Observed

# Additional Announced Observations

The screenshot shows the OBSERVE Dashboard interface. At the top, there is a navigation bar with 'Quick-links', 'Planning', 'Assessment', 'Reports', 'Settings', 'Video', and 'Help'. The user 'LAURA SAMULSKI-PETERS' is logged in. The dashboard includes sections for 'Select staff', 'Select rubric', 'Reports', and 'Assignments'. A text overlay in the center reads: '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](mailto:lbenaglio@buffaloschools.org) or Tara Lesniak at [tlesniak@buffaloschools.org](mailto:tlesniak@buffaloschools.org) to have the R added.'

ID	UID	Staff	Account	Assignments
361997	1	Sirius Black <span>Itinerant</span> On leave click to add notes	2018-2019 <span>Teacher</span> Hogwarts School of Witchcraft and Wizardry	3012D 3012d > Rubric: Unannounced (1) 3012d > Rubric: Announced (1)

## **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](mailto:lbenaglio@buffaloschools.org) or Tara Lesniak at [tlesniak@buffaloschools.org](mailto: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

The image shows two screenshots of the eDoctrina web application. The top screenshot displays the 'Non 3012 D Form: Diggory, Cedric' with fields for School year (2018-2019), Date (08/06/2019), Time (01:39 PM), and Observer (SAMULSKI-PETERS, ...). A 'Scripting area' is visible with a rich text editor. A text box overlay is positioned over the middle of the page, containing instructions on how to enter a non-3012d observation and what to do if 'No' is selected. The bottom screenshot shows the '6.4.A. Claim and Impact' section, 'Administrator's Summary Comments', and a question: 'Do you consider this person adequate for the position?'. Below this question, a bold instruction reads: 'IF YOU SELECT NO THEN YOU MUST EMAIL [LSamulski-Peters@buffaloschools.org](mailto:LSamulski-Peters@buffaloschools.org) TO CREATE A SUPPORT PLAN FOR THIS PERSON'. A black arrow points from the text box to this instruction.

To enter a non-3012d observation, follow the 3012d process and include one additional step. At the end of the non-3012d observation, you must select "Yes" or "No" when asked if the teacher is adequate for the position. If you select "No", the process outlined in the MOU must be followed. Please contact Lynn Benaglio at [lbenaglio@buffaloschools.org](mailto:lbenaglio@buffaloschools.org) or Tara Lesniak at [tlesniak@buffaloschools.org](mailto:tlesniak@buffaloschools.org) immediately if you select "No" for a teacher.

6.4.A. Claim and Impact  
put additional info below

Administrator's Summary Comments  
put additional info below

Do you consider this person adequate for the position?  
**IF YOU SELECT NO THEN YOU MUST EMAIL [LSamulski-Peters@buffaloschools.org](mailto:LSamulski-Peters@buffaloschools.org) TO CREATE A SUPPORT PLAN FOR THIS PERSON**

-Not Selected-  
put additional info below

### **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)**

The following teachers will be required to write an SLO:

- Grades 3-8 Alternate Education Teachers
- Grade 4 Science Teachers who do not also teach Math or ELA.
- Grade 8 Science Teachers who do not also teach Math or ELA.
- High School Regent's Teachers who teach Regent's courses to more than 50% of their population.

Lead Evaluators will be required to approve targets in the SLOs. Principals have the ability to override targets.

All other teachers will receive a District-wide score and will not be required to enter any information in to eDoctrina.

## Reviewing SLOs in eDoctrina

The screenshot shows the eDoctrina home page with three main sections: **Plan.**, **Assess.**, and **Achieve.** Below these are buttons for **OBSERVE Dashboard**, **Staff Support Plans**, **SLOs**, and **Staff Improvement Plans**. An arrow points from the **SLOs** button to a grey callout box that says: "Enter the SLO portal using the 'SLO' button."

The screenshot shows the 'Student Learning Objectives' portal. It includes a search bar and a table of SLOs. A callout box points to the table with the text: "The list will contain all the SLOs that are required in your building/department. If the status is 'Submit to Administrator' the SLO is ready to be reviewed by an administrator. Click the edit pencil to open the SLO."

ID	School	Status	Year	Subject	Course(s)	Interval	Type	Staff
3862	Hogwarts School of Witchcraft and Wizardry	Submit to Administrator	2017-2018	Math	Algebra 1 (A001)	2017-2018 School Year	Student Performance (3012D)	Sirius Black
3866	Hogwarts School of Witchcraft and Wizardry	Draft	2017-2018	English Language Arts	English Language Arts (ela01)	2017-2018 School Year	Student Performance (3012D)	Harry Potter

Quick-links ▾ Planning ▾ Assessment ▾ Student Support ▾ Accountability ▾ Settings ▾ Save Save & Close Cancel & Close

Edit Student Learning Objective (# [redacted]) Auto-generated SLO ([redacted]) Print Excel Status Approved Active Trash

General Teachers Learning content Baseline data Evidence data Population Discussion Attachments SLO Progress

Title: Auto-generated SLO [redacted]

School: # [redacted]

Year: 2019-2020

Subject: English Language Arts

Universal course: [redacted]

Type: Optional Student Performance (30...)

Template:  Yes  No

period: 2019-2020 School Year

Rationale: [redacted]

Lead Evaluators are required to ensure that the Rationale, Learning Content and Baseline boxes are completed appropriately. In addition, Lead Evaluators must review the targets set by the teacher to ensure that they are appropriate and rigorous.

Rationale

Describe how the Learning Content and the Targets set for students will work together to prepare students for future coursework as well as career and college readiness.

**Learning Content** Use drag-n-drop or double click to assign standards. All assignments will be saved instantly, you don't need to click "Save".

Description

Teachers should name their body of standards.  
 May include literacy standards.  
 May include focus standards.

**Baseline data** Use drag-n-drop or double click to assign assessments. All assignments will be saved instantly, you don't need to click "Save".

Description

Teachers may provide a summary of their students' performance on past assessments.  
 Teachers may include data that is not included in their baseline.

Baseline Level Linked assessments Scores combine method Points Average

Aruba Public Schools

- Baseline 2 Math 7 State (#212367)
- Baseline 1 Math 8 State (#212368)

Test Bank Year Subject Grade

Aruba Public Schools 2016-2017 Math 7

Course Type

--any-- SLO Baseline Data

Name/ID

Lead Evaluators can see which data points are listed in the tables by viewing the "Linked Assessments" box.

✓	Student	Excl	Baseline Score		Target Score	Final Score		Achieved	🗑️
			1 ✖	2 ✖	+	📷	📄	📷	
	⬇️ ⬆️ ⬇️								
✓	Asimov, Isaac (#1000008)	<input type="checkbox"/>	25.00%	25.00%	25.00%			-	🗑️
✓	Crane, Stephen (#1000004)	<input type="checkbox"/>	50.00%	50.00%	60.00%			-	🗑️
✓	Ginsberg, Allen (#999997)	<input type="checkbox"/>	75.00%	75.00%	80.00%			-	🗑️
✓	Hugo, Victor (#1000000)	<input type="checkbox"/>	100.00%	100.00%	100.00%			-	🗑️
✓	Hurston, Zora (#1000001)	<input type="checkbox"/>	75.00%	50.00%	65.00%			-	🗑️
✓	Jackson, Shirley (#1000003)	<input type="checkbox"/>	50.00%	75.00%	55.00%			-	🗑️
✓	Kerouac, Jack (#1000009)	<input type="checkbox"/>	25.00%	50.00%	50.00%			-	🗑️
✓	Lee, Harper (#1000006)	<input type="checkbox"/>	25.00%	25.00%	25.00%			-	🗑️
✓	Oscar, Wilde (#999999)	<input type="checkbox"/>	50.00%	25.00%	35.00%			-	🗑️
✓	Tan, Amy (#1000005)	<input type="checkbox"/>	50.00%	50.00%	50.00%			-	🗑️
✓	Thomas, Dylan (#999998)	<input type="checkbox"/>	75.00%	75.00%	80.00%			-	🗑️
✓	Thompson, Hunter (#1000007)	<input type="checkbox"/>	100.00%	50.00%	75.00%			-	🗑️
✓	Tolkein, J.R.R. (#1000002)	<input type="checkbox"/>	25.00%	100.00%	65.00%			-	🗑️

The population box will show all students included in the SLO as well as their data points and the targets that were set by the teacher. All students in the list must have a target. Lead Evaluators must ensure that the targets are appropriate and rigorous.

**Discussion**

I would like to meet to discuss your targets. Are you available at 10:00 on December 20?

Add comment

---

**Discussion**

08/07/2017 2:59 pm, Laura Samulski-Peters  Show on Summary Score Sheet

I would like to meet to discuss your targets. Are you available at 10:00 on December 20?

put your comment here

Add comment

If the SLO is not approvable, use the Discussion thread to communicate to the teacher what needs to be corrected. If the issue is with targets, use the Discussion thread to schedule a face to face meeting with the teacher.

Quick-links Planning Assessment Student Support Accountability Settings

Save Save & Close Cancel & Close

Edit Student Learning Objective (# Auto-generated SLO (

Print Excel Status Approved Active Trash

General Teachers Learning content Baseline data Evidence data Population Discussion Attachments SLO Progress

Title Auto-generated SLO (

School #

Year 2019-2020

Subject English Language Arts

Universal course

Type Optional Student Performance (30...

Template Yes No

period

2019-2020 School Year

Draft  
Returned for Edits (See Discussion Thread Below)  
Submit to Administrator  
Approved  
Final

If the SLO is approved, choose "Approved" from the drop-down menu. If you are not able to approve the document, choose "Returned for Edits".

## Principal Override:

Student	Excl	Baseline Score		Target Score	Final Score	Achieved	
		1 x	2 x				
Asimov, Isaac				25.00%		-	
Crane, Steph				60.00%		-	
Ginsberg, Alle				80.00%		-	
Hugo, Victor				100.00%		-	
Hurston, Zora				65.00%		-	
Jackson, Shir				55.00%		-	
Kerouac, Jac				50.00%		-	
Lee, Harper (#1000006)		25.00%	25.00%	25.00%		-	
Oscar, Wilde (#9999999)		50.00%	25.00%	50.00%		-	
Tan, Amy (#1000005)		50.00%	50.00%	50.00%		-	
Thomas, Dylan (#9999998)		75.00%	75.00%	80.00%		-	
Thompson, Hunter (#1000007)		100.00%	50.00%	75.00%		-	
Tolkein, J.R.R. (#1000002)		25.00%	100.00%	65.00%		-	

If a Principal Override is required, simply click in the target box and change the target. Once the target is changed, it will appear red and a black triangle will appear in the box. Clicking the triangle will open a change audit so it is clear who changed the target.

User	IP	Date/Time	From Value	To Value
Lauren Wojciechowski	151.181.90.129	8/7/2017		
Sirius Black	151.181.90.200	8/7/2017		35.00
Laura Samulski-Peters	151.181.90.200	8/7/2017	35.00	50.00

Dismiss

**Teacher Improvement Plans (TIPs) (3012d)**

- There are no TIPs for the 2022-2023 school year.

# Entering Teacher Improvement Plans (TIPs) in eDoctrina

The screenshot shows the eDoctrina home page with three main sections: Plan, Assess, and Achieve. Below each section are buttons for 'OBSERVE Dashboard', 'Staff Support Plans', 'SLOs', and 'Staff Improvement Plans'. A callout box points to the 'Staff Improvement Plans' button with the text: "Enter the 'Staff Improvement Plans' portal." The browser address bar shows the URL: https://bps.edoctrina.org/v2/home.html.

The screenshot shows the 'Staff Improvement Plans' portal. It features a search bar and a table of plans. A callout box points to the edit pencil icon in the first row of the table with the text: "All teachers requiring a TIP in your school/department will be listed. To enter a specific teacher's TIP click the edit pencil." The browser address bar shows the URL: https://bps.edoctrina.org/v2/staff-improvement-plans.html.

#	Search	School	School Year	Staff	Template	Status	Itinerant
13378	Bellatrix Lestrange	Hogwarts School of Witchcraft and Wizardry	2017-2018	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned	All
13383	Draco Malfoy	Hogwarts School of Witchcraft and Wizardry	2017-2018	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned	All
13388	Lucius Malfoy	Hogwarts School of Witchcraft and Wizardry	2017-2018	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned	All
13394	Delores Umbridge	Hogwarts School of Witchcraft and Wizardry	2017-2018	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned	All

Buffalo Public Schools | Home - eDoctrina | Staff Improvement Plan | 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: --any--  
 Element: --any--  
 Indicator: --any--

Observer: [ ]  
 EXPECTED EVIDENCE: DOCUMENTATION AND/OR PERFORMANCE: [ ]  
 STATUS (e.g. "Successfully completed, 1/20/13"; "Continued 1/20/13"): [ ]  
 To: [ ]

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

Updates

+ Post comment | Refresh

Author | Comments

Buffalo Public Schools | Home - eDoctrina | Staff Improvement Plan | 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: --any--  
 Indicator: --any--

STRATEGIES/RECOMMENDATIONS (WITH RESOURCES NEEDED): [ ]  
 DOCUMENTATION AND/OR PERFORMANCE: [ ]  
 STATUS (e.g. "Successfully completed, 1/20/13"; "Continued 1/20/13"): [ ]  
 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

Add Additional Standard

Updates

+ Post comment | Refresh

Author | Comments

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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: DOCUMENTATION AND/OR PERFORMANCE

TIMELINE  
From: | To: | STATUS (e.g. "Successfully completed, 1/20/13"; "Continued 1/20/13")

Add Additional Standard

Updates  
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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

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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")

Add Additional Standard

Updates  
+ Post comment | Refresh

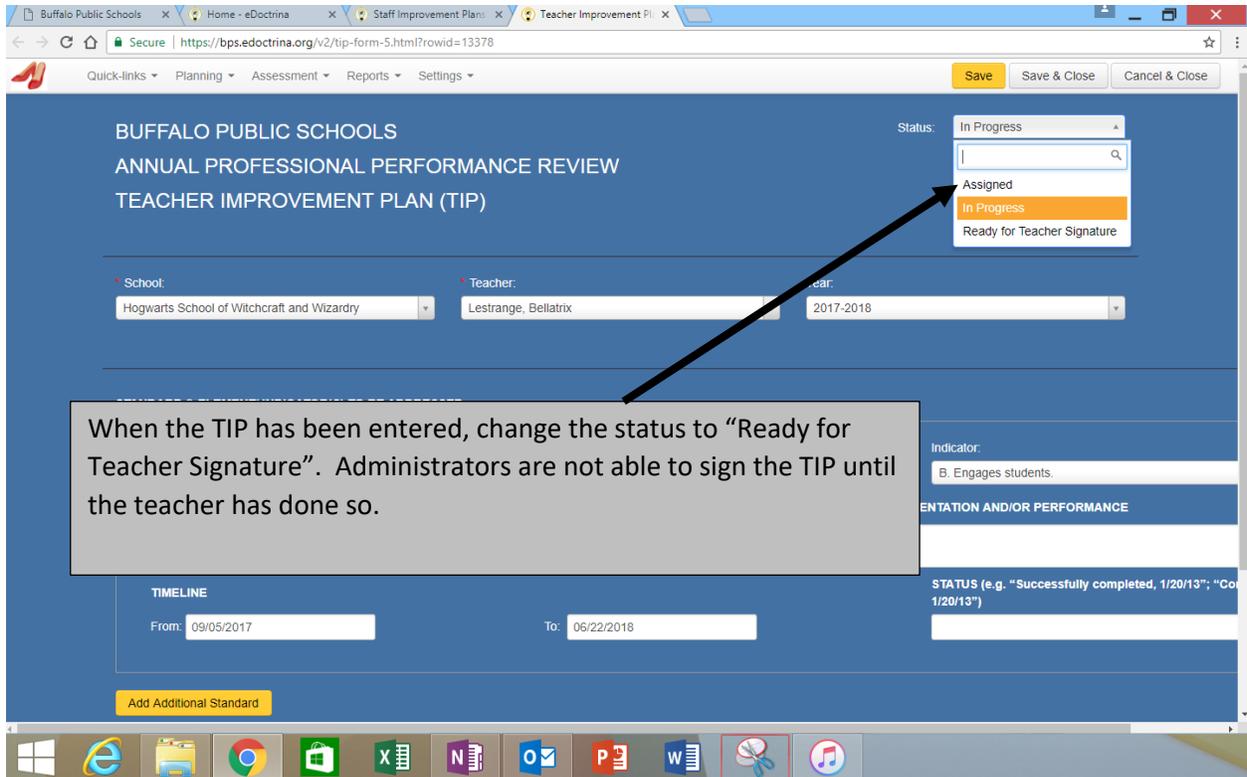
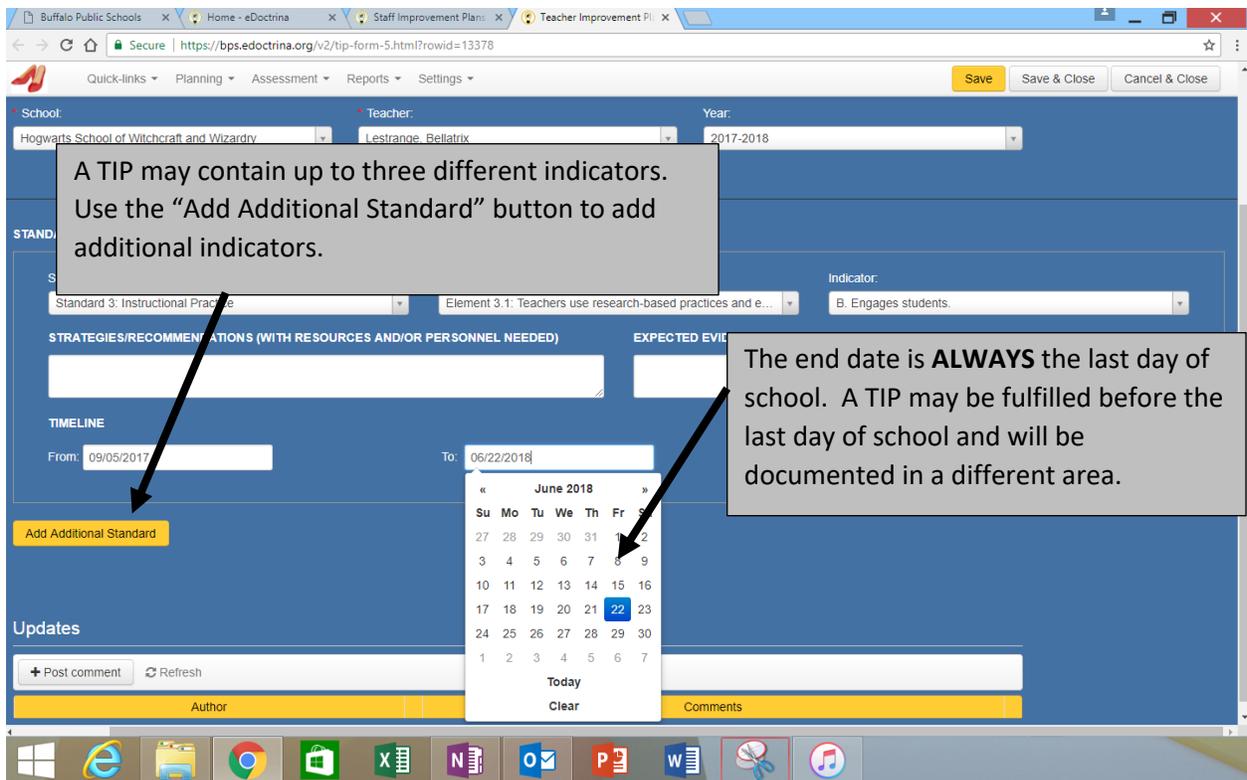
Author	Comments
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The start date should be the first day of the TIP.

September 2017

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today  
Clear



Buffalo Public Schools | Home - eDoctrina | 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: --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	Ready for Admin Review / Signature	Ready for Admin Review / Signature	08/08/2017 10:29:55 AM by Laura Samulski-Peters
13383	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					PM by Laura
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.

Signature

Comment:

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

Prior page | Next page | Page 1 of 2

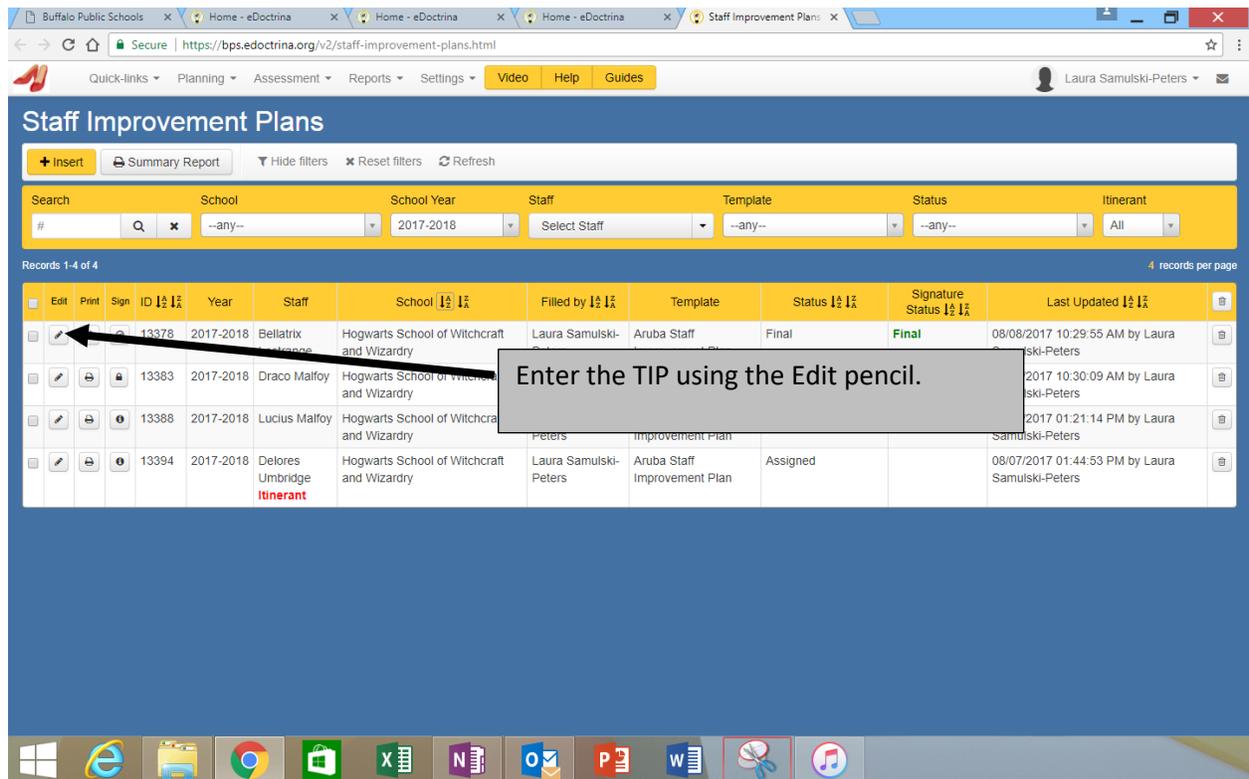
**BUFFALO PUBLIC SCHOOLS  
ANNUAL PROFESSIONAL PERFORMANCE REVIEW  
TEACHER IMPROVEMENT PLAN (TIP)**

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:



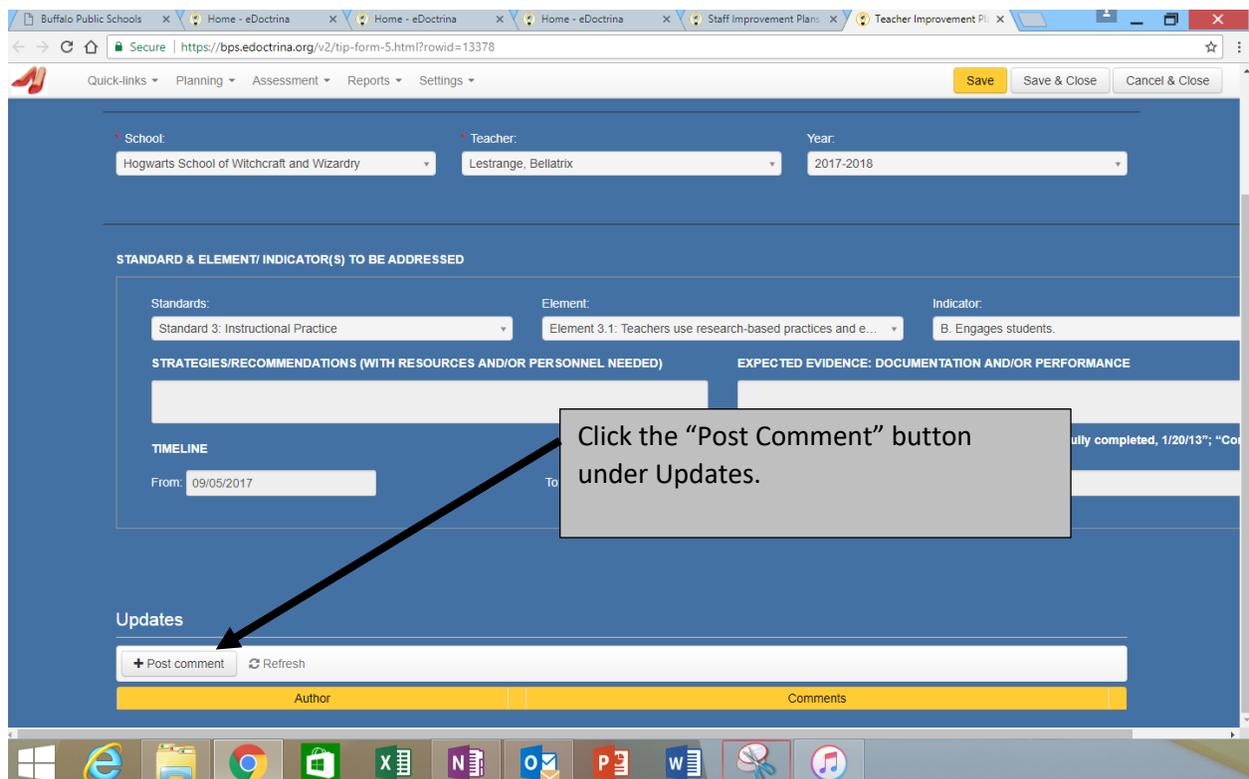
Staff Improvement Plans

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
13383	2017-2018	Draco Malfoy	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Final	Final	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	Final	Final	2017 01:21:14 PM by Laura Samulski-Peters
13394	2017-2018	Delores Umbridge	Hogwarts School of Witchcraft and Wizardry	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned	Assigned	08/07/2017 01:44:53 PM by Laura Samulski-Peters

Enter the TIP using the Edit pencil.



Teacher Improvement Plan

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.

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

TIMELINE

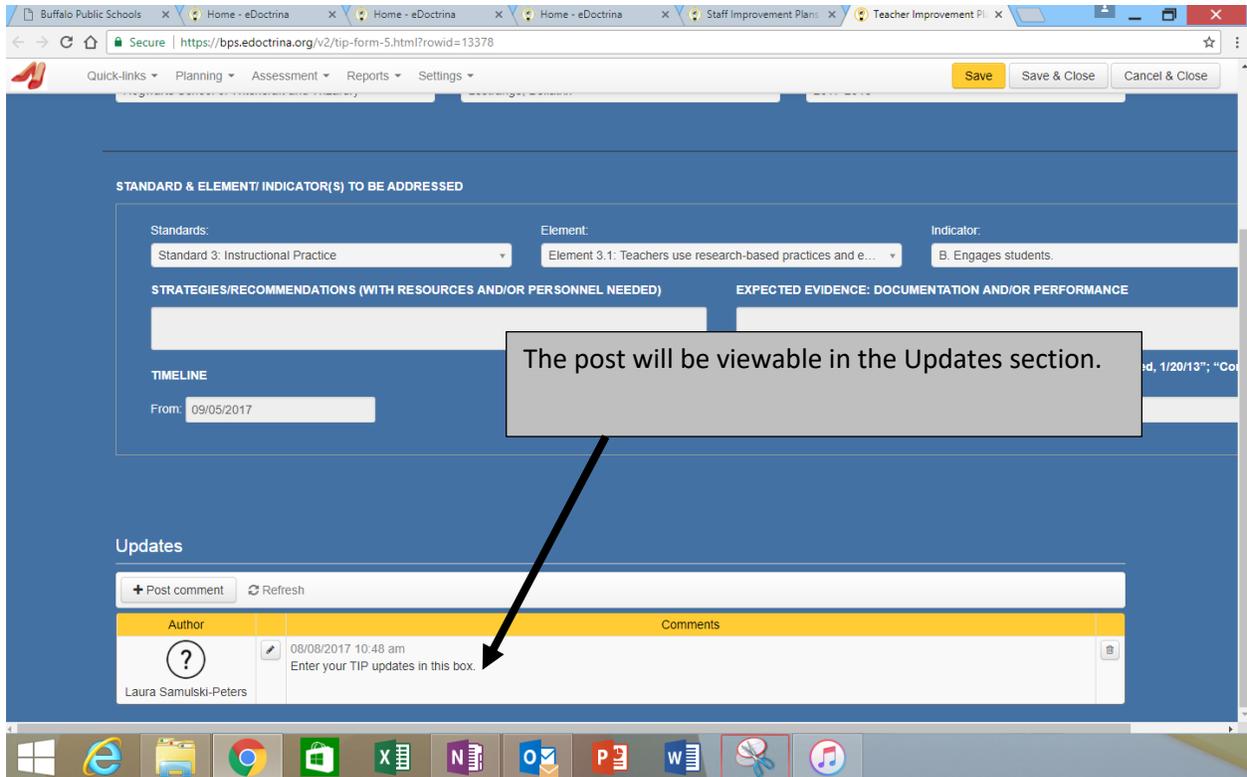
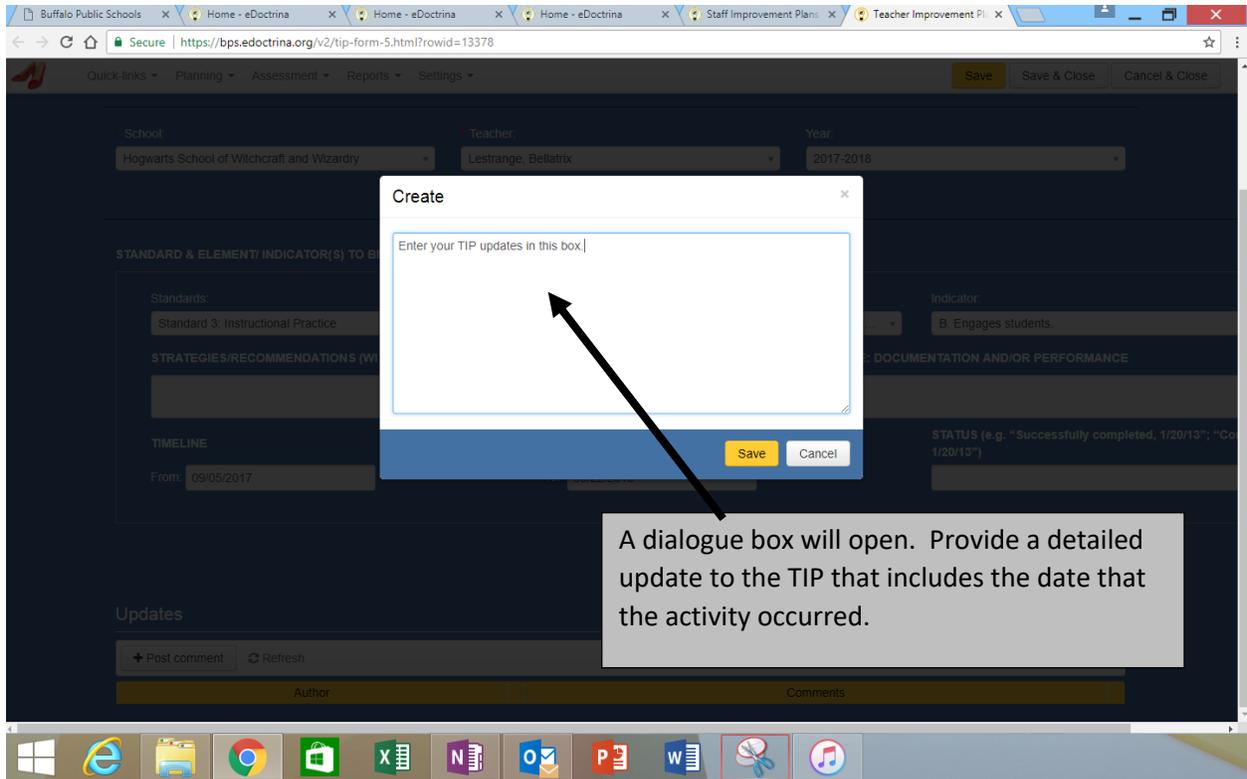
From: 09/05/2017 To: [ ]

Updates

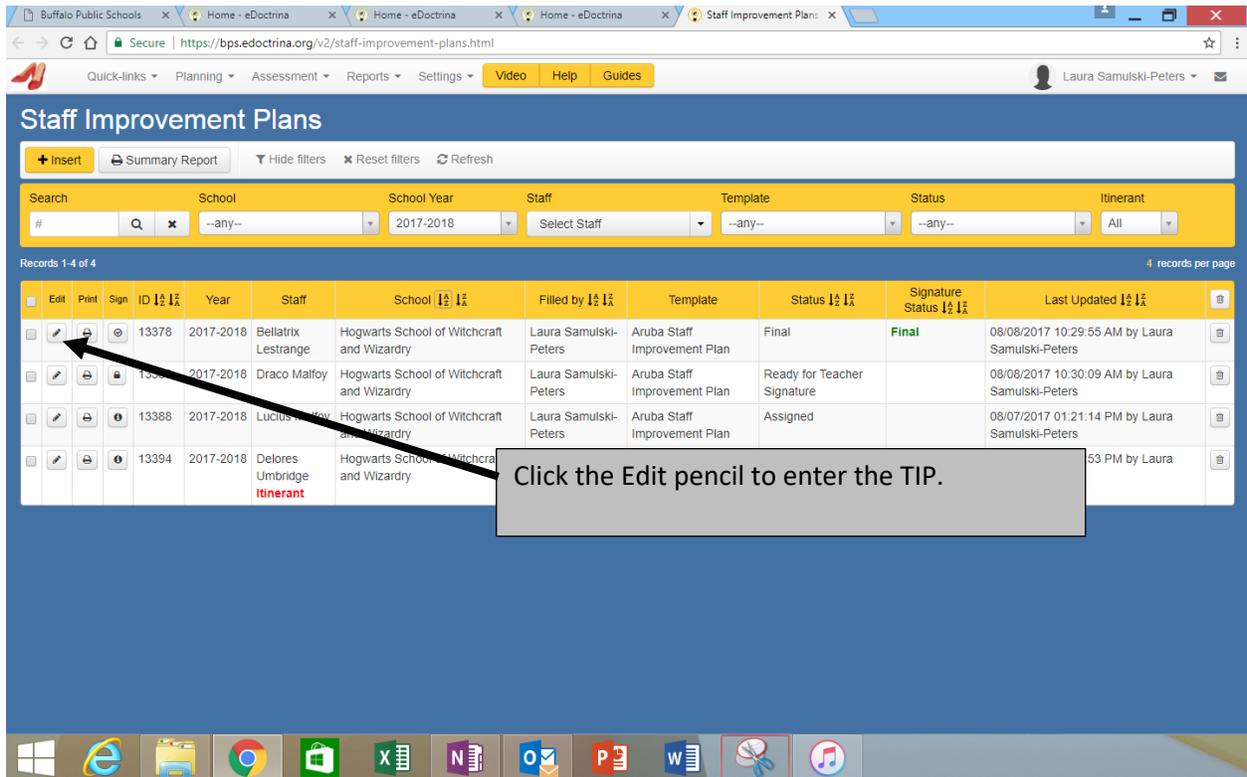
+ Post comment Refresh

Author Comments

Click the "Post Comment" button under Updates.



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



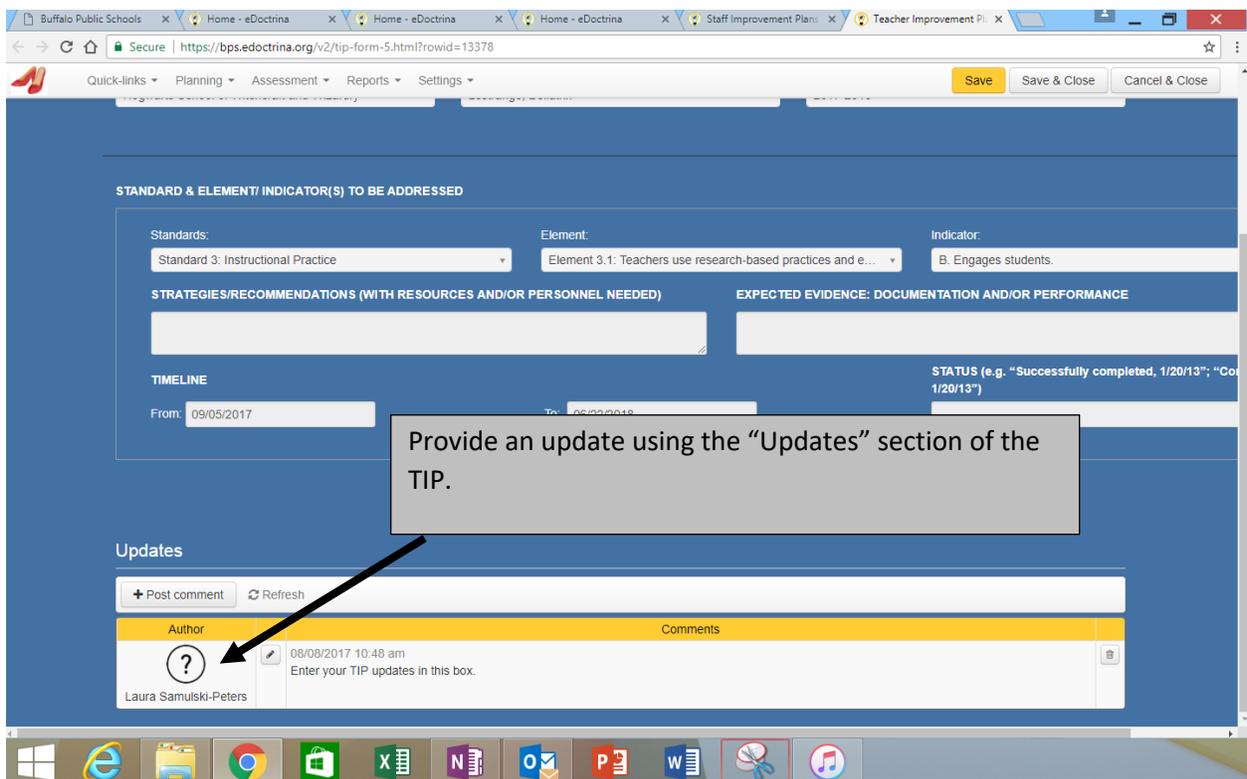
Staff Improvement Plans

Search: # [input] 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 05:53 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 Planning Assessment Reports Settings Save Save & Close Cancel & Close

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

Status: Assigned

School: --any-- Teacher: --any-- Year: 2015-2016

Assigned  
In Progress  
Ready for Teacher Signature  
Finalized by District  
TIP has been fulfilled

Standards: --any-- Element: --any-- Indicator: --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.

### **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](mailto:lbenaglio@buffaloschools.org) or Tara Lesniak at [tlesniak@buffaloschools.org](mailto:tlesniak@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**

Ebony Bullock, Chief Accountability Officer/Chief Information Officer  
[ebullock@buffaloschools.org](mailto:ebullock@buffaloschools.org)

Laura Samulski-Peters, Assistant Superintendent/Data Protection Officer  
[lsamulski-peters@buffaloschools.org](mailto:lsamulski-peters@buffaloschools.org)

Lynn Benaglio, Director of APPR, Assessment Management, and DDI  
[lbenaglio@buffaloschools.org](mailto:lbenaglio@buffaloschools.org)

Tara Lesniak, Temporary Supervisor of Data Analysis  
[tlesniak@buffaloschools.org](mailto:tlesniak@buffaloschools.org)

Danielle Preisch, District Data Coach  
[dpreisch@buffaloschools.org](mailto:dpreisch@buffaloschools.org)