



2023-2024 Administrator APPR Handbook

Buffalo Public Schools Office of Shared Accountability



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2023-2024 APPR Timeline

August 2023

- August 21 – TIP Portal to Open

September 2023

- September 8 – Observe portal to open for Informal Feedback

October 2023

- September 29 – TIPs must be finalized by 4 PM
- October 1 – Observe portal to open for 3012d and non-3012d
- October 25 – SLO portal to open for teachers
- October 26 – Observation Checkpoint

November 2023

- November 23 – Observation Checkpoint

December 2023

- December 21 – Observation Checkpoint

January 2024

- January 5 – SLO due date for teachers by 4 PM
- January 12 – Administrator SLO approval due by 4 PM
- January 25 – Observation Checkpoint
- January 26 – Temporary non-3012d first observation due by 4 PM

February 2024

- February 15 – Observation Checkpoint

March 2024

- March 28 – Observation Checkpoint

April 2024

- March 28 – Second semester SLOs will be open for teachers
- April 25 – Observation Checkpoint

May 2024

- April 29 – May 17 – Weekly Observation Checkpoints will be conducted
- May 17 – 3012d observations entered in to eDoctrina by 4 PM

June 2024

- May 31 – New SLO due date for teachers by 4 PM
- May 31 – Last day to conduct non-3012d observations
- June 7 – non-3012d observations entered in to eDoctrina by 4 PM
- June 7 – Administrator SLO approval due by 4 PM
- June 27 – Teacher Assistant/Aides must be entered in to eDoctrina by 4 PM

July 2024

- July 12 – 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 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 an image of students, 'Assess.' with an image of a student writing, and 'Achieve.' with an image of a pencil and paper. Below these are three buttons: 'OBServe Dashboard', 'SLOs', and 'Staff Improvement Plans'. A red arrow points from a text box 'Enter the OBServe Dashboard.' to the 'OBServe Dashboard' button.

The bottom screenshot is the 'OBServe Dashboard' interface. It includes a navigation bar with 'Assign', 'Send observation scores to the teacher effectiveness system', and 'Export to Excel'. Below this are filter options for 'Select staff' (School, Observer, Evaluator, User Type, Staff scope) and 'Select rubric' (Year, Rubric, Rubric Category). A text box with a red arrow pointing to the staff list says 'Staff members are listed below. Scroll down to see the whole list.' The dashboard also features several report buttons: 'Individual Teacher Report', 'Staff Summary Report', 'Score Summary Report', 'Staff Expectations Report', and 'Observer Comparison Report'. At the bottom, there is a table with columns for 'Add', 'Schedule', 'Assign', 'Print', 'ID', 'UID', 'Staff', 'Type/School', and 'Assignments'. The first row shows a staff member named 'Sirius Black' who is a 'Teacher' at 'Hogwarts School of Witchcraft and Wizardry'. The 'Assignments' column for this staff member lists 'NYSUT 2014-BPS 3012d' with sub-items for 'Unannounced (1)', 'Announced (1)', and 'Informal Class Visit'.

The screenshot shows the OBSerVE Dashboard interface. On the left, a table lists records for four teachers: Sirius Black, Cedric Diggory, Albus Dumbledore, and Dudley Dursley. On the right, a detailed view of assignments for a teacher is shown, highlighting various rubric types and their associated 'R' buttons.

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

This is a detailed view of the 'Assignments' section for a teacher. It lists several rubric types, each with associated buttons for 'C', 'D', 'R', and 'Unassign'.

- NYSUT 2014-BPS 3012d** (Unassign)
 - 3012d > Rubric: Unannounced (1) [C] [D] [R]
 - 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.

The screenshot shows the 'eDoctrina' observation form for '3012d: Black, Sirius'. The interface includes a header with navigation links (Quick-links, Planning, Assessment, Reports, Settings) and buttons (Save, Save & Close, 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 'Scripting area' is prominently displayed with a rich text editor toolbar. Below the scripting area is a table with columns for 'Rubric Component', 'Notes and Attachments', and 'Rating'. The table contains several rows of rubric items, including 'Standard 1: Knows and Understands the World' and '1.1.A Demonstrates...'. Callouts with arrows point to various parts of the interface: a red arrow points to the scripting area; a blue arrow points to the 'Feedback' field in the table; a purple arrow points to the 'Attach' button in the table; a green arrow points to the 'Supporting Evidence' field in the table; and a grey arrow points to the 'Rubric Component' column.

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: Knows and Understands the World		
1.1.A Demonstrates... using 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.

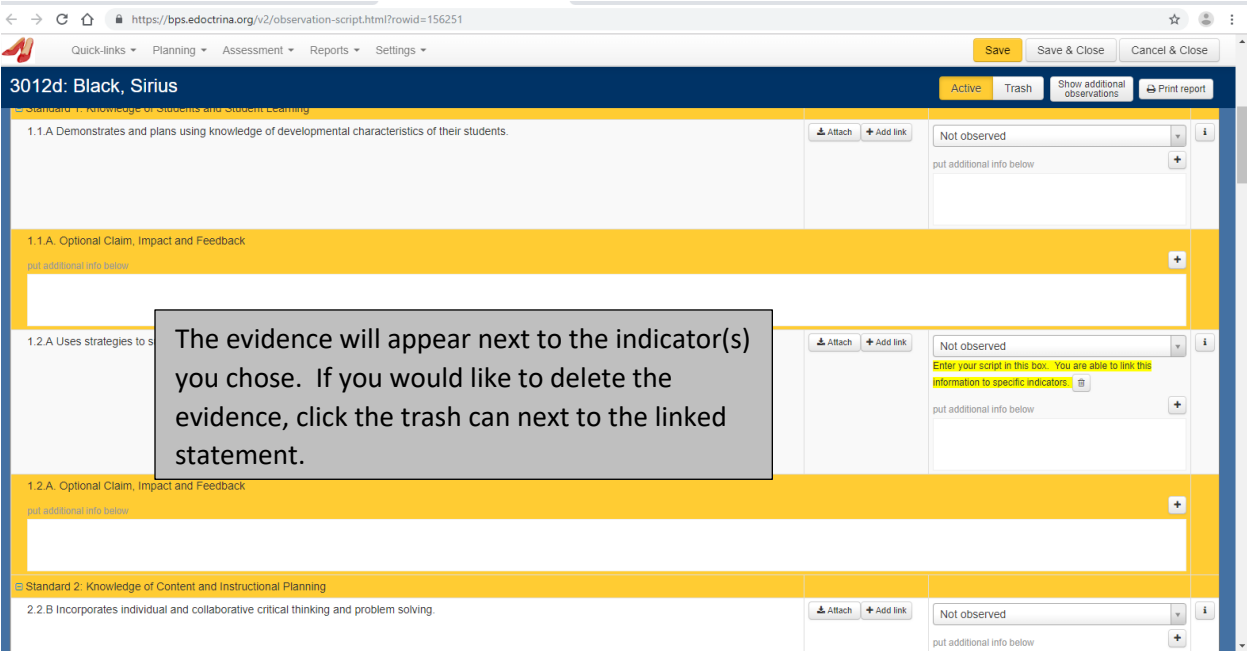
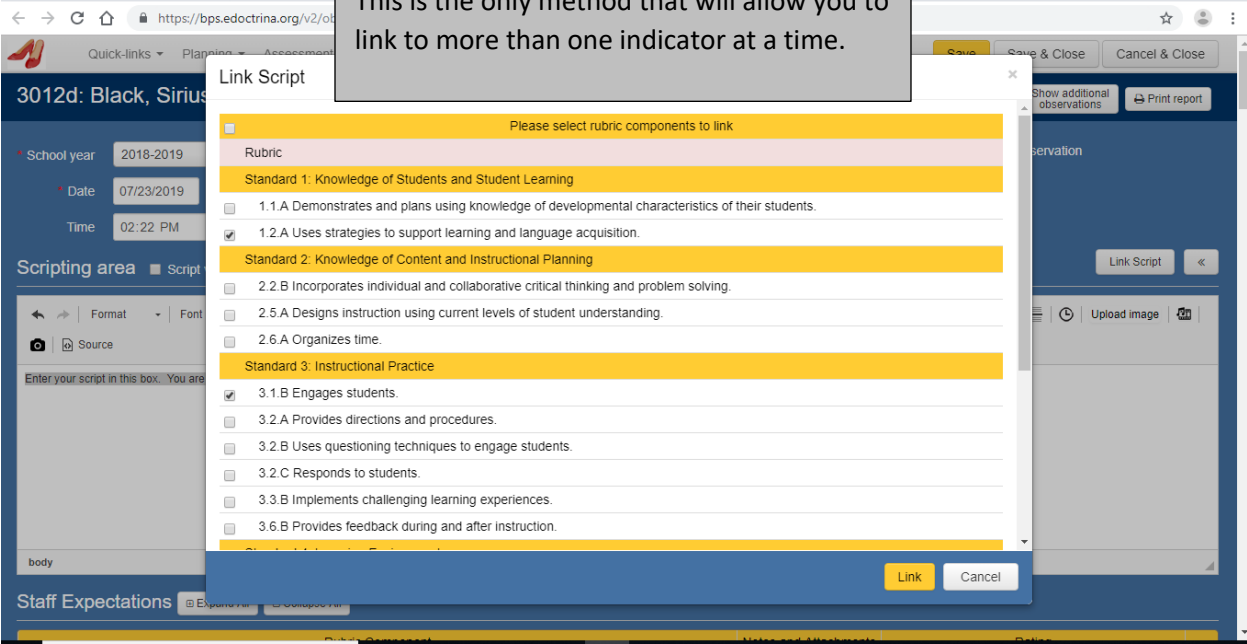
Linking Supporting Evidence

The screenshot shows the 'Scripting area' of the observation tool. 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 displays '3012d: Black, Sirius' along with 'Active', 'Trash', 'Show additional observations', and 'Print report' buttons. The form includes 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 titled 'Scripting area' with a sub-option 'Script visible to teacher'. It features a rich text editor toolbar with options for Format, Font, Size, Bold, Italic, Underline, Strikethrough, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, and Upload image. The text box contains the instruction: 'Enter your script in this box. You are able to link this information to specific indicators.' A red arrow points from a callout box to the text box. 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.'

Method 1:

This screenshot illustrates the first method for linking evidence. The interface is identical to the previous one, but the 'Link Script' button is now visible in the top right corner of the 'Scripting area'. A red arrow points from this button to a callout box. The callout box contains the text: 'Highlight the text you want to link. The "Link Script" button will appear.' In the text box, the instruction 'Enter your script in this box. You are able to link this information to specific indicators.' is highlighted in blue. Another red arrow points from the callout box to this highlighted text.

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 form for '3012d: Black, Sirius'. The 'Scripting area' is visible, containing a text editor with a highlighted link: 'Evidence for Method 2'. A callout box with a black arrow points to this link, containing the following text:

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 observation form, but with a right-click context menu open over the highlighted link. The menu options are:

- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Paste (Ctrl+V)
- Rubric
- Standard 1: Knowledge of Students and Student Learning
 - 1.1.A Demonstrates and plans using knowledge of developmen...
 - 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

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

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	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	

The text will appear at the indicator.

Method 3:

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 Success Changes saved

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 Link Script

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

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	

Highlight the text you would like to link.

https://bps.edocrina.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

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

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.

Success

Active 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 Evidence for Method 3 Link Script

put additional info below

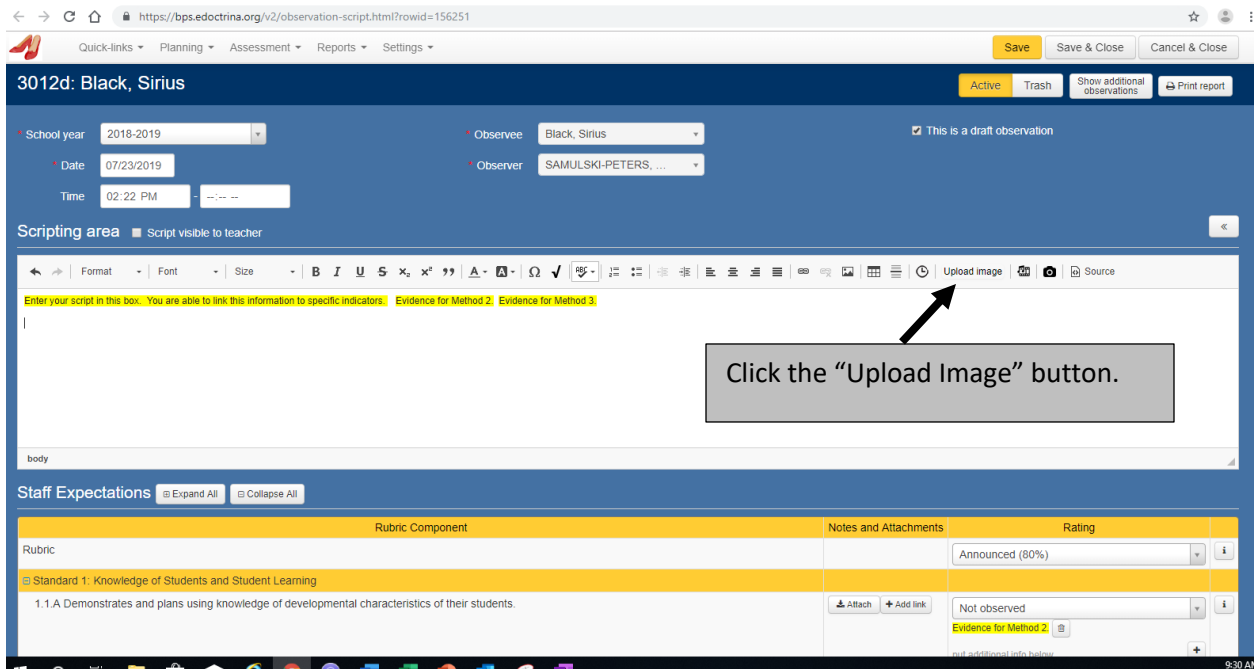
2.2.B. Optional Claim, Impact and Feedback

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 visible, featuring a rich text editor toolbar. An arrow points to the 'Upload image' button in the toolbar. A callout box contains the text: 'Click the "Upload Image" button.'

3012d: Black, Sirius

Save Save & Close Cancel & Close

Active Trash Show additional observations Print report

School year: 2018-2019 Observe: Black, Sirius This is a draft observation

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

Time: 02:22 PM

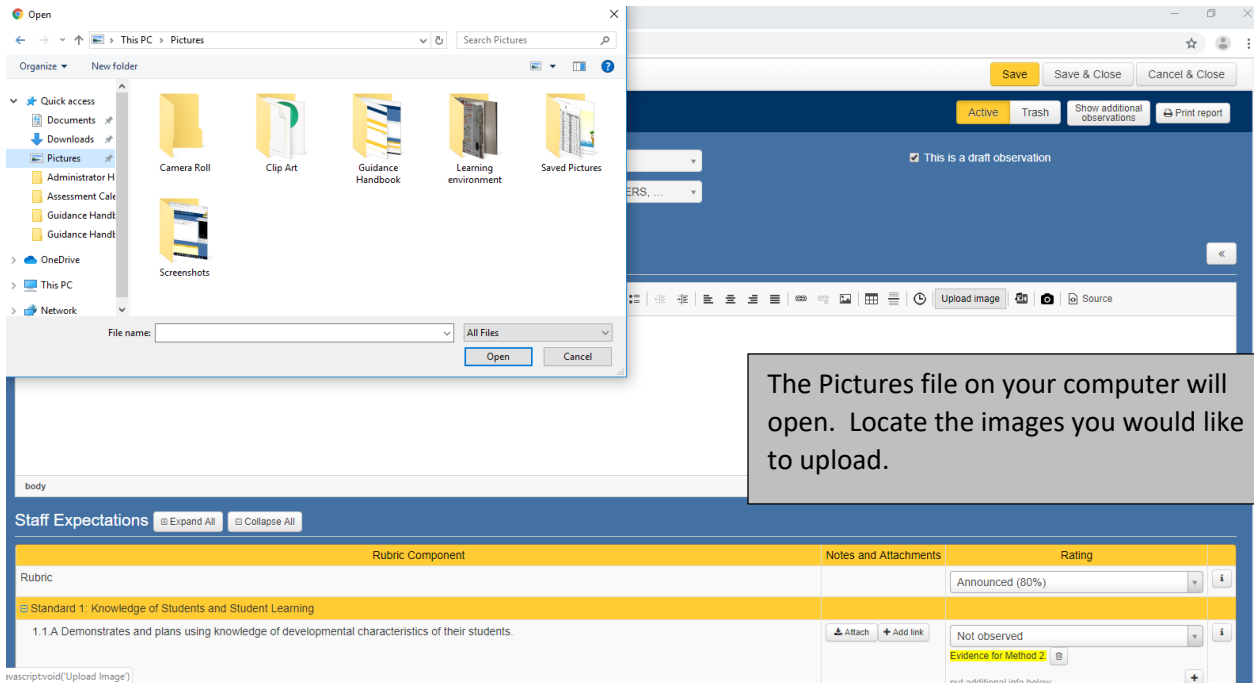
Scripting area Script visible to teacher

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

body

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



The screenshot shows a Windows File Explorer window open to the 'Pictures' folder. The folder contains several sub-folders: Camera Roll, Clip Art, Guidance Handbook, Learning environment, Saved Pictures, and Screenshots. A callout box contains the text: 'The Pictures file on your computer will open. Locate the images you would like to upload.'

Open

This PC > Pictures

Organize New folder

Quick access

- Documents
- Downloads
- Pictures
- Administrator H
- Assessment Calc
- Guidance Handt
- Guidance Handt

OneDrive

- This PC
- Network

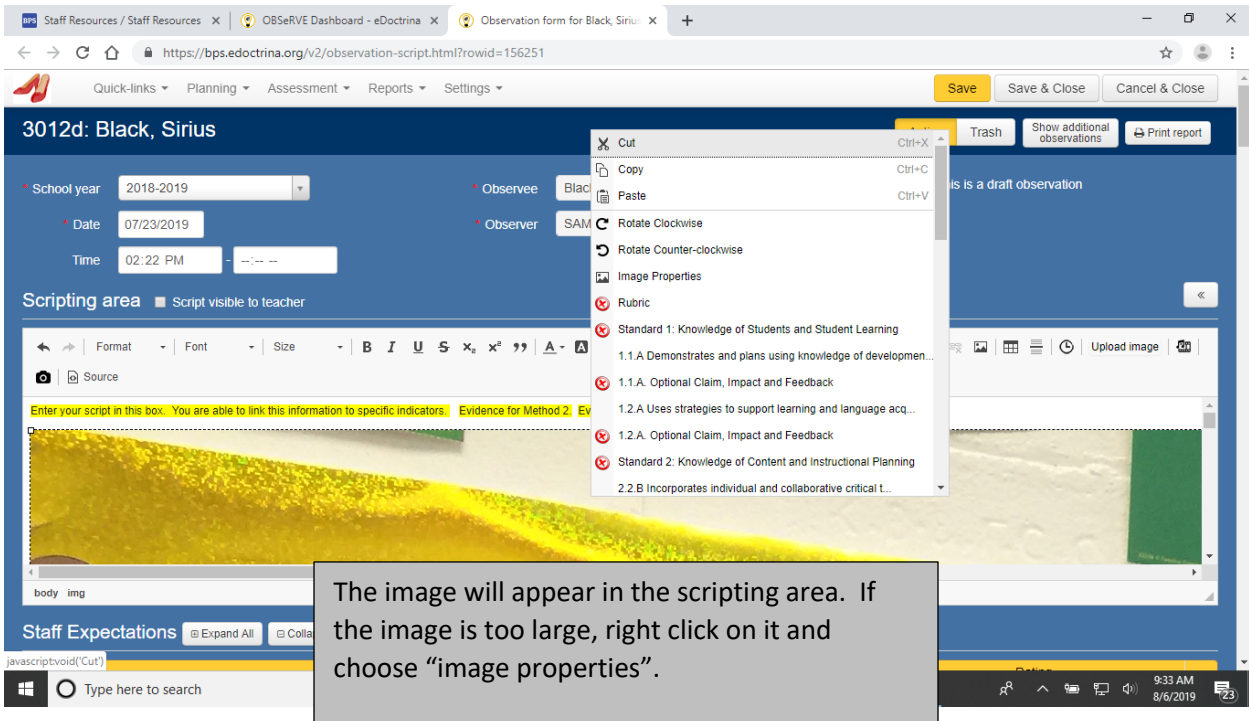
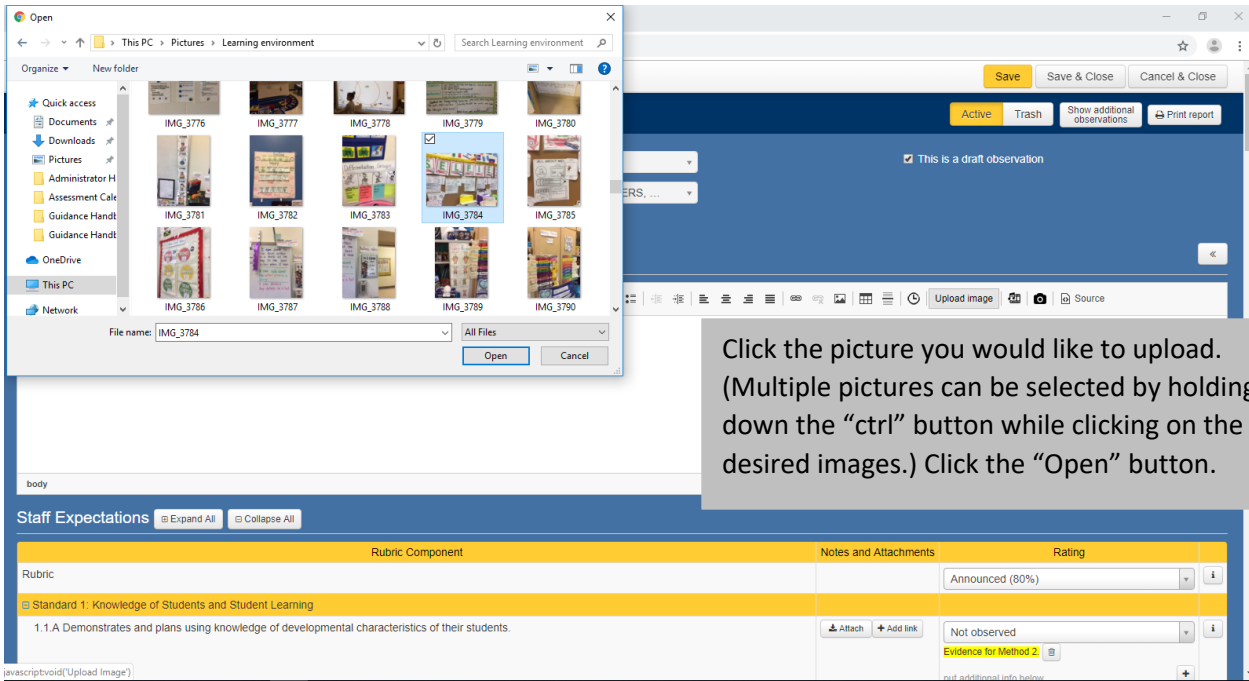
File name: All Files

Open Cancel

body

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



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

Staff Expectations Expand All Collapse All

Image Properties


Image Info Link Advanced

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

Alternative Text

Width: 300 Height: 225

Border HSpace VSpace Alignment: <not set>

Preview: 

OK Cancel

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

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

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

Observe: 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, 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



body img

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.

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

3012d: Black, Sirius

ACTIVE Changes saved

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		

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 Not observed Ineffective (1 pts) Developing (2 pts) Effective (3 pts) 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.edocrina.org/v2/observation-script.html?rowid=156251>. The page title is "3012d: Black, Sirius". The interface includes a navigation menu with "Quick-links", "Planning", "Assessment", "Reports", and "Settings". There are buttons for "Save", "Save & Close", and "Cancel & Close". The main content area is a table with columns for "Rubric Component", "Notes and Attachments", and "Rating".

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

A grey box with a black border contains the text: "Enter feedback in the box for Claim, Impact and Feedback. Feedback is required for any indicator rated Ineffective or Developing." A black arrow points from this box to the "Optional Claim, Impact and Feedback" row in the table.

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 the "Supporting Documents" section of the interface. It includes a header "Supporting Documents" and a row of buttons: "Upload file", "+ Add link", and "Refresh". Below this is a table with a single row labeled "Attachment".

Attachment

Marking an Observation Complete

3012d: Black, Sirius

School year: 2018-2019
Date: 07/23/2019
Time: 02:22 PM
Observer: SAMULSKI-PETERS, ...

Scripting area

Staff Expectations

Rubric

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

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.

OBSerVE Dashboard

Select staff

Select rubric

Reports

Assignments

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

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 Observe: 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	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

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 Observe: 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	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		Attach Add link	Not observed

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

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 x 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 x Department Code 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

		Staff		Account		Assignments					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sirius Black	Itinerant	2018-2019	Teacher	Hogwarts School of Witchcraft and Wizardry	3012D	<input type="checkbox"/>	Unassign
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On leave			click to add notes	3012d > Rubric: Unannounced (1)	<input type="checkbox"/>	R
									3012d > Rubric: Announced (1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 for Assignments, Observations, Calendar, and Final Rating. Below this is a 'Select staff' section with various filters for Search, School, Observer, Evaluator, User Type, Staff scope, and Observation scope. A callout box with the text 'Click the image that looks like a pen and paper.' points to a small icon in the Assignments table. The Assignments table has columns for Add, Schedule, Assign, Print, ID, UID, Staff, and Account. The first row shows an assignment for Sirius Black at Hogwarts School of Witchcraft and Wizardry, with a 'C' icon and a pen and paper icon.

The screenshot shows the Signature window. It has a 'Comment' section with a text box. Below this is a preview of the 'Individual Staff Report' for NYSUT 2014-BPS 3012d. The report includes a table with the following data:

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

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

At the bottom of the report preview, there are 'Approve' and 'Cancel' buttons. A callout box with the text 'Click on approve.' points to the 'Approve' button.

The screenshot shows the OBSERVE Dashboard interface. At the top, there is a navigation bar with the URL <https://bps.edoctrina.org/v2/observe-dashboard.html> and the user name LAURA SAMULSKI-PETERS. The dashboard includes sections for "Select staff", "Select rubric", "Reports", and "Assignments". A "Success" modal is open, displaying the message "Report has been signed" and a "View report" link. A grey dialog box is overlaid on the dashboard, containing the text: "A confirmation of the signature will appear. Click 'Dismiss'." The "Assignments" table at the bottom shows one record for Sirius Black, with columns for Add, Schedule, Assign, Print, ID, UID, Staff, Account, and Assignments.

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 links for Quick-links, Planning, Assessment, Reports, Settings, Video, and Help. The user is logged in as LAURA SAMULSKI-PETERS. The dashboard includes sections for Select staff, Select rubric, Reports, 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 Assignments table.

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.

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

The screenshot shows the observation script page. The URL is https://bps.edoctrina.org/v2/observation-script.html?rowid=156558. The page includes a scripting area with a rich text editor and a staff expectations table. A callout box with a grey background and black text is overlaid on the page, pointing to the 'Show additional observations' button in the top right corner.

Click the "Show additional observations" button.

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	Not observed

https://bps.edocrina.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 put additional info below	Not observed	Not Observed
1.1.A. Optional Claim, Impact and Feedback	put additional info below		Not Observed
1.2.A Uses strategies to support learning and language acquisition.	Attach Add link put additional info below	Not observed	Observed
1.2.A. Optional Claim, Impact and Feedback	put additional info below		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.edocrina.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

2.2.B Incorporates individual and collaborative critical thinking and problem solving.	Attach Add link put additional info below	Not observed	Not Observed
2.2.B. Optional Claim, Impact and Feedback	put additional info below		Observed
2.5.A Designs instruction using current levels of student understanding.	Attach Add link put additional info below	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 put additional info below	Not observed	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 is identified as 'LAURA SAMULSKI-PETERS'. The dashboard title is 'OBSERVE Dashboard'. Below the title, there are filters for 'Assign', 'Send observation scores to the TE system', and 'Export to Excel'. The main content area is divided into sections: 'Select staff' with search and filter options, 'Select rubric' with a year dropdown, 'Reports' with a user icon, and 'Assignments' with a table. A text overlay is positioned over the 'Select staff' and 'Reports' sections.

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.

Add	Sche	Assign	Print	ID	UID	Staff	Account	Assignments
				361997	1	Sirius Black On leave click to add notes	Itinerant 2018-2019 Teacher 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 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

The screenshot shows the 'Non 3012 D Form: Diggory, Cedric' in the eDoctrina system. The form includes fields for School year (2018-2019), Date (08/06/2019), Time (01:39 PM), and Observer (Diggory, Cedric). A 'Scripting area' is visible with a rich text editor. Below this is a table for 'Staff Expectations' with a yellow header. The table has columns for 'Standard', 'Rating', and 'Additional Info'. The first row is for 'Standard 1: Knowledge of Students and Student Learning' with a rating of 'Not Selected'. A text box below the table asks 'Do you consider this person adequate for the position?' and includes the instruction: 'IF YOU SELECT NO THEN YOU MUST EMAIL L.Samulski-Peters@buffaloschools.org TO CREATE A SUPPORT PLAN FOR THIS PERSON'. A grey text box with a black arrow points to the 'Not Selected' dropdown in the table.

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 or Tara Lesniak at tlesniak@buffaloschools.org immediately if you select "No" for a teacher.

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

Enter the SLO portal using the "SLO" button.

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 (#) 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

Rationale

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.

ntly, you don't need to click "Save".

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 ✖	1 1/2 1 1/2	1 1/2 1 1/2	1 1/2 1 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 (# [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

Approved

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				
<input checked="" type="checkbox"/>	Asimov, Isaac	<input type="checkbox"/>	25.00%	25.00%	25.00%		-	
<input checked="" type="checkbox"/>	Crane, Steph	<input type="checkbox"/>	60.00%	60.00%	60.00%		-	
<input checked="" type="checkbox"/>	Ginsberg, All	<input type="checkbox"/>	80.00%	80.00%	80.00%		-	
<input checked="" type="checkbox"/>	Hugo, Victor	<input type="checkbox"/>	100.00%	100.00%	100.00%		-	
<input checked="" type="checkbox"/>	Hurston, Zora	<input type="checkbox"/>	65.00%	65.00%	65.00%		-	
<input checked="" type="checkbox"/>	Jackson, Shir	<input type="checkbox"/>	55.00%	55.00%	55.00%		-	
<input checked="" type="checkbox"/>	Kerouac, Jac	<input type="checkbox"/>	50.00%	50.00%	50.00%		-	
<input checked="" type="checkbox"/>	Lee, Harper (#1000006)	<input type="checkbox"/>	25.00%	25.00%	25.00%		-	
<input checked="" type="checkbox"/>	Oscar, Wilde (#999999)	<input type="checkbox"/>	50.00%	25.00%	50.00%		-	
<input checked="" type="checkbox"/>	Tan, Amy (#1000005)	<input type="checkbox"/>	50.00%	50.00%	50.00%		-	
<input checked="" type="checkbox"/>	Thomas, Dylan (#999998)	<input type="checkbox"/>	75.00%	75.00%	80.00%		-	
<input checked="" type="checkbox"/>	Thompson, Hunter (#1000007)	<input type="checkbox"/>	100.00%	50.00%	75.00%		-	
<input checked="" type="checkbox"/>	Tolkein, J.R.R. (#1000002)	<input type="checkbox"/>	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)

Entering Teacher Improvement Plans (TIPs) 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 **Staff Improvement Plans** button to a text box that says "Enter the 'Staff Improvement Plans' portal."

The screenshot shows the "Staff Improvement Plans" portal. It includes a search bar and a table of records. An arrow points from the first row of the table to a text box that says "All teachers requiring a TIP in your school/department will be listed. To enter a specific teacher's TIP click the edit pencil."

#	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	08/07/2017 01:19:48 PM by Laura Samulski-Peters
13383	Draco Malfoy	Hogwarts School of Witchcraft and Wizardry	2017-2018	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned	08/07/2017 01:20:46 PM by Laura Samulski-Peters
13388	Lucius Malfoy	Hogwarts School of Witchcraft and Wizardry	2017-2018	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned	08/07/2017 01:21:14 PM by Laura Samulski-Peters
13394	Delores Umbridge	Hogwarts School of Witchcraft and Wizardry	2017-2018	Laura Samulski-Peters	Aruba Staff Improvement Plan	Assigned	08/07/2017 01:44:53 PM by Laura Samulski-Peters

Buffalo Public Schools | Home - eDoctrina | 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

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

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

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

Updates

+ Post comment | Refresh

Author | Comments

Buffalo Public Schools | Home - eDoctrina | 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

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: []

ADD ADDITIONAL STANDARD

EXPECTED EVIDENCE: DOCUMENTATION AND/OR PERFORMANCE

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

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: | 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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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")

Add Additional Standard

Updates
+ Post comment | Refresh

Author	Comments
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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

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

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.

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

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

June 2018

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
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

Updates
+ Post comment Refresh

Author

Comments

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

Status: In Progress

Assigned
In Progress
Ready for Teacher Signature

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

Indicator: B. Engages students.

MENTATION AND/OR PERFORMANCE

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

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

Add Additional Standard

Buffalo Public Schools | Home - eDoctrina | Home - eDoctrina | Home - eDoctrina | Home - eDoctrina | Staff Improvement Plans | x

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: --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 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	Laura 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	

Windows taskbar: File Explorer, Chrome, OneDrive, Excel, PowerPoint, Word, Edge, Music

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

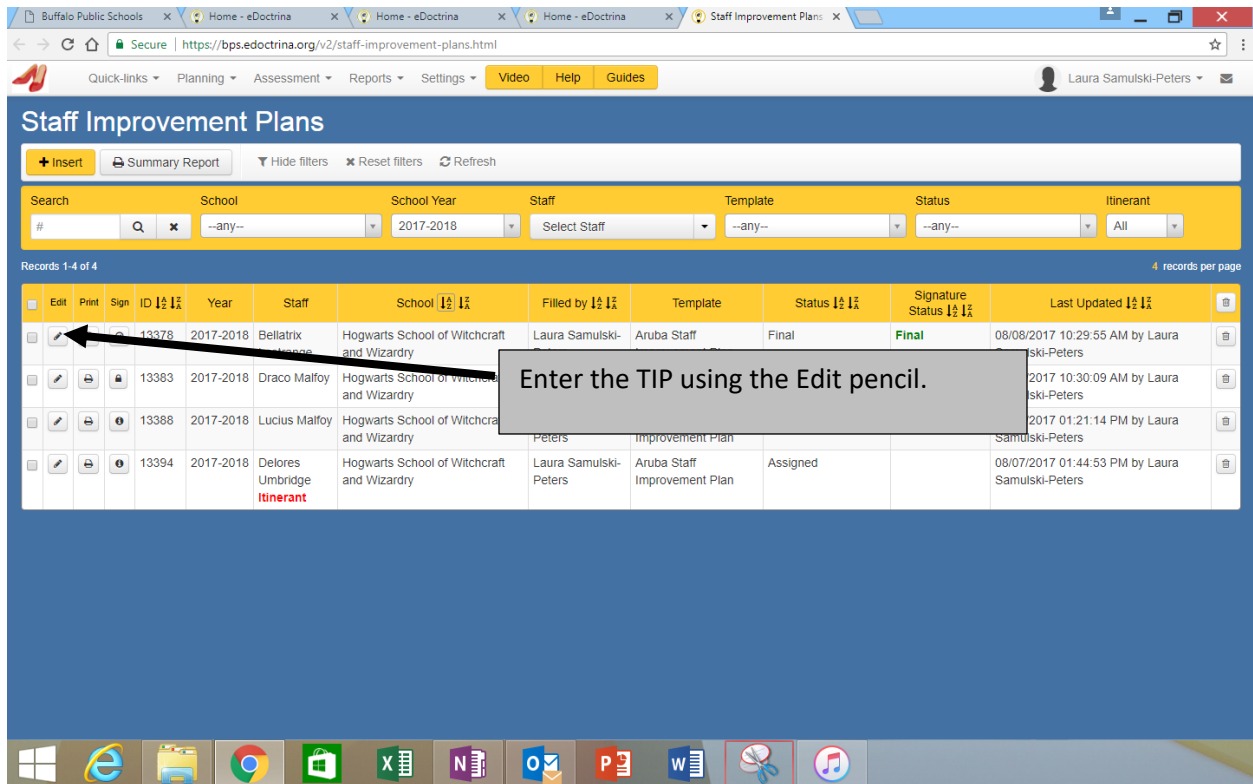
**BUFFALO PUBLIC SCHOOLS
ANNUAL PROFESSIONAL PERFORMANCE REVIEW
TEACHER IMPROVEMENT PLAN (TIP)**

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

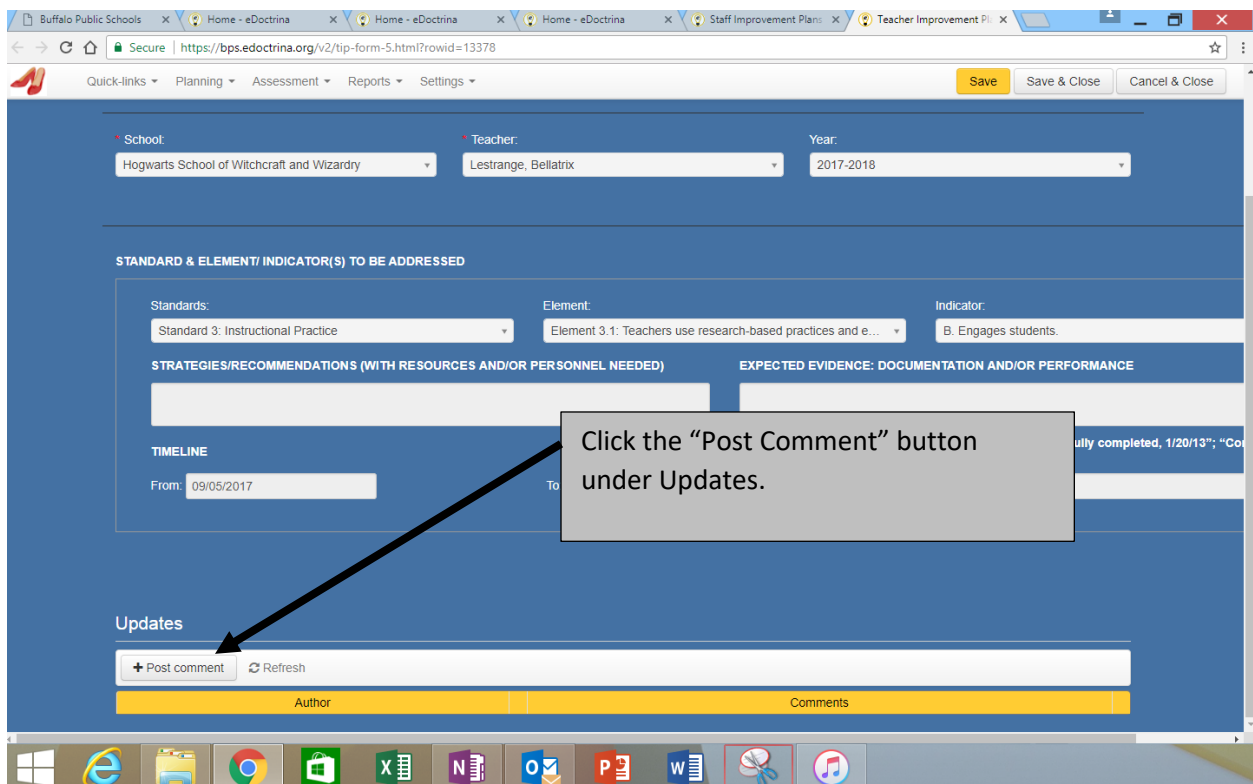
Updating TIPs:



Staff Improvement Plans

Records 1-4 of 4

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	Assigned		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		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		08/07/2017 01:44:53 PM by Laura Samulski-Peters



STANDARD & ELEMENT/ INDICATOR(S) TO BE ADDRESSED

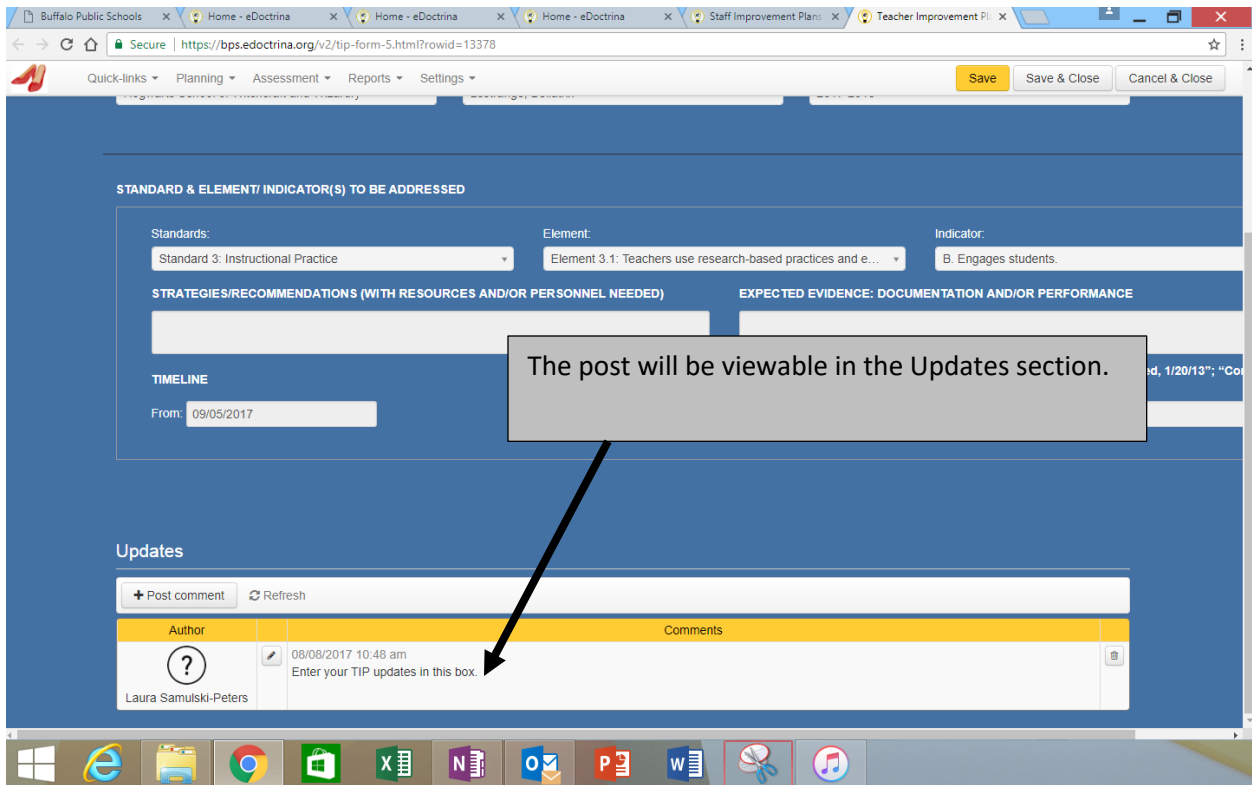
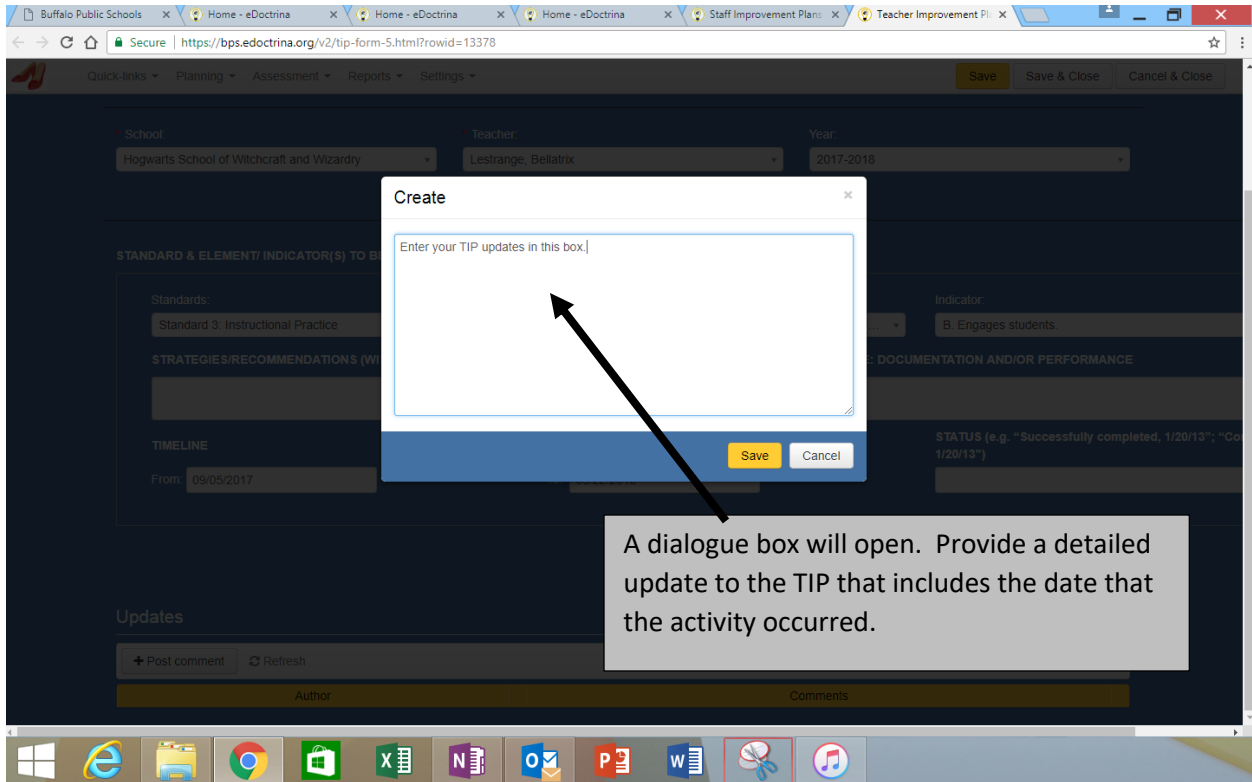
Standards: Standard 3: Instructional Practice
Element: Element 3.1: Teachers use research-based practices and e...
Indicator: B. Engages students.

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

EXPECTED EVIDENCE: DOCUMENTATION AND/OR PERFORMANCE

TIMELINE
From: 09/05/2017 To: [blank]

Updates
+ Post comment Refresh



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

ID	Year	Staff	School	Filled by	Template	Status	Signature Status	Last Updated
13378	2017-2018	Bellatrix Lestrangle	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
13388	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
13394	2017-2018	Delores Umbridge	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

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: 2017-2018

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 or Tara Lesniak at 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

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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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Danielle Preisch, District Data Coach
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