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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 teach 40% or less of the day)
- Adult Ed. or Continuing Ed.
- Program Coordinators
- Alternative Education teachers
- Literacy Specialists
- OT/PT
- Teachers of the Visually and Hearing Impaired

**3012d teachers:**
- K-6 Common Branch Teachers
- 7-12 Teachers
- Special Area Teachers
- LOTE Teachers
- ENL Teachers
- AIS Teachers (ELA and Math)
- Reading Teachers
- Building Math Teachers
- All Replacement Teachers
3012d Observations

Announced Observations

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

Unannounced Observations

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

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

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

Independent Evaluations:

Any teacher who receives an overall rating of Ineffective the previous year will require an observation to be conducted by an Independent Evaluator. If the teacher is not itinerant, the Independent Evaluation will be conducted by the Department Director or Supervisor. If the teacher is itinerant, the Independent Evaluation will be conducted by a member of the Office of Shared Accountability. The independent Evaluation must follow the guidelines for announced observations.
### 3012d Rubric

#### 3012-d Indicators – NYSUT 2014 Rubric

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

Enter the OBSeRVE Dashboard.

Staff members are listed below. Scroll down to see the whole list.
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-3012d rubric assigned to them.

Enter the observations using the “R” button.
Scroll down to view the entire rubric.

Enter Feedback in this box.

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

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

Rate using the drop-down boxes.

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

Enter your script directly in the scripting area. There are three methods that can be used to link the evidence to indicators.

Method 1:

Highlight the text you want to link. The “Link Script” button will appear.
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.

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.
Method 2:

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.
Method 3:

The text will appear at the indicator.

Highlight the text you would like to link.
Go to the indicator you would like to link the highlighted evidence to. Click the “Link Script” button.

The evidence will appear at the indicator.
Linking Pictures and Screen Clippings:

Click the “Upload Image” button.

The Pictures file on your computer will open. Locate the images you would like to upload.
Click the picture you would like to upload. (Multiple pictures can be selected by holding down the “ctrl” button while clicking on the desired images.) Click the “Open” button.

The image will appear in the scripting area. If the image is too large, right click on it and choose “image properties”.
Locate the “Width” box and enter “300”. This will resize the image. Click “ok”.
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.
Rating Evidence

When you are ready to rate your evidence, choose the appropriate rating from the drop-down menu.

If rubric language is needed, click the “I” at the indicator level and the rubric for that indicator will appear.
Entering Feedback

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

Note:
Do not use the Supporting Documents box for attachments. Attachments must be attached at the indicator level using the attach button.
Marking an Observation Complete

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.
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”.
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

Click the image that looks like a pen and paper.

Click on approve.
Note:

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

Click the “Show additional observations” button.
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”.

<table>
<thead>
<tr>
<th>Rubric Component</th>
<th>Notes and Attachments</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 A</td>
<td>Demonstrates and plans using knowledge of developmental characteristics of their students.</td>
<td>Not observed</td>
</tr>
<tr>
<td>1.1 B</td>
<td>Optional Lesson, Impact and Feedback</td>
<td>Not observed</td>
</tr>
<tr>
<td>1.2 A</td>
<td>Uses strategies to support learning and language acquisition.</td>
<td>Observed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rubric Component</th>
<th>Notes and Attachments</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2 A</td>
<td>Incorporates individual and collaborative critical thinking and problem solving.</td>
<td>Not observed</td>
</tr>
<tr>
<td>2.2 B</td>
<td>Optional Lesson, Impact and Feedback</td>
<td>Not observed</td>
</tr>
<tr>
<td>2.3 A</td>
<td>Designs instruction using current levels of student understanding.</td>
<td>Not observed</td>
</tr>
<tr>
<td>2.4 A</td>
<td>Optional Lesson, Impact and Feedback</td>
<td>Not observed</td>
</tr>
<tr>
<td>2.5 A</td>
<td>Organizes time.</td>
<td>Not observed</td>
</tr>
</tbody>
</table>
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.
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

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1A</td>
<td>Demonstrates and plans using knowledge of developmental characteristics of their students</td>
</tr>
<tr>
<td>II.5.A</td>
<td>Designs instruction using current levels of student understanding</td>
</tr>
<tr>
<td>II.6.A</td>
<td>Organizes time</td>
</tr>
<tr>
<td>III.2.A</td>
<td>Provides directions and procedures</td>
</tr>
<tr>
<td>III.3.B</td>
<td>Implements challenging learning experiences</td>
</tr>
<tr>
<td>IV.1.A</td>
<td>Interactions with students</td>
</tr>
<tr>
<td>IV.4.C</td>
<td>Establishes classroom safety</td>
</tr>
<tr>
<td>V.5.B</td>
<td>Provides preparation and practice</td>
</tr>
<tr>
<td>VI.4.A</td>
<td>Maintains records</td>
</tr>
</tbody>
</table>
Non-3012d Observations in eDoctrina

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

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.
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.

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:

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.
Teacher Improvement Plans (TIPs) (3012d)

- There are no TIPs for the 2022-2023 school year.
Entering Teacher Improvement Plans (TIPs) in eDoctrina

Enter the “Staff Improvement Plans” portal.

All teachers requiring a TIP in your school/department will be listed. To enter a specific teacher’s TIP click the edit pencil.
Choose the Standard, Element and Indicator from the drop-down menus.
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.

When the TIP has been entered, change the status to “Ready for Teacher Signature”. Administrators are not able to sign the TIP until the teacher has done so.
Once the teacher has signed, the TIP requires an administrator’s signature. Click the “Sign” icon.

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

Enter the TIP using the Edit pencil.

Click the “Post Comment” button under Updates.
A dialogue box will open. Provide a detailed update to the TIP that includes the date that the activity occurred.

The post will be viewable in the Updates section.
Steps to indicate that a TIP has been fulfilled before the end of the school year:

Click the Edit pencil to enter the TIP.

Provide an update using the “Updates” section of the TIP.
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

Laura Samulski-Peters, Assistant Superintendent/Data Protection Officer
lsamulski-peters@buffaloschools.org

Lynn Benaglio, Director of APPR, Assessment Management, and DDI
lbenaglio@buffaloschools.org

Tara Lesniak, Temporary Supervisor of Data Analysis
tlesniak@buffaloschools.org

Danielle Preisch, District Data Coach
dpreisch@buffaloschools.org