



BUFFALO PUBLIC SCHOOLS

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TO: Principal, Assistant Principals

FROM: Frances Wilson, Chief Academic Officer

DATE: February 1, 2013

RE: APPR Procedures and Guidance

Although an APPR has been submitted and approved by the State Education Department, our work is far from finished. There are still many aspects of teacher observation and evaluation that must be negotiated with the Buffalo Teachers Federation. Not all teachers are required to be evaluated under 3012-c, which means the District currently has two different teacher evaluation systems. This memo is intended to provide initial guidance regarding regulations and procedures around both systems for teacher evaluation and observation.

It is expected that you are visiting classrooms, meeting with teachers, offering support, providing feedback, etc. However, you should not conduct **formal** observations of any teachers that need to be evaluated under 3012-c. Having a new, approved APPR requires a different process to be negotiated (see attached chart). For all teachers not required to be evaluated under 3012-c, you may continue the observation and evaluation process that has been in use since the 2010-2011 school year.

SLO guidance:

The time line and process for writing and submitting SLOs is being developed in collaboration with the BTF. Therefore, please do not require teachers to write SLOs at this time.

Any questions or concerns, please e-mail Darren Brown. He will collect your questions, and we will have answers and continue discussion at our February 12th Principal's meeting.

FW:nj
Attachment

2010 APPR Process and Procedures – Applicable to:

Instructional Staff	APPR Process	Formal Observations	Teacher Improvement Plan
<ul style="list-style-type: none"> • Pre-K Teachers • Librarians • Pupil Personnel services <ul style="list-style-type: none"> ○ Psychologists ○ Social Workers • Adult Ed. Or Continuing Ed. Teachers • Any teacher performing instructional support services more than 40% of their time (eg. Reading coach, Math coach) • Speech language pathologists (different from speech teachers) • Temporary teachers • District support teachers • Guidance counselors • Coordinators 	<p>The instructional staff in the column to the left should NOT be evaluated under 3012-c</p> <p>These teachers and instructional staff will continue to be evaluated under the process that we negotiated in 2010 and was in place prior to January 17, 2013. All teachers, temporary and probationary, that are not covered under 3012-c must have a January and June APPR. They will continue to be evaluated under the negotiated 2010 APPR guidance.</p>	<p>These teachers and instructional staff will continue to be evaluated under the process that we negotiated in 2010 and was in place prior to January 17, 2013.</p>	<p>For teachers that are not covered under 3012-c, you will continue to follow the TIP process outlined in the 2010 APPR agreement.</p>

3012-c APPR Process and Procedures aligned with the NYSUT's "Teacher Practice Rubric 2012 Edition"

Instructional Staff	APPR Process	Formal Observations	Teacher Improvement Plan
<p>All other probationary and contract teachers, not listed above</p>	<p>3012-c Procedures (This process is being negotiated)</p> <p>All probationary and tenured teachers covered under 3012-c will need to have one (1) final written summative evaluation worth 60% of the total APPR Composite Effectiveness Score (CES).</p> <ul style="list-style-type: none"> • 40 points from classroom observations, 1 formal and 1 unannounced observation aligned with NYS Teaching Standards III, IV, and V • 20 pts. from teacher artifacts reviewed during the pre and/or post conferences and aligned with NYS Teaching Standards I, II, VI, and VII <p>The specific Indicators and elements for a teacher to be rated on, under each standard, is still being negotiated.</p> <p>Any formal observations conducted up to this point, of teachers covered under 3012-c, cannot be used in the 40 points of the Composite Effectiveness Score. However, this information provides valuable feedback to assist them in improving instruction.</p>	<p>You should not conduct formal observations of any teachers that needs to be evaluated under 3012-c, because having a new, approved APPR requires a new process to be negotiated.</p>	<p>There is a new TIP process to be utilized for teachers covered under 3012-c (Parts of this process are being negotiated)</p> <p>Any teachers covered under 3012-c cannot be placed on a TIP until after receiving their Composite Effectiveness Score (CES) and HEDI rating which will include state (20 points) and local (20 points) growth measures added to the 60 points.</p> <p>All teachers with a rating of Developing (D) or Ineffective (I), must be placed on a TIP for the 2013-14 school year, but no later than ten (10) days after the start of the next school year.</p> <p>Principals will receive the HEDI rating for each teacher assigned for 2013-14 prior to the start of the school year. It will be the responsibility of the principal of record during the 2013-14 school year to ensure all "D"&"I" rated teachers have a TIP based on areas of need aligned with the NYSUT Teacher Practice Rubric 2012 Edition.</p>