

May 26, 2010

**TO:** Delegate Chairs  
Buffalo Teachers

**FROM:** Phil Rumore, President, BTF

**RE:** New Teacher Annual Professional Performance Review (APPR)/  
Evaluation Document

Enclosed please find copies of the updated APPR process/document. Suggestions made by the Council of Delegates at our March meeting during which time we discussed it have been included as well as changes made by the BTF Staff and Executive Committee.

The information contained herein is meant to be shared with teachers.

This process is a major improvement over the “Gotcha” evaluation process now in place.

Our contract requires that any changes in the evaluation process be made by what is called the Professional Council, which is composed of three BTF representatives and three District representatives.

We have been working on this for about one year. The major changes result from an agreed upon change in the philosophy and purpose of an evaluation.

The purpose as stated on page 4 “is to positively foster professional growth of our teachers and enhance the teaching and learning process.”

This new purpose is reflected in the enclosed document.

Important Changes:

In the past administrators who were doing a formal observation leading to an evaluation document, have come into a teacher’s room (sometimes without warning), sat down, made check marks in the “U” or “S” box. Teachers who received an unsatisfactory (U) were never advised of exactly what the administrators wanted to see changed and what help they would provide.

When the administrator presented you with a Teachers Improvement Plan (TIP), which is required by State law if you had an unsatisfactory mark on your evaluation, you received a TIP developed solely by the administrator and were told to follow up.

Under the new process there will be three ratings: Exemplary, Satisfactory and Unsatisfactory instead of (S, U). By providing for an exemplary category, teachers who demonstrate greater skills will be provided an opportunity to have them noted.

In short the new process is this (p 4):

- Prior to the formal observation that leads to a teacher's written evaluation, the teacher will receive a written communication from the administrator indicating the time, date and place of a pre-observation conference.
- During the pre-observation conference "the administrator and teacher will determine the purpose and intended outcome of the lesson to be observed," and the date, time and place of the formal observation.
- Within 1 week of the formal observation, the administrator and teacher will meet for a post-observation conference.
- If there are areas that might result in an unsatisfactory rating on the teacher's APPR, the administrator will provide the teacher with a written compilation of such areas two weeks prior to the APPR being delivered or a TIP being developed. During this time the teacher and administrator can have further dialogue relating to the areas. The teacher can produce evidence in support of his/her competence in the areas.
- Based upon the formal observation, post and pre-observation conferences the teacher and administrator will meet at which time an APPR is delivered or a TIP is jointly developed.
- The T.I.P. must now:
  - a) **be developed by the teacher and administrator and agreed to by the teacher,**
  - b) contain written suggestions for improvement from one but not more than three of the APPR criteria required by N.Y.S.
  - c) give the teacher at least 15 school days to begin to address the identified criteria.
- The teacher may now have a representative from BTF at the conference during which time a TIP is developed.

The current evaluation document itself has been changed to incorporate the changes mandated by N.Y.S.

**While N.Y.S. will be mandating that student test scores be incorporated into a teacher's evaluation, they are not included in this process.**

Once we have this new process approved by the BTF and District, we will attempt to use its establishment to prevent the use of student scores on our evaluations.

Any such change from this process/APPR that is required by the State will be presented to the teachers in your school, the Executive Committee, Council of Delegates and Professional Council for approval, as is now being done.

I hope you will agree that this process is a great improvement over the "Gotcha, you have nowhere to go" process that is in place.

We believe that at this point the District is in agreement with this process.

We'll let you know once it is approved.

**DELEGATES – PLEASE BRING COPIES OF THE APPR DOCUMENT WITH YOU TO THE JUNE COUNCIL OF DELEGATES MEETING. THE BTF EXECUTIVE COMMITTEE HAS VOTED UNANIMOUSLY TO RECOMMEND THAT THE COUNCIL APPROVE THE APPR PROCESS.**

Enclosure: 1

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