

## SETTLEMENT AGREEMENT

The ORANGE COUNTY SCHOOL BOARD ("OCSB") and ORANGE COUNTY CLASSROOM TEACHERS ASSOCIATION ("OCCTA") hereby agree as follows:

WHEREAS, on March 1, 2017, the parties entered into a settlement agreement regarding "the alleged required usage of a District Lesson Plan Template by teachers;"

WHEREAS, on or about February 12, 2019, OCCTA filed an unfair labor practice charge alleging OCSB violated the above-referenced settlement agreement;

WHEREAS, the parties disagree about the merits of the dispute. However, in an effort to resolve the matter without the time and expense of litigation, the parties agree as follows:

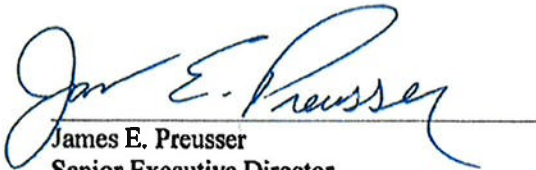
1. OCSB acknowledges and agrees that teachers are not required to use Curriculum Resource Materials ("CRMs") or any Lesson Plan Template.
2. Upon the request of an administrator, lesson plans will be submitted by teachers electronically via an electronic program such as SharePoint or email or the teacher will make their lesson plans available for inspection by their administrator within three (3) duty days of the request.
3. Furthermore, teachers understand the importance of planning instruction that aligns with the evaluation system contained in the collective bargaining agreement.
4. No teacher shall be required to use a team lesson plan.
5. Violations of this agreement will be addressed through the parties' grievance procedure. OCSB agrees to resolve grievances upon verification that a violation has occurred. OCSB agrees that if a school administrator violates this agreement, the teacher affected will be provided one additional planning day per each incident within the semester.

6. OCCTA agrees to withdraw the pending unfair labor practice charge upon the execution of this Agreement.

This Agreement shall be effective from the date of execution and continue and remain in full force and effect, surviving the expiration of the current Collective Bargaining Agreement ("Contract"), except as modified in accordance with the provisions of the terms of the parties' Contract.

ORANGE COUNTY SCHOOL BOARD

ORANGE COUNTY CLASSROOM  
TEACHERS ASSOCIATION



James E. Preusser  
Senior Executive Director,  
Human Resources

Dated:

4/15/19



Wendy L. Doromal  
President

Dated:

4/19/19



# Orange County Public Schools

**Date:** May 23, 2019  
**To:** All Principals and Senior Directors  
**From:** LeighAnn Blackmore, Director  
Labor Relations  
James Preusser, Senior Executive Director  
Human Resources  
**Recipients:** All Principals, Senior Directors and Instructional Staff  
**Subject:** Lesson Plans and CRMs

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## Lesson Plans and CRMs

On March 1, 2017, the District and CTA entered into a settlement agreement regarding "the alleged required usage of a District Lesson Plan Template by teachers." The Deputy Superintendent sent a general reminder to all principals, area superintendents and executive area directors restating that teachers were not required to use a lesson plan template or CRMs. Unfortunately, not all of our schools complied with the settlement agreement and reminder resulting in the filing of an unfair labor practice charge against the District.

On Monday, April 15, 2019, the District and CTA entered into a settlement agreement resulting in the withdrawal of the unfair labor practice and outlining specific procedures addressing lesson plans and CRMs.

Specific elements of the agreement are as follows:

- Teachers are not required to use Curriculum Resource Materials ("CRMs") or any Lesson Plan Template.
- Upon the request of an administrator, lesson plans will be submitted by teachers electronically via an electronic program such as SharePoint or email or the teacher will make their lesson plans available for inspection by their administrator within three (3) duty days of the request.
- When teachers provide the requested lesson plans, administrators must provide timely and appropriate feedback to the teachers.
- Teachers understand the importance of planning instruction that aligns with the evaluation system contained in the collective bargaining agreement.
- No teacher shall be required to use a team lesson plan.
- Violations of this agreement will be addressed through the grievance procedure.
- If a school administrator violates this agreement, the teacher affected will be provided one additional planning day per each incident within the semester.

Frequently Asked Questions may be found on the following page.

If you have any questions, please contact LeighAnn Blackmore at 407.317.3337 or [leighann.blackmore@ocps.net](mailto:leighann.blackmore@ocps.net).

## **Lesson Plan Settlement Agreement - Frequently Asked Questions**

### **Are teachers required to use a specific lesson plan template? Are teachers required to use CRMs?**

Please remember that Curriculum Resource Materials (CRMs) are not required to be used. CRMs are considered to be educative materials that support teachers and administrators in understanding lesson design that meets the rigor of the standards. Additionally, school designed lesson plan templates are not required to be used. Teachers are not required to use team lesson plans and should be encouraged to consider the unique needs of their classrooms. The administrator has the right and obligation to question, consult, and direct instruction at their school site whenever necessary, per Article VII, Section A of the contract between OCPS and the Orange County Classroom Teachers Association. Though you cannot require a specific lesson plan template or the use of CRMs, you are able to guide and direct instruction. This includes an expectation of standards-based instruction and the use of specific instructional strategies, based on the needs of your students to provide comprehensible instruction and teach for student understanding.

### **Are lesson plans required?**

Instructional design and lesson planning are required by the [Florida Educator Accomplished Practices \(FEAPs\)](#), Section (2)(a).1.a-f. Schools can establish a common lesson plan submission practice (i.e. posting plans to Canvas, Google Drive, or SharePoint by a specific date), however teachers will not be required to submit lesson plans to this location and have the flexibility to provide written lesson plans instead. Administrators can request lesson plans from teachers and they must be provided within three duty days. A practice administrators may use is to request lesson plans that are inaccessible, to ensure lesson plans align with the district's evaluation systems and the FEAPs.

If lesson plans are formally requested, timely and appropriate feedback should be provided by the administrator. It is recommended that feedback address elements from Domain 2 of the instructional framework, but is not required to be submitted via iObservation. Administrators have flexibility in providing the feedback in person or in writing; however, best practice is to do so in writing. The provisions and practices established for the evaluative formal observation process, including a formal pre-conference, remain unchanged.

Practices for annual lesson plan submission\* remain unchanged. Administrators are encouraged to share this expectation with all instructional personnel during pre-planning, and may also consider adding this to their faculty handbook.

If formally requested lesson plans are not provided, administrators should consult with their assigned Professional Standards representative.

### **Can common assessments still be used?**

These provisions for developing and submitting lesson plans do not impact the research-based practice of utilizing common assessments to monitor and measure students' learning needs, inform instruction based on those needs, and drive the learning process.

### **How do we document the unique needs of our learners?**

The practice of documenting 504, ESE and ELL strategies and accommodations remains. Teachers have flexibility in the way they document the provided accommodations and/or strategies (i.e. lesson plans, accommodation tracking sheet, etc.), but the requirement to document the accommodations remains unchanged.

\* Annual Lesson Plan Submission is required under General Records Schedule GS-7 Items #67 and 125 found at <https://dos.myflorida.com/media/693589/g707.pdf>



# Orange County Public Schools

**Date:** August 8, 2019  
**To:** All Principals  
**From:** Maria Vazquez, Deputy Superintendent  
Teaching and Learning Department  
**Recipients:** Principals, Assistant Principals, Area Superintendents  
**Subject:** Lesson Plans, CRMS and Common Boards

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The Lesson Plan ULP Settlement and FAQs on Lesson Plans and CRMs are listed below. Please make sure you review them and communicate accordingly to staff. We continue to hear of instances where teachers are being told they must use a certain lesson plan template or required to use the CRMs. In addition, the use of Common Boards cannot be required. Feedback given as part of lesson plan review and classroom walks should reinforce the effective delivery of standards based instruction.

[Lesson Plan ULP Settlement](#)

[Lesson Plans and CRMs Memo](#)