


**Settlement Agreement
Grievance # C-19-052
Section 504 Plan Requirements**

In an effort to resolve the matter without the further time and expense of the grievance process, the parties agree to the following:

1. The District will communicate to all administrators and instructional personnel that 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. Daily documentation is not required, However the parties recognize that accommodations have to be documented.
2. The District will share this communication with CTA.
3. The Grievant agrees to withdraw with prejudice the grievance currently pending arbitration immediately upon execution of this agreement.
4. Both parties agree this Settlement Agreement will not be used as precedent in any other matter involving the District and the Orange County Classroom Teachers Association.
5. These are the terms of the agreement and there are no other promises or conditions related to this matter.


Leigh Ann Blackmore, MHR _____ Date
Director, Labor Relations
Orange County Public Schools


David Cintron _____ Date 9/30/21
Field Representative
Orange County Classroom Teachers
Association



Date: August 17, 2023
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

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 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.



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 CRMs, you can 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 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.

Do I have to make individual requests for lesson plans?

A principal may request lesson plans from individual teachers, a group of teachers or the entire faculty at the principal's discretion. This can be contained within your faculty handbook, as an announcement to group(s) of teachers or via email.

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/g7.pdf>