

**Memorandum of Understanding
Between
RSDTA & Ross School District**

**Pilot Program for Certificated Teacher Evaluation & Professional Growth
*July 1, 2014 to June 30, 2016***

The Ross School District and the RSDTA enter into this memorandum of understanding for a pilot program to establish a new certificated teacher evaluation and professional growth system on the following terms and conditions: This MOU will replace the following sections *of the parties' CBA* for the term of the MOU.

ARTICLE IX: EVALUATION PROCEDURES

9.3 Procedures

- 9.3.3 The evaluator and unit member being evaluated shall meet in a pre-evaluation conference to review the evaluation procedure, and to discuss mutually agreeable goals for the unit member utilizing the CSTP and considering the unit member's working conditions, including class size. In the absence of mutual agreement between the unit member and the evaluator, the Board shall determine goals utilizing the CSTP.
- 9.3.5 At least two formal observations by the evaluator of not less than thirty (30) minutes each in the classroom shall be part of the evaluation process. The evaluator may make additional scheduled or unscheduled observations in the classroom and on the campus.
- 9.3.6 Within ten (10) teaching days after the formal observations, the evaluator will hold a conference with the teacher, during which a report of the observations will be discussed. As soon as possible after the conference, a written summary by the primary evaluator will be presented to the teacher which may include statements of a positive nature and descriptions of unsatisfactory performance. The written summary should also include specific recommendations for means of improvement and suggestions for available sources of assistance.
- 9.3.7 After at least two (2) formal observations and conferences, the evaluator will present and discuss with the teacher the final written evaluation. This shall be signed by both the evaluator and the teacher, with one copy placed in the personnel file and the other one given to the teacher. The teacher's signature indicates only that he was presented with a copy of the final written evaluation and that a conference was held. Teachers may attach a written response to the final written evaluation.
- 9.3.11 Following is a calendar that will guide the evaluation procedures:
- | | |
|----------------------------|---|
| Prior to October 1 | Teachers being evaluated will be notified. |
| Prior to November 1 | A pre-evaluation conference may be held, and a secondary evaluator may be designated. |
| Between Nov. 1 and Dec. 15 | Probationary and temporary teachers will have their first formal observation and conference. |
| Between Jan. 1 and March 1 | Probationary and temporary teachers will have their second formal observation and conference. |
| Between Nov. 1 and April 1 | Tenured teachers being evaluated will have their formal observations and conferences. |

Prior to March 1

Final evaluation summaries need to be completed for probationary and temporary teachers.

Prior to May 1

Final evaluation summaries to be completed for tenured teachers being evaluated.

MEMORANDUM OF UNDERSTANDING

1. Term of MOU: July 1, 2014 through June 30, 2016.
2. Purpose: To engage in an authentic evaluation process that connects classroom observations with professional growth.
3. The program will include the following:
 - ✓ Goal Setting:
 - All certificated employees will set goals annually.
 - Goals will include CSTP Standards I (Engaging & Supporting All Students in Learning) Standard IV (Planning Instruction and Designing Learning Experiences for All Students)
 - Certificated employees on the evaluation cycle will also select an additional goal from CSTP Standards II, III, or V.
 - Goal setting meetings will be conducted by September 30.
 - ✓ Student Survey:
 - All certificated employees will survey students by November 15 and March 1 of the school year.
 - Teachers on PAR will be required to share the February survey results with their evaluator.
 - Teachers may include student survey data as an artifact in the summative evaluation process.
 - ✓ Drop In Observations:
 - Certificated employees on the evaluation cycle will have:
 - Six (6) drop in observations by evaluator
 - Three (3) by December 15
 - Three (3) by March 1 (Probationary 2)
 - Three (3) by April 1 (Temporary, Probationary 1, and Permanent)
 - All drop in observations will be between 15-30 minutes in length and at various times of the teaching day.
 - Each drop in observation will be followed by a written communication within 72 hours and debrief meeting, if necessary, within 72 hours (3 business days).
 - ✓ Video & Reflection:
 - Certificated employees on the evaluation cycle who are Temporary, Probationary I & II, and those on PAR will:
 - Videotape two lessons and complete two reflection sheets.
 - Videotape one lesson and complete a reflection sheet by December 1.
 - Videotape one lesson and complete a reflection sheet by March 1.
 - Reflection sheets are mandatory for PAR teachers as part of their summative evaluation process.
4. Following is the calendar that will guide the evaluation procedures:

Prior to September 15

Teachers being evaluated will be notified.

By September 30


A pre-evaluation conference / goal setting meeting will be conducted

Between September 15 and Dec. 15	All teachers on the evaluation cycle will have three (3) drop in observations and conferences.
Between Jan. 1 and March 1	All Probationary II teachers will have three (3) additional drop in observations and conferences.
Between Jan. 1 and April 1	All Temporary, Probationary I, and Permanent teachers will have three (3) additional drop in observations and conferences.
Prior to November 15	All Teachers will conduct student survey
Between Feb. 15 and March 1	All teachers will conduct second student survey
Prior to December 1	All temporary, probationary I & II and teachers on PAR will videotape a lesson and complete video reflection sheet
Prior to March 1	All temporary, probationary I & II and teachers on PAR will videotape a second lesson and complete video reflection sheet
Prior to March 1	Final evaluation summaries need to be completed for probationary II teachers
30 Days Before the Last Work Day	Final evaluation summaries need to be completed for temporary, probationary I, and permanent teachers.

5. The Formal Observation Form will be replaced by the Ross School District Drop In Observation Form – attached
6. Ross School District Video Reflection form - attached
7. Student Survey forms - attached.
8. This Pilot Program is non-precedent setting, and the provisions contained in this MOU apply only to this program under the terms of this MOU.

SIGNATURE LINES AND DATE


For the District:



 Chi Kim, Superintendent
 8/13/14

 Date

For the Association:



 Jessica Lopic, RSSTA President
 8/14/14

 Date

Board Approved: August 13, 2014

Ross School District Drop In Observation Form

1 2 3 by December 15

4 5 6 by March 1 (Probationary 2) By April 1 (Probationary 1 & Temporary)

Teacher:

Temp Prob 1 Prob 2 Permanent

Grade / Subject Matter:

Date:

Time:

What evidence do I see of learner engagement? (CSTP 1 & 2)

For example:

- What percentage of students are engaged?
- The pacing of the lesson supports student engagement.
- Teacher re-engages students.
- Teacher uses instructional time effectively.
- The environment (physical & emotional) supports learning.

What evidence do I see of language/ thinking development? (CSTP 3 & 4)

For example:

- The teacher presents a clear learning goal.
- Students are engaged in the “talk” of the learning goal.
- There are opportunities for multiple students to respond and/or evidence of collaborative learning.
- Teacher/ student conversation (prompts and questions) promotes higher level thinking.

What evidence do I see of intentional teaching? (CSTP 3)

For example:

- There is evidence of the Gradual Release of Responsibility (I do, we do, you do).
- Teacher incorporates standards-based instruction.
- Teacher demonstrates knowledge of subject matter and content.
- Students are appropriately challenged.

What evidence do I see of differentiation? (CSTP 4)

For example:

- Teacher provides all students access to learning through a variety of instructional strategies, including flexible groupings.
- Teacher differentiates and scaffolds for student understanding.
- Teacher has high expectations for student understanding.

What evidence do I see of assessment? (CSTP 5)

For example:

- There is evidence of ongoing monitoring of learners' understanding.
- Teacher adjusts the lesson to incorporate ongoing assessment.
- Teacher provides frequent or appropriate feedback to students.

Context of Lesson: (optional)

Student Interview: (optional)

Signature and title of Evaluator _____ Date: _____

Signature of Teacher _____ Date: _____

**It is understood that in signing this form, the teacher acknowledges having seen and discussed the report. The teacher's signature does not necessarily imply agreement with the conclusion of the report. If he or she desires, the teacher may attach a written statement.*

Ross School District Video Reflection Form

VR1 by December 1

VR2 March 1

Teacher:

Temp Prob 1 Prob 2 Permanent

Grade / Subject Matter:

Date:

Time:

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Student Interview: (optional)

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