

**MEMORANDUM OF UNDERSTANDING**

**TOPIC / ISSUE**

The Oakwood City Schools Board of Education (Board) and the Oakwood Teachers' Association (Association) hereby enter into this Memorandum of Understanding. This Memorandum shall be treated as part of the Agreement between the parties dated July 1, 2013 to June 30, 2016 as if written therein. The following terms and conditions of this Memorandum are as follows:

Agree to amend Article V, Section E.

The Unit Member evaluation program is a differentiated system that consists of three plans designed to encourage professional growth and to identify professional competencies. Starting in the 2014-2015 school year, the 3 plans will consist of the 2 Observation Plan, 3 Observation Plan and the Off Year Evaluation Plan, replacing the One Observation Plan.

The **Two Observation Plan** and **Three Observation Plan** format will remain the same with the only adjustment being in Items 2 and 13. The Final Summative Review will be completed by May 1.

The **Off Year Evaluation Plan** may be available for the following Unit Members:

- A. Teachers with an Accomplished rating from their most recent eTPES submission may have a full evaluation, defined as the "2 Observation Plan" in Section E of the negotiated agreement, once every three (3) school years, so long as the teachers academic growth measure, for the most recent school year for which data is available, is average or higher. (R.C. 3319.111 C 2 a)
- B. Teachers with a Skilled rating from their most recent eTPES submission may have a full evaluation, defined as the "2 Observation Plan" in Section E of the negotiated agreement, once every two (2) years, so long as the teacher's student academic growth measure, for the most recent school year for which data is available, is average or higher. (R.C. 3319.111 C 2 b)

The **Off Year Evaluation** includes the following:

1. All components of the Off Year Evaluation will be implemented between September 8 and May 1. The **Off Year Evaluation** will consist of a Professional Growth Plan (PGP), 4 walk throughs, PGP review conference and final evaluation review.
2. A PGP Conference will be conducted between the Unit Member and the Evaluator no later than October 15. A PGP form must be completed at or after the conference and signed by both the Unit Member and the Evaluator. The Summative Review Conference must be completed by May 1.
3. A PGP includes a student achievement goal and a teacher performance goal. The PGP also includes the types of support, resources, and professional development needed to achieve the stated goals.

4. A Unit Member may request someone other than the Supervising Administrator as his/her evaluator. This request must be made in writing to the Director of Educational Services by September 8. Approval or denial of this request will be communicated in writing to the Unit Member within ten (10) school days. The evaluator must be a credentialed OTES evaluator approved by the district. The evaluator is responsible for all components for the evaluation process.

5. A PGP Review Conference must be completed by January 25. At the conference the Unit Member and the Evaluator discuss evidence collected. They also make realignments as appropriate to the PGP or create a Professional Improvement Plan (PIP) if corrective action is necessary. This requires completion of the PIP Notification Form prior to beginning work on the PIP.

6. The Summative Review Conference must be completed by May 1. The Unit Member and the Evaluator: 1) complete and sign the evaluation form for the PGP 2) review and sign the Final Summative Rating of Teacher Effectiveness.

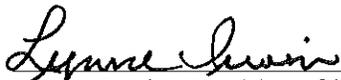
7. The Final Summative Rating of Teacher Effectiveness Form will include the number of Leave Days for the school year and may include written comments by either the Supervising Administrator or the Unit Member.

8. The Final Summative Rating Form is filed in the Unit Member's official personnel file at 20 Rubicon Road.

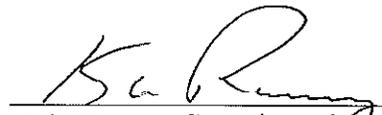
The following Unit Members will be on a Two Observation Plan:

- Unit Members with fewer than five years teaching experience who are new employees of the District will participate for the first three (3) years of their employment with the Oakwood Schools.
- Veteran Unit Members (those with five or more years experience) who are new employees of the District will participate for their first two (2) years of their employment in the Oakwood Schools.
- Any Unit Member may request a Two Observation Plan evaluation by November 30 during the 2014-2015 school year and October 15 during the 2015-2016 school year. Administrators may require participation in a Two Observation Plan when notification is given to the Unit Member by November 30 during the 2014-2015 school year and October 15, during the 2015-2016 school year.

An administrator can increase the number of observations and walk-throughs throughout the school year.

  
Lynne Irwin, President OTA

11-7-14  
Date

  
Kyle Ramey, Superintendent

11-7-14  
Date