



MIAMISBURG CLASSROOM TEACHERS ASSOCIATION

MEMORANDUM OF UNDERSTANDING

1. Philosophy of Evaluation

The Miamisburg School District believes that employee evaluation is an ongoing process. Evaluations are used to improve the quality of instruction, to enhance job performance responsibilities and to focus on and emphasize professional development. It is a process meant to commend where commendation is warranted and create specific professional development plans and suggest means of improvement when needed. It is also a means for making decisions regarding employment.

2. Purpose of Evaluation

- (B) To increase overall job performance with support from the administrator.
- (C) To provide employees with feedback necessary to develop a professional growth plan.
- (D) To provide a means for making appropriate contract recommendations.
- (F) An employee's teaching performance shall be assessed based on the OTES standards for the teaching profession and the criteria set forth in the evaluation instrument. (See attached documents.)

3. Evaluators

- A. An evaluator shall be an administrator assigned to a specific building in the district or currently employed by the district in an administrative position (superintendent, assistant superintendent, director, supervisor, etc.).
- B. By September 1 of each school year, each building evaluator/administrator shall provide written notice to employees assigned to his/her building and which administrator will be conducting the annual evaluation.
- C. All results and conclusions of performance assessments must be documented and supported by evidence.

- D. Evaluators will use the eTPES (electronic teacher and principal evaluation system) on-line state system to write and record all informal and formal observations along with any improvement plans or other items and forms required by ODE. Teachers will create his/her own log-in and password in eTPES to view his/her on-line evaluations, improvement plans, other OTES forms, etc. In addition, teachers and evaluators will sign all OTES forms electronically. All items entered into eTPES can be printed out by the teacher for his/her records.

4. Evaluation Frequency and Procedures/Teaching Performance

- A. Each employee shall be evaluated annually, except those employees receiving a rating as accomplished. In such cases said evaluations shall be every other year. All employees will be evaluated in the 2013-2014 school year even if they received accomplished rating in the 2012-2013 pilot year. The following MCTA members are exempt from OTES, but will still be evaluated using district models: Speech Pathologists, Nurses, Counselors and ELL Teachers (English Language Learners).

All formal observations will be announced and scheduled with the teacher.

- B. A minimum of two (2) formal observations of at least thirty (30) consecutive minutes shall be conducted. If a teacher's performance is found deficient to the extent that adverse personnel action may result, a minimum of one additional observation shall be conducted.
- C. For announced and scheduled observations, a pre-observation conference shall occur between the evaluator and the employee to discuss observation/evaluation procedures and/or the focus of the observation/evaluation.
- D. Within ten (10) workdays after the observation, a post-observation conference shall be held between the evaluator and employee. At this time the evaluator will inform the employee if observed instructional practices are aligned with expectations and provide a written summary (on-line) of the evidence observed to support his/her observations. If expectations are not being met or deficiencies are noted a plan of action, as described below shall be developed and entered into eTPES.
- E. The evaluator shall provide a written summary (on-line) of the evidence observed to support his/her observations at the conclusion of the conference or within five (5) days following the conference.
- F. By May 10, the employee shall be provided a copy of the final formal written evaluation report (on-line) which shall include full and complete evidence to support the evaluator's analysis and teaching performance designation.

- G. The employee may attach on-line any comments/response concerning the evaluation he/she deems necessary.
- H. All formal observations and conferences shall be scheduled at a mutually agreeable time between the evaluator and the employee.
- I. All informal observations, formal observations and pre and post conferences will take place between September 1st and May 1st.

5. Informal Observations

- A. In addition to the observations described above, the evaluator may use periodic informal observations as a means to observe an employee's teaching performance.
- B. The informal observations shall be at least twenty (20) consecutive minutes.
- C. Upon the request of either the employee or evaluator a meeting shall occur after the informal to discuss observations relative to the identified focus.
- D. The teacher shall be provided a copy of the informal form (on-line) and the observations/comments made.

6. Evaluation Deficiencies

- A. Formal observations and informal observations resulting in the identification of performance deficiencies shall result in the evaluator and employee developing a plan of action during the post-observation conference. Deficiencies identified by the evaluator shall be recorded in the plan of action (on-line) and shall state the specific problem(s), the observed evidence to support said problem(s) and specific guidance and recommendations for improvement.
- B. The plan of action, as outlined in this section, shall include but not be limited to:
 - 1. Performance issues documented as deficient;
 - 2. Specific performance expectations;
 - 3. The allocation of financial and other resources and assistance to be provided by the district to support professional development of the employee;
 - 4. Sufficient, specific timelines will be noted.

Should deficiencies be noted during the first observation, the level of progress towards improvement shall be addressed during the next observation and post-observation conference.

- C. If deficiencies are noted and a plan of action is developed after the second observation, the plan shall be continued into the next school year.

7. Completion of Evaluation Cycle

- A. The summative evaluation of an employee shall be based upon student growth measures resulting from assessments as outlined by ODE. The evaluation shall acknowledge at least one area of refinement and one area of reinforcement. The evaluator shall note all the data used to support the conclusions reached in the formal evaluation report. The evaluation report shall be signed electronically by the evaluator. The evaluation report should then be signed electronically by the employee to verify notification to the employee that the evaluation will be placed on file, but the employee's signature should not be construed as evidence that he/she agrees with the contents of the evaluation report. The evaluation report shall be completed by May 10, signed and verified by both parties, and sent to Central Office.

8. Student Growth Measures

- A. Student growth measures shall be used to support an employee's evaluation, but shall constitute no more than fifty percent (50%) of the total evaluation rating/designation.
- B. Data obtained from student growth measures shall not be used for employment decisions, including but not limited to, nonrenewal, termination, denial of continuing/tenure contract approval, reduction in force and recall until a minimum of three (3) years of data is accumulated. The three (3) years of data accumulation begins with the 2013-2014 school year.
- C. The evaluation committee will be involved with reviewing how vendor value added, vendor assessments and SLO goals are used to calculate student growth measures.

9. Professional Growth And Improvement Plans

- A. All teachers will write an improvement plan or professional growth plan online at the end of their evaluation cycle.

Improvement plans are required for teachers with one or more of the following:

- Below expected academic student growth

- Overall ineffective rating
- Ineffective rating in any of the OTES rubric components

Professional growth plans are required for teachers who receive a ranking of developing, skilled and accomplished in all areas of the rubric with one of the following:

- Above expected academic student growth
- Expected academic student growth

Teachers with above expected levels of student growth that are required to write a professional growth plan may choose their credentialed evaluator.

Teachers with expected levels of student growth and required to develop a professional growth plan collaboratively with the credential evaluator and will have input on their credentialed evaluator for the evaluation cycle.

Teachers with below expected levels of growth will develop an improvement plan with their credentialed evaluator. The administration will assign the credentialed evaluator for the evaluation cycle and approve the improvement plan.

1. A professional improvement plan is a clearly articulated assistance program for an employee whose student growth measure dimension of the evaluation is below the expected level of student growth.
2. For the purposes of this section, improvement plans shall be based on the overall student growth measure level, and not for individual subjects or classes taught.
3. The professional improvement plan shall include specific performance expectations, resources and assistance to be provided along with timelines for its completion.
4. In the event that a teacher and evaluator are unable to agree on the expectations for the improvement plan, the employee may request an association representative to facilitate further discussion between the teacher and the evaluator.

10. Due Process

Procedural compliance with this MOU is subject to the grievance process, but the content and rating of an evaluation is not.

11. CONTRACT EVALUATION PROCEDURES AND STATE STATUTES

- A. The parties state that it is their express intention and agreement that the evaluation procedures set forth in this MOU are the sole evaluation procedures applicable in the Miamisburg City Schools for the employees in the bargaining unit covered by this agreement and that such evaluation procedures, where applicable, comply with the requirements of 3319.111 and 3319.112. OR totally replace and are in lieu of evaluation procedures set forth in the Ohio Revised Code Section 3319.111.

- B. The parties agree that should litigation and/or legislation amend and/or appeal any requirement or provision related to the employees' evaluation, the evaluation committee shall review said changes and determine what adjustments, if any, need to be made to the evaluation policy and/or procedures defined within this MOU. Any substantive alteration shall require approval/ratification from the board and the association membership. Upon approval/ratification the parties shall enter into a written amendment to the contract.

12. EVALUATION COMMITTEE

- A. The association and the board agree to establish a standing joint evaluation committee for the purpose of regularly reviewing the evaluation procedure and process, including the evaluation instrument, and making any recommendations to the joint bargaining team for modifications to this agreement

- B. Committee composition
 - 1. The committee shall be comprised of five (5) association members appointed by the association president and five (5) members appointed by the superintendent. In addition each party may appoint up to one ad hoc non-voting member to assist and/or attend committee meetings.

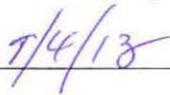
- C. Committee Operation
 - 1. The committee shall be chaired jointly by a committee member from the Association and a committee member from the administration.
 - 2. Members of the committee will receive OTES training and be credentialed.

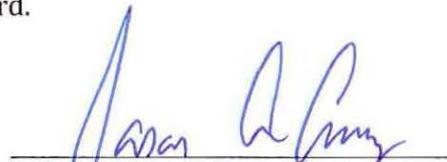
3. The committee will establish by mutual agreement a meeting calendar, tasks for the committee to complete, and timelines for the completion of specific tasks.
4. One task of the committee shall be to determine those conditions that would likely have an adverse impact on student growth measures, such as a threshold number of authorized employee absences, the acceptance and mentoring of student teachers, changes in employee assignments, implementation of the common core state standards, etc. The committee shall perform this task over the term of this agreement and shall make recommendations to inform future contract negotiations.
5. All decision of the committee will be achieved by consensus.
6. At the initial committee meeting, the committee will develop the ground rules by which the committee will operate.
7. Members of the committee will receive release time for committee work and training
8. The committee shall be authorized to utilize consultants(s) (examples include, but are not limited to, educational consultants, software consultants, credentialing trainings, etc.) as it deems appropriate. The cost, if any, shall be borne by the board.



Dr. David Vail, Superintendent

Date





Jason Curry, MCTA President

Date

