



MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SPOKANE SCHOOL DISTRICT
AND
THE SPOKANE EDUCATION ASSOCIATION
REPRESENTING
CLASSIFIED AND CERTIFICATED EMPLOYEES


Classified and Certificated Evaluations

1. *Classified Employees*
 - a. *Classified: All employees will receive a satisfactory (S) or the equivalent unless there is a direct violation of district policy/protocol or evidence that suggests the evaluation protocols should be opened.*
 - a. *Evidence shall mean observed proof by an administrator or district supervisor verifying a violation of district policy/protocol or lack of satisfactory performance of job tasks.*
 - b. *Employees working new job duties as a result of maintaining meaningful work shall not be evaluated or commented negatively on the evaluation related to the performance of job duties outside their regularly assigned position.*
 - c. *This agreement does not limit the District's ability to investigate and discipline employees for misconduct or failing to perform job duties.*
 - d. *Placing Employees on Probation*
 - i. *Employees cannot be placed on probation while the system is in the Remote model for reasons related to lack of technological skill that are different than what is required in their normal job duties.*
 - ii. *Employees also cannot be put on probation for meaningful work duties that are outside of their regular job duties.*
 - iii. *The CBA Language must be followed when placing an employee on probation or carrying a probationary period out.*
2. *Certificated Employees on the TPEP process*
 - a. *The following guidelines will be adhered to when completing the evaluation process:*
 - i. *Opportunities for providing or substantiating evidence in the usual ways may be restricted due to the change in teaching models (remote or hybrid). Due to this, the absence of evidence for an indicator or component should not be cause for lowering a score.*
 - ii. *Specific employee situations (children at home, health concerns, lack of internet access) will be considered when completing the evaluation process.*


- iii. *Employees who are struggling in a remote environment will be offered support and training prior to receiving any score below basic for a teacher in years 1-5 of teaching or proficient for teachers of over 5 years of experience.*
- iv. *Language in the Collective Bargaining Agreement will be followed when completing announced and unannounced observations*
 - 1. *Administrators will make themselves known when entering a virtual class meeting.*
- v. *Meetings regarding observations and evaluations may be held in a virtual setting at the discretion of the employee.*
- vi. *Forms related to the evaluation process may be signed using electronic and/or email signatures.*
- b. *Employees on the focused evaluation shall proceed on this process as outlined in the CBA.*
 - i. *Classroom teachers shall select their criterion for the focused evaluation following the protocols in the CBA.*
 - ii. *The selection of the criterion shall be completed by November 6th.*
- c. *Employees who are in year two (2) and beyond and who are scheduled for a comprehensive evaluation will do the following:*
 - i. *Select two (2) criterion to be formally scored during the 20-21 school year by November 6th. Determination of the two (2) criteria may be made according to current negotiated process for choosing criterion for Focused evaluation, which must include approval by the teacher's evaluator.*
 - ii. *The remaining six (6) criterion will be scored using the criteria scores from the last comprehensive evaluation.*
 - iii. *Select one (1) student growth goal (criterion 3 or 6) to be formally scored during the 20-21 school year by December 18th.*
 - iv. *The remaining two (2) will be scored using the most recent Student Growth Scores for those two criteria. In the event that no such scores are available, the score would default to a Basic (2).*
- d. *Employees in their first year of teaching may choose one of the following;*
 - i. *Use the traditional Comprehensive process OR determine at least two (2) criteria to be formally scored using evidence provided during the 2020-2021 school year by November 6th. The remaining criteria will be scored a "Basic" and the district will note on the evaluation that this is a default score due to the circumstances of the COVID – 19 pandemic. If there is adequate evidence that clearly indicates proficient practice for the default criteria, the evaluator may override the Basic score. An employee may not receive a less than Basic score for the remaining six (6) criteria that were not formally scored.*
 - ii. *Select one (1) student growth goal (criterion 3 or 6) to be formally scored during the 20-21 school year by December 18th.*
 - iii. *The remaining two (2) will be scored using the most recent Student Growth Scores for those two criteria. In the event that no such scores are available, the score would default to a Basic (2).*

- iv. *The employee decides to be evaluated on the full comprehensive process outlined in the collective bargaining agreement.*
 - e. *Employees with experience out of district, but who are new to District 81*
 - i. *Select two (2) criterion to be formally scored during the 20-21 school year by November 6th. Determination of the two (2) criteria may be made according to current negotiated process for choosing criterion for Focused evaluation, which must include approval by the teacher's or principal's evaluator.*
 - ii. *The remaining six (6) criteria will be scored using the criteria scores from the last comprehensive evaluation.*
 - iii. *Select one (1) student growth goal (criterion 3 or 6) to be formally scored during the 20-21 school year by December 18th.*
 - iv. *The remaining two (2) will be scored using the most recent Student Growth Scores for those two criteria. In the event that no such scores are available, the score would default to a Basic (2).*
 - f. *All provisions not addressed in the MOU will follow the CBA.*
3. *Certificated Employees on the old model/non-TPEP model*
- a. *All employees will receive a satisfactory (S) or the equivalent unless there is evidence related to performance criteria that suggests the evaluation protocols should be opened.*
 - i. *Evidence shall mean observed proof by the evaluator that there is a lack of satisfactory performance of job skills.*
 - b. *All provisions not addressed in the MOU will follow the CBA.*

FOR THE ASSOCIATION:



 Jeremy Shay
 President, Spokane Education Association




 Michelle Jenner
 UniServ Director, SEA


October 16, 2020

 Date

FOR THE DISTRICT:



 Jodi Harmon
 Executive Director, Human Resources



 Adam Swinyard, Ed.D.
 Superintendent, Spokane Public Schools

October 16, 2020

 Date