

MEMORANDUM OF UNDERSTANDING
BETWEEN
SPOKANE PUBLIC SCHOOLS
AND
THE SPOKANE EDUCATION ASSOCIATION
REPRESENTING
ALL EMPLOYEES

The District and Association agree to the following MOU on evaluation for both classified and certificated employees. For the certificated staff, OSPI has issued guidance on the TPEP evaluation process which is included herein.

I. Classified

- A. 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.
 - 1. 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.
 - 2. Evidence shall not mean data that is collected via hearsay from another staff member, student or parent.
- B. This agreement does not limit the District's ability to investigate and discipline employees for misconduct or failing to perform job duties.
- C. Placing Employees on Probation
 - 1. The CBA Language must be followed when placing an employee on probation or carrying a probationary period out.

II. Certificated

- A. The following guidelines will be adhered to when completing the evaluation process:
 - 1. Language in the Collective Bargaining Agreement will be followed when completing announced and unannounced observations
 - 2. Administrators will make themselves known when entering a class, virtual or otherwise, for observational purposes.
 - 3. Meetings regarding observations and evaluations may be held in a virtual setting at the discretion of the employee.
 - 4. Only schools who vote to waive the contract, following the contract waiver process in the current CBA, will be allowed to pilot the new student growth goal rubrics offered by OSPI.
- B. Employees on the focused evaluation
 - 1. Employees will use the focused evaluation process as outlined in the CBA, which includes the selection of one student growth goal to be completed by the employee, by January 31, 2022.

- C. Employees who have completed their five-year cycle of Focused evaluations and are scheduled for a Comprehensive evaluation:
 - 1. Employees decide on at least two criteria and one Student Growth Goal (from Criterion 3 or 6 for teachers; 3, 5, or 8 for administrators) to be formally scored using evidence provided during the 2021–22 school year.
 - a. This determination for the 2 criteria to be formally evaluated shall be made by December 15, and the student growth goal by , January 31, 2022.
 - b. The determination of the two criteria will be made according to the process outlined in the current CBA for choosing criterion for Focused evaluation, which must include approval by the employee’s evaluator,
 - 2. The remaining six criteria will be scored by assigning the score the employee received on their most recent Comprehensive evaluation.
 - 3. Employees can be moved to regular Comprehensive cycle (all 8 criteria) if notified in writing by December 15.
- D. Educators new to the profession who are in their first, second or third year of teaching in the same Washington public school district and educators with previous experience only in another state or a Washington private school:
 - 1. Employees have two options.
 - a. Employees may choose to use the comprehensive process outlined in the collective bargaining agreement
 - i. Employees will be observed and scored on evidence for all 8 criteria.

OR

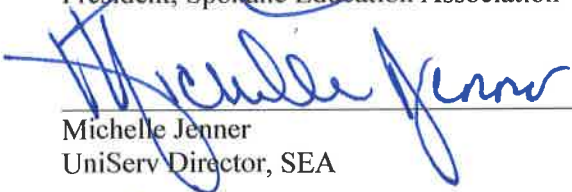
- b. Employees decide on at least two criteria and one Student Growth Goal (from Criterion 3 or 6 for teachers) to be formally scored using evidence provided during the 2021–22 school year.
 - i. This determination for the 2 criteria to be formally evaluated shall be made by December 15, 2021 and the student growth goal by January 31, 2022
 - ii. Remaining criteria to be scored “Basic” as default score, unless, for Year 2 or 3 educators, there is a criterion score from a previous Comprehensive evaluation that can be assigned.
 - iii. If adequate evidence that clearly indicates Proficient or Distinguished score has been earned for a default criteria, the evaluator shall override the Basic score.
 - iv. The evaluator shall note the use of “default scores due to the circumstances of the COVID-19 pandemic” where applicable.
 - v. The determination of the scored criteria shall be made according to current negotiated process for choosing criterion for Focused evaluation, which must include approval by the teacher’s evaluator,
- E. Employees with experience out of district, but who are new to District 81
 - 1. Employees decide on at least two criteria and one Student Growth Goal (from Criterion 3 or 6) to be formally scored using evidence provided during the 2021–22 school year.
 - a. This determination for the 2 criteria to be formally evaluated shall be made by, December 15, 2021 and the student growth goal by January 31, 2022

- b. The determination of the two criteria will be made according to the process outlined in the current CBA for choosing criterion for Focused evaluation, which must include approval by the employee's evaluator,
 - 2. The remaining six criteria will be scored by assigning the score the employee received on their most recent Comprehensive evaluation.
- F. Certificated Employees on the old model/non-TPEP model
- 1. 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.
 - 2. Evidence shall mean observed proof by the evaluator that there is a lack of satisfactory performance of job skills.
- G. Probation and plans of improvement
- 1. The District shall follow the provisions outlined in the current Collective Bargaining Agreement when placing an employee on probation or a plan of improvement.
- III. All provisions of the current Collective Bargaining Agreement not addressed in this MOU shall remain in full force and effect.

FOR THE ASSOCIATION:



Jeremy Shay
President, Spokane Education Association



Michelle Jenner
UniServ Director, SEA

12/2/21

Date

FOR THE DISTRICT:



Jodi Harmon
Executive Director, Human Resources



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

12/2/2021

Date