

**Memorandum of Understanding  
between the  
Monroe School District (“District”)  
and the  
Monroe Education Association (“Association”)**

In accordance with WAC 392-191A, the District and the Association jointly agree to the following:

**Section 9: Focused Evaluation Option**


The Focused Evaluation Option (FEO) focuses on improvement of teaching skills, content knowledge, techniques, and abilities. If a non-provisional teacher scored a three (3) Proficient or higher the previous year, they may choose to be evaluated using the FEO. The teacher can stay on the FEO for three (3) years before returning to the Comprehensive Evaluation. The teacher or the evaluator can initiate a move from the Focused to the Comprehensive Evaluation. The transition is to take place prior to December 15<sup>th</sup>. If an evaluator moves a teacher to the comprehensive evaluation they are to provide the teacher written notice why and any areas of concern. The Association president shall also be notified.

If the evaluation of the teacher includes an assessment of a criterion that requires observation the following shall apply: all classroom teachers who are subject to a focused evaluation must be observed at least twice each school year in the performance of their assigned duties and said teachers must be observed no less than sixty (60) minutes during each school year. (WAC 392-191A-110)

- A. The professional growth activity shall be proposed by the teacher at the first pre-observation conference, but must be approved by the evaluator.
- B. The professional growth activity needs to be tied to one (1) of the eight (8) state evaluation criteria. If the employee chooses criterion 1, 2, 4, 5, or 7, they must also complete the student growth components in criterion 3 or 6. (See Appendix B.)
- C. The role of the evaluator is to assist the teacher in developing the professional growth activity and then to assist in its implementation, particularly by making reasonable efforts to provide the resources to implement it.
- D. The score from the Comprehensive evaluation will be, at a minimum, the assigned score for the Focused evaluation.
- E. A group of teachers may focus on the same evaluation criteria and share professional growth activities. This collaboration should be initiated by the teacher(s) and no individual shall be required to work on a shared goal.
- F. Observations and conferences for the focused evaluation shall follow the guidelines set forth in the Comprehensive Evaluation process, Section 5 B through F, **however, with the approval of the teacher the observations may follow WAC 392-191A-110 which reads: School districts**

must ensure that all classroom teachers are observed for the purposes of focused evaluation at least twice each school year in the performance of their assigned duties. As appropriate, the evaluation of the certificated classroom teacher may include the observation of duties that occur outside the classroom setting. School districts must ensure that all certificated classroom teachers who are subject to a focused evaluation are observed for a period of no less than sixty minutes during each school year.

- G. A summative score is determined through the scoring of the instructional and student growth rubrics for the criterion selected.
- H. Teachers in the focused system are also encouraged to complete a self-reflection form. (See Section 5 A 2 herein and also Appendix C.)



Monroe School District

11-15-17

Date



Monroe Education Association

11-15-17

Date