

Letter of Agreement
between
Highline Education Association
and
Highline School District

Modifications to the Evaluation Process
Effective: 2019-20

General Principles

It is important to honor work that has already been done by the evaluatee and the evaluator to provide and/or substantiate evidence of performance. It is also important that evaluators and evaluatees document feedback from the evaluation process for future professional growth. However, because the evaluation period has ended before its normal completion due to the unforeseen closure schools for the remainder of the school year, the absence of evidence for a particular indicator or component should not be cause for lowering a score in a manner that impacts job security in an unfair manner.

Modifications to the Evaluation Process

- A. In accordance with the principles above, the evaluation process described in the Collective Bargaining Agreement will be abbreviated as follows for the 2019-20 school year:
1. For evaluatees on a Comprehensive Evaluation under the Article 19 PG&E process whose evidence demonstrates a “Proficient” or “Distinguished” rating at the date of school closure or most recent date of progress review, whichever is later, the evaluator shall move those ratings to the final summative score for the 2019-20 school year.
 2. For evaluatees on a Comprehensive Evaluation under the Article 19 PG&E process with zero to five years’ experience whose evidence indicates a rating of “Basic” at the date of school closure or more recent date of progress review, whichever is later, the evaluator shall move the “Basic” rating to the final summative rating for the 2019-20 school year.
 3. For evaluatees on a Comprehensive Evaluation under the Article 19 PG&E process with more than five years’ experience whose evidence indicates a rating of “Basic” at the date of school closure or more recent date of progress review, whichever is later, the evaluator shall not assign a final summative score, but rather, place the following sentence in the comments section: “The evaluation was not completed due to the extenuating circumstances in 2020 that a led to a premature closure of schools.”
 4. For evaluatees on a Comprehensive Evaluation under the Article 19 PG&E process whose evidence indicates a rating of “Unsatisfactory” at the date of school closure or more recent date of progress review, whichever is later, the evaluator shall not assign a final score, but rather, place the following sentence in the comments section: “The evaluation was not completed due to the extenuating circumstances in 2020 that a led to a premature closure of schools.”
 5. For evaluatees on a Focused Evaluation under the Article 19 PG&E process, the evaluator shall retain the score from the evaluatee’s most recent Comprehensive Evaluation.

6. For evaluatees on the regular or short form evaluation process under Article 10 whose evidence demonstrates a Satisfactory level of performance at the date of school closure or most recent date of progress review, whichever is later, the evaluator shall move the Satisfactory rating to the final score for the 2019-20 school year.
7. For evaluatees on the short form evaluation process under Article 10 whose evidence demonstrates an Unsatisfactory level of performance at the date of school closure or most recent date of progress review, whichever is later, the evaluator shall not assign a final score, but rather, place the following sentence in the comments section: "The evaluation was not completed due to the extenuating circumstances in 2020 that a led to a premature closure of schools."
8. For evaluatees on the regular evaluation process under Article 10 whose evidence demonstrates an Unsatisfactory level of performance at the date of school closure, and for whom the minimum required observations have not been completed, the evaluator shall not assign a final score, but rather, place the following sentence in the comments section: "The evaluation was not completed due to the extenuating circumstances in 2020 that a led to a premature closure of schools."
9. For evaluatees on the regular evaluation process under Article 10 whose evidence demonstrates an Unsatisfactory level of performance at the date of school closure, and for whom the minimum required observations have been completed, the evaluator shall complete the evaluation and deliver the results to the evaluatee in a conference in accordance with Section 10.4.

- B. No additional observations, submission of evidence, rating of evidence, observation conferences, feedback meetings or evaluation conferences shall be required for evaluators and evaluates described in paragraphs A.1 through A.8 above. All of the procedures required by the CBA for an evaluation described in Section A.9 above shall be completed, although required meetings may occur via videoconference or in accordance with public health guidelines for social distancing in effect at the time of the meeting.
- C. The District and Association shall confer and reach a mutually agreeable solution for any individual employee whose provisional contract status may have been impacted by a 2019-20 evaluation judgment.
- D. This MOU will be reviewed by the parties for potential changes should OSPI publish new guidance regarding certificated evaluations.

 Dr. Steve Grubb
 Chief Talent Officer
 Highline School District

 Date

 Dr. Sandra Hunt
 President
 Highline Education Association

 Date