

# Newport School District

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## Memorandum of Understanding Article XI – Evaluation

The Newport School District (NSD) and Newport Teachers' Association (NTA) agree that the AY1516 year is a time of significant transitions. In our shared commitment to ensure best practices and to enacting a collaborative process we agree to the following:

- The AY1516 academic year will be a trial period in which both the NSD administration and members of the NTA gain greater expertise with the Marzano Teaching Evaluation Model and tools and will identify best practices for a supervision and evaluation plan.
- The NTA will convene an Advisory Committee pursuant to Article 11.2 of the AY1516 Negotiated Agreement. This Advisory Committee will work collaboratively with NSD administration in the development and implementation of a Supervision and Evaluation plan; including those steps identified in this document.
- The NSD will implement the Marzano Teacher Evaluation Model and associated tools.
- In this trial period walk-throughs will not be formally scored.
- In this trial period, the NSD and the NTA agree that each teacher will actively participate in measurements of Student Learning Outcomes (SLOs) but that the results of these measurements will not be formally scored. The results will be used as a means to develop a final set of expectations for all teachers for the final supervision and evaluation plan to be implemented in the AY1617 year.
- The NSD and the NTA both agree that the final supervision and evaluation plan will be a collaborative document that is memorialized for the AY1617 year and will align with the new Master Professional Development Plan. Nothing in this trial period should be construed to establish formal practice without mutual agreement.

### AY1516 Teaching Evaluation Plan

#### Goal Setting

All teachers will complete the Growth Plan self-assessment in the Marzano IObservation Tool. Growth plans and goal setting are due by the second week of November. This goal setting is unique to the Marzano Teaching Evaluation Model. This may be included as part of a teacher's IPDP Certification Goal as provided for in the master plan. These goals and the teacher's reflections about the goals will be reviewed as part of the final evaluation

#### Implementation of a 3 Tiered System

**Tier 1:** All teachers will have 6 walk-throughs as a minimum each year. Four of these walk-throughs are completed through a joint administrator "snapshot" process described below. Two walk-throughs will be completed by the building administrator.

Walk-throughs will be documented electronically and teachers will receive information within 24 hours. Follow-up conversations about a walk-through may be initiated by either the observer or the teacher.

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Cynthia Gallagher, Ed. D.  
*Superintendent*

Heather Worthen  
*Director of Student Services*

Terry Wiggin  
*Business Administrator*

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*Equal Opportunity Employer/Equal Educational Opportunities*

**Tier 2:** In addition to the 6 walk-throughs a teacher will have 1 formal observation and may have additional walk-throughs.

- All teachers new to the district by the end of Q1
- All teachers identified through previous evaluations by the end of Q1; and
- Those teachers identified after a snapshot process.

The criteria for moving a teacher to a Tier 2 a part of the snapshot process and the appropriate interventions will be developed collaboratively with the advisory committee.

**Tier 3:** In addition to the 6 walkthroughs and a formal observation, a teacher will begin a formal improvement plan with progressive supervision.

The criteria for moving a teacher to a Tier 3 as part of the observation/snapshot process and the appropriate interventions will be developed collaboratively with the advisory committee.

The documents for the Formal Observations and Improvement plans will be developed collaboratively with the advisory committee. Where possible, documentation will be kept within the IObservation tool. The Newport School District and the NTA agree to use the documents in the previous Supervision plan until new documents are produced. The plan is found at <https://docs.google.com/a/sau43.org/viewer?a=v&pid=sites&srcid=c2F1NDMub3JnfGRpc3RyaWN0fGd4OjI0YzBkMDQzYzVjYjkzMGQ>

**The Administrative Snapshots (4 walk-throughs per year)**

1. Administration in pairs or alone observe a teacher during a specific time frame watching for pre-determined elements from the Marzano Teaching Evaluation Model.
2. The identification of the elements before each snapshot period process will be developed collaboratively with an advisory committee of the NTA as provided in Section 11.2 of the AY1516 Negotiated Agreement.

**3. Schedule for the Administrative Snapshots**


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|-----------------------|------------------|
| 1. First Walkthrough: | 8/26 until 9/28  |
| 2. Second Walkthrough | 9/28 until 10/30 |
| 3. Third Walkthrough  | 10/8 until 12/15 |
| 4. Forth Walkthrough  | 1/25 until 4/15  |

**Administrator Walk-Throughs (at least 2 per year)**


1. Building Administrators will conduct at least 2 walk-throughs each year.

All changes to this evaluation plan will be will be developed collaboratively with an advisory committee of the NTA as provided in Section 11.2 of the AY1516 Negotiated Agreement.

Signed by

  
Sarah Fischer, Co-President of Newport Teachers' Association

8/21/15  
Date

  
Cindy Gallagher, Superintendent

8/21/15  
Date