

MEMORANDUM OF UNDERSTANDING  
Between  
Santa Ana Unified School District  
And  
Santa Ana Educators' Association  
For  
Persistently Low-Achieving Schools (PLAS)

May 16, 2011

**Article V: Evaluation Procedures:**

**All CBA provisions under Article V: Evaluation Procedures (timelines, 5-year waivers, formal observations, etc.) shall be applied to PLAS Sites unless noted below:**

- 5.1.1 No later than twenty-five (25) duty days following the commencement of duties, the unit member shall submit the Evaluation Plan (Appendix D) for the ensuing year. Within fifteen (15) duty days following the submission, the unit member and evaluator shall meet for evaluation purposes. **All non-permanent and permanent unit members who are to be evaluated during the school year shall be evaluated on Standards 1-5 and 2 elements of Standard 6: Developing as a Professional Educator.** The evaluation procedure shall be discussed in this meeting unless previously discussed individually or presented at a staff/faculty meeting.
- 5.2 Formal Observations
- 5.2.1 Formal observations shall emphasize the unit member's primary assignment.
- A. Prior to an observation, the unit member and the designated evaluator shall agree on the lesson to be observed.
- 5.2.3 If observations or conferences (formal meetings with administrator) disclose in writing specific elements in which improvement is needed, the evaluator shall make specific written suggestions and offer positive assistance aimed at achieving the needed improvement. The evaluator's role to assist the unit member shall include, but not be limited to, the following in so far as practical:
- A. Specific written recommendations for improvement;
- B. District assistance to implement such recommendations;
- C. Provision of additional resources, without cost to the unit member, to be utilized to assist with improvements;
- D. Techniques to measure improvement;

- E. A time schedule to monitor progress;
- F. These written suggestions shall be presented to the unit member at the time of the post-observation conference. It is the unit member's responsibility to take appropriate action to correct any deficiencies.

5.4.2 In preparing the Evaluation Form for placement in the unit member's personnel file, the evaluator shall rely only upon data collected through formal classroom observations, conferences, and the element of Standard 6 when applicable as agreed upon in the post observation conference (5.2.2.A). Any deficiencies that may have been brought to the attention of the unit member, and subsequently corrected, shall not be included in the final evaluation. Commendations for growth demonstrated by the unit member may be included.

5.5.3 Source of Evaluative Data - No information or material gathered from sources other than formal observations and conferences shall be utilized in a formal observation or evaluation. Disciplinary memos/notes/actions shall not be used in the Evaluation Form or process except for actions related to the Standards.

Article XI: Transfer/Reassignment Provisions:

**All CBA provisions under Article XI: Transfer/Reassignment Provisions shall be applied to PLAS Sites unless noted below:**

1. By March 1st of each school year, unit members at PLAS sites who have not demonstrated progress towards compliance with the PLAS Site **Certificated Compact** and shall follow the procedure listed below:
  - A. The site principal/**primary evaluator/site administrator** and unit member shall hold an **individual** meeting to discuss the unit member's progress toward complying with the PLAS Site **Certificated Compact**. The unit member may request a SAEA representative. The outcome of the meeting shall be:
    - i. The unit member and site principal/**primary evaluator/site administrator** shall create a plan for improvement that directly addresses the areas of deficiency identified during the meeting; or
    - ii. The unit member will be given the opportunity to voluntarily transfer from their current PLAS site.
2. By May 1<sup>st</sup> of each school year, unit members at PLAS sites who still have not complied with the PLAS Site **Certificated Compact** after being provided with "ample opportunity to improve their professional practice" shall:
  - A. Participate in an **individual** meeting with site principal, and SAEA representation if requested, to review the plan for improvement to determine the unit member's progress towards complying with the PLAS Site **Certificated Compact**. Based

upon the unit member's progress, the unit member and site **principal** shall discuss whether the unit member may remain at the current PLAS site or voluntarily transfer.

- i. If the unit member chooses not to transfer, the unit member may present extenuating circumstances (i.e. illness, child care, personal, etc.) to the principal prior to being involuntarily transferred to another District site per the provisions of Article XI of the SAEA/SAUSD Collective Bargaining Agreement.
3. **Prior to the March 1<sup>st</sup> and May 1<sup>st</sup> meetings, the administration at each PLAS site shall notify the SAEA President about unit members who have not demonstrated progress towards compliance with the PLAS Site Certificated Compacts and are in danger of an involuntary transfer. The PLAS site administration shall notify the SAEA President of scheduled dates and times of the March and May compliance meetings.**

**Miscellaneous – PLAS Site Certificated Compacts, PLAS Site Plans (Single Plan for Student Achievement), and Operational Issues:**

1. **PLAS Site Certificated Compacts and PLAS Site Plans (Single Plan for Student Achievement) shall be developed by a site based Transformation Instructional Leadership Team (TILT) to address the needs of the students and requirements of the grant.**
- A. **PLAS Site Plans (Single Plan for Student Achievement):** General school goals and vision, including staff development, extended learning interventions, community relations, student expectations, scheduling, placement, SIG requirements, etc. **For the 2011 – 2012 school year, the PLAS Site Plans (Single Plan for Student Achievement) shall remain as written in 2010 – 2011 except for SIG compliant modifications, edits, and adjustments based on data and needs analysis that the TILT at each PLAS site agrees to in the areas of: extended learning, interventions, staff development, student expectations, and scheduling. The TILT shall monitor, edit, and adjust the PLAS site plans (Single Plan for Student Achievement) for the 2012 – 2013 PLAS Site Plans during the 2011 – 2012 school year based on data and needs analysis. If necessary the District shall modify the State approved SAUSD SIG Award within the constraints of the SIG Federal and State requirements to reflect the PLAS Site Plans (Single Plan for Student Achievement) and PLAS Site Certificated Compacts with the approval of the SAUSD Board of Education and California Department of Education.**
- B. **PLAS Site Certificated Compact: Unit member expectations regarding the implementation of, and compliance with, the PLAS Site Plan (Single Plan for Student Achievement).**

**C. PLAS Site Certificated Compacts and PLAS Site Plans (Single Plan for Student Achievement) shall be developed at the site by the site-based Transformation Instructional Leadership Team (TILT) and approved by a simple majority of unit members at each site following the process listed below: (See PLAS Chart 1).**

- i. Each point of the PLAS Site Certificated Compact shall be developed using the SMARTe (Specific, Measurable, Attainable, Realistic, and Timely evidence) goal format and the matrix developed by the PLAS MOU oversight committee. The PLAS Site Certificated Compact for each PLAS site shall provide specific activities of both teachers and task oriented unit members.**

**D. The decision making process for each site TILT shall be based upon building consensus to promote continued site transformation and staff focus upon student achievement. After every effort is made to reach consensus, the TILT shall then hold a vote with 50% + 1 being required for a passing vote. The TILT shall have a maximum of:**

- 14 voting members at intermediate schools;**
- 22 voting members at high schools;**
- 50% of voting members elected by the unit members from each PLAS site; and**
- No more than 3 of the voting members shall be administrators.**

**The elected voting members shall be selected from:**

- i. One (1) from the English/Language Arts Department**
- ii. One (1) from the Mathematics Department**
- iii. One (1) from the Science Department**
- iv. One (1) from the Social Studies Department**
- v. One (1) from the Special Education Department**
- vi. One (1) from the Physical Education Department**
- vii. One (1) from the Counseling Department**
- viii. "At-large" members, as needed, to complete the elected unit member's portion of the TILT.**

**E. Election of the TILT members shall be run by SAEA on a yearly basis. If there are no volunteers from a subject area (i through vii above), "at-large" members may be added. The TILT election shall occur prior to the principal appointing TILT members.**

**F. The Chair of the TILT committee shall be elected by a secret ballot of PLAS site TILT members.**

- G. All TILT meetings are open to all stakeholders, consensus and voting is limited to TILT members.**
2. The maximum number of hours beyond the professional day for tutoring, student interventions, staff developments, etc., shall be based on the SIG Award received at each site and agreed upon between the District and SAEA.
  3. Each certificated staff member at a PLAS site will receive an annual stipend of \$1,000, to be paid on the last pay warrant of each school year for completing the required 30 hours as dictated by the **PLAS Site Plan (Single Plan for Student Achievement)**.
    - A. 20 hours shall be utilized for parent involvement activities (PTO/PTA, ELAC, SSC, etc.) data meetings, curriculum development, and staff development. Curriculum development and staff development will be compensated at the appropriate rate under Article VII of the SAEA/SAUSD Collective Bargaining Agreement.
    - B. 10 hours shall be utilized for student interventions and/or enrichments as provided for in the site plan to be compensated according to Article VII of the SAEA/SAUSD Collective Bargaining Agreement.
  4. During the year, a **PLAS MOU Oversight Committee** consisting of three (3) SAEA members (**appointed by the SAEA President**) and three (3) District members shall meet to review issues and problems that may occur during implementation and to make recommendations to their respective bargaining teams regarding modification to the MOU.
    - A. **Prior to June 10, 2011, the PLAS MOU oversight committee shall develop a matrix for the purpose of categorizing the paid and unpaid activities that count toward the \$1,000 stipend listed as #3 under "Miscellaneous" of this MOU. The matrix shall include:**
      1. **Type of activity**
      2. **Required documentation**
      3. **Paid or unpaid**
      4. **Process for payment**
    - B. **Prior to June 10, 2011, the PLAS MOU oversight committee shall develop a year-long calendar template of PLAS site activities and place District-wide events onto this calendar.**
      - i. **Each PLAS site TILT shall make a best faith effort to add specific PLAS site events to the calendar and to provide a copy of the calendar to all PLAS site staff prior to October 1, 2011.**

- ii. **Two (2) of the two and one-half (2.5) staff development buy-back days, shall be scheduled prior to the start of the school year. One (1) of the staff-development buy-back days shall be District led and one (1) shall be site directed. If the District chooses not to use its designated buy-back day, it reverts to a site directed buy-back day.**

**C. Prior to June 10, 2011, the PLAS MOU Oversight Committee shall develop a matrix for the PLAS Site Certificated Compact using the SMARTe (Specific, Measurable, Attainable, Realistic, and Timely evidence) goal format. The matrix shall include:**

- i. **PLAS activity**
- ii. **Description of activity**
- iii. **Required documentation**
- iv. **Teacher and/or Task Oriented**
- v. **Completion date**

**D. During the Summer of 2011, the PLAS MOU Oversight Committee shall revise/develop, based on the PLAS Site Plans (Single Plan for Student Achievement), a Student, Parent, Certificated Staff, Administrator Compact and matrix using the SMARTe (Specific, Measurable, Attainable, Realistic, and Timely evidence) goal format which will serve as the initial steps toward identifying and addressing one (1) and at most two (2) major components affecting student achievement and shall include:**

- i. **Involvement**
- ii. **Responsibilities**
- iii. **Expectations**
- iv. **Consequences**

The term of this MOU shall be in effect for the 2011 – 2012 school year.

This MOU is contingent upon receiving a SIG Grant award of a minimum of \$400,000 per high school and \$250,000 per intermediate school. Any award less than \$400,000 per high school or \$250,000 per intermediate school will be renegotiated.

This agreement is subject to approval by the parties' respective Boards **and the effected PLAS Sites**. If either the SAEA Board or SAUSD School Board rejects this agreement, the parties will resume the negotiations process. **If a PLAS Site rejects this agreement, this MOU shall not be applied to that respective PLAS site, and the existing Collective Bargaining Agreement language shall remain in effect.**

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Santa Ana Unified School District

Susan Mercer

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President  
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5/24/2011

SAUSD Board Approval Date

5/24/11

SAEA Board Approval Date

SAEA SJ

SAUSD JML

PLAS Chart 1  
PLAS Site Teacher Compact and PLAS Site Plan Development

