

**MEMORANDUM OF AGREEMENT
BETWEEN THE
WESTFIELD SCHOOL COMMITTEE
AND THE
WESTFIELD EDUCATION ASSOCIATION – UNIT A**

This memorandum of agreement entered into this _____ day of December, 2020 hereby amends the terms of the collective bargaining agreement between the Westfield School Committee and the Westfield Education Association – Unit A, specifically as provided below:

WHEREAS, the Department of Elementary and Secondary Education (DESE) advisory on reopening released June 25, 2020 requires Districts to develop three (3) plans to educate students, including plans for all remote learning and a hybrid.

WHEREAS, to that end, the Westfield School Committee (hereafter referred to as the “District”) and the Westfield Education Association Unit A (hereafter referred to the “Association”) agreed to certain conditions in a Memorandum of Agreement executed by all parties on September 2020,

WHEREAS, the Department of Elementary and Secondary Education (DESE) requires Districts to perform evaluations of teachers;

WHEREAS, Association members and the District agree that evaluations should occur for members but in a modified manner, the District and the Association hereby agree to the following terms, conditions, and understandings during the state’s COVID-19 only for the 2020-2021 school year:

1. With the exception of first year educators, all educators will remain on the same educator plan as they were on in the 2019-2020 school year.
2. Appendix F – Teacher Evaluation System Section 2 Definitions shall be amended as follows:
 - a. **Subsection A) Artifacts of Professional Practice:** All parties agree that only one (1) artifact of professional practice per the following indicators: IA Curriculum and Planning; IIB Learning Environment; IIIB Family Collaboration; and IVC Professional Collaboration shall be provided by each educator.
 - b. **Subsection K) Evaluation Cycle:** All parties agree that the Teacher Evaluation shall not include Self-Assessment and Goal-setting.
 - c. **Subsection W) Performance Standards:** All parties agree that educators will only be evaluated on the following indicators: IA Curriculum and Planning; IIB Learning Environment; IIIB Family Collaboration; and IVC Professional Collaboration
 - d. **Subsection Z) Rating of Overall Educator Performance:** All parties agree that this will not include the attainment of professional practice goal(s) nor the attainment of student learning goal(s).
3. Appendix F – Teacher Evaluation System Section 8 Evaluation Cycle: Observation of Practice and Examination of Artifacts – **Educators without PTS** shall be amended as follows:
 - a. Subsection A (For First Year Teachers) (i) – Add “The announced observation shall occur on or before May 1, 2021.”

- b. Subsection A (For First Year Teachers) (ii) – Delete and replace with: “The Educator shall have at least two unannounced observations by February 9, 2021”
- c. Subsection B (For Second and Third Year Teachers) (i) – Delete and replace with “The Educator shall have at least one announced observation on or before May 1, 2021.”
- 4. Appendix F – Teacher Evaluation System Section 9 Evaluation Cycle: Observation of Practice and Examination of Artifacts – **Educators with PTS** shall be amended as follows:
 - a. Subsection A: For the 2020-2021 school year, educators will remain on the same plan as they were on for the 2019-2020 school year.
 - b. Subsection B (For teachers rated Needs Improvement) Delete “at least two unannounced observations” and replace with “at least one announced observation by February 9, 2021.”
- 5. Appendix F – Teacher Evaluation System Section 10 Evaluation Cycle: Observations shall be amended as follows:
 - a. Delete the first two sentences and replace with, “The Evaluator’s first observation of the Educator shall take place by February 9, 2021. Observations required by the Educator Plan should be completed by May 1, 2021.”
- 6. Appendix F – Teacher Evaluation System Section 14 Educator Plans – General shall be amended as follows:
 - a. Delete subsection B.
- 7. Appendix F – Teacher Evaluation System Section 20- Timelines all dates shall be deleted and replaced with the following:

Westfield Public Schools 2020-2021 Evaluation System

What DO I have to do this year?

ONE artifact plus brief explanation when submitting in TalentEd for each of the following: (4 artifact maximum)

- IA - Curriculum and Planning
- IIB - Learning Environment
- IIIB - Family Collaboration
- IVC - Professional Collaboration

What DON'T I have to do this year?

NO Self-Assessment
 NO Goal Setting
 NO Professional Practice Goal
 NO Student Learning Goal

What will my administrator/supervisor do this year?

1st Year Teacher - Non-Professional Teacher Status

- 2 Unannounced Observations by Feb. 9th
- 1 Announced Observation by May 1st
- Formative Evaluation by Feb. 9th
- Summative Evaluation by June 1st

2nd & 3rd Year Teacher Non-Professional Teacher Status

- 1 Announced Observation by May 1st
- Summative Evaluation by June 1st

Professional Teacher Status - Needs Improvement Plan

- 1 Announced Observation by Feb 9th
- Summative Evaluation by June 1st

Professional Teacher Status

- Summative Evaluation by June 1st

This Side Letter of Agreement is not designed to, or otherwise alter the terms and conditions of the Collectively Bargained Agreement. This Side Letter of Agreement shall not set practice or precedent on either party.

FOR THE WESTFIELD PUBLIC SCHOOLS
ASSOCIATION

FOR THE WESTFIELD EDUCATION

Dated:

Dated: