

Letter of Agreement for the 2024–2025 School Year

A. Teacher Evaluation

For the 2024–25 school year, the negotiated teacher (person regularly assigned to instruct students in a classroom setting) performance evaluation system (consistent with Revised School Code Section 1249 and the Teachers’ Tenure Act) shall be a rigorous, transparent, and fair performance evaluation system that includes:

1. Two or three specific performance goals identified collaboratively by the teacher and evaluator to improve teacher effectiveness in the upcoming school year.

Evidence that goals were pursued and achieved will count for 15% of the year-end evaluation determination. A rating of “effective,” “developing,” or “needing support” will be assigned.

2. Student growth data (to be jointly approved by JEA and administration for the 2024–2025 school year). This data will count as 20% of the year-end evaluation determination.
 - a. Teachers may exempt individual students who have excessive absences (10% or more of class hours) or are partial year transfers into/out of the teacher’s classroom. Teachers and administrators may jointly agree to exempt students who have other anomalous circumstances that may warrant eliminating that data.
 - b. JEA and Administration will assign building effectiveness ratings (effective, needing support, or developing) to percentage ranges of student who grew, as listed below:

79.5–100% growth	Effective
50.5–79.4% growth	Developing
0–50.4% growth	Needing Support.

3. The Marzano Effective Teacher Evaluation Model will be utilized to determine other objective criteria for 65% of the year-end evaluation determination, as listed below:

2.45–4.00	Effective
1.45–2.44	Developing
0–1.44	Needing Support.

4. An evaluation of the teacher's job performance including written feedback within 15 school days of any observation.

B. Process

1. Classroom observations that are intended to assist in the year-end performance evaluation for teachers will be conducted as follows:
 - a. Teachers shall be notified no later than September 30 who will be doing their year-end evaluation (at least one observation must be conducted by the person doing the year-end evaluation). Specials teachers (e.g. music, art, physical education, et al.) will be evaluated by an administrator from the building(s) in which they serve, or by an administrator designated by the Assistant Superintendent. If an individual specials teacher feels there is a more appropriate assignment of evaluator, they may request that JEA leadership discuss a change with District leadership. If no notification is received, or if an evaluator needs to be changed, JEA and administration will jointly agree to an evaluator at the next regular monthly meeting.
 - b. The classroom observations used in the year-end evaluation must include a review of the teacher's lesson plan for the portion of the day the observation takes place and the state curriculum standard used in the lesson.
 - c. The observation must include a review of pupil engagement (as described in the Marzano tool) in the observed lesson.
 - d. To ensure 1.b and 1.c above, the observation shall be no less than fifteen (15) consecutive minutes. The observation may take place in person, via live video chat, or via a submitted video, as agreed upon by the teacher and the administrator. For in-person teaching, the default mode of observation will be via classroom visits unless alternatively agreed upon as stipulated above.
 - e. The teacher and the administrator shall agree on the scheduling of each observation, with a date and time selected at least two (2) school days prior to the observation. Alternatively, the teacher may choose to waive the two-day notification window to invite the administrator to observe a lesson, in which case this visit would count as an observation. The teacher may also waive the 2 day notification if an observation has to be rescheduled due to the administrator being called away during the originally scheduled observation.
 - f. The post-observation meeting shall be held no later than fifteen (15) school days after the observation.

- g. There shall be at least two (2) classroom observations of a teacher in each school year the teacher is evaluated. The first observation shall occur no later than the end of the first semester each school year. Observations that take place the week of Thanksgiving, the week before the Winter Holiday break, or the week before Spring Break must be approved by the teacher. A teacher may request more than two observations.
2. The annual performance evaluation system will assign a year-end rating of "effective," "developing," or "needing support" and include an assessment of progress toward IDP goals when applicable. If there is no written year-end evaluation the teacher shall be deemed "effective" for the year-end evaluation rating.
3. Teachers meeting any one of these criteria:
 - a. teachers who work less than sixty (60) days in any school year, or
 - b. who have their evaluation results vacated through the grievance procedure, or
 - c. who have an extenuating circumstance the District deems applicable for exempting a teacher from the annual evaluation process as agreed upon by the Association,

must not be provided an evaluation for that year. Said teachers shall receive a rating of "unevaluated." For purposes of tracking consecutive years of ratings, the same rating they received from JPS in the prior year will be logged internally and submitted via the Registry of Educational Personnel (REP) for the current year.

4. If a tenured teacher has been rated "highly effective" or "effective" for three (3) consecutive year-end evaluations, they shall be evaluated every third year thereafter unless administration provides a reason to JEA that a teacher will be evaluated sooner. After the third year, if a subsequent year-end rating is not "effective," the teacher shall be evaluated annually until receiving an "effective" rating for three (3) consecutive years.
5. In addition to the above procedures (Sections B. 1-4), teachers who are evaluated with an IDP (received a "minimally effective" or "ineffective" prior to July 1, 2024, or "developing" or "needing support" rating thereafter, have been identified by administration as needing a targeted plan of improvement, and/or are first year teachers) shall be provided the following:
 - a. specific performance goals developed in consultation with the teacher that will be used to assist in improving effectiveness for the next school year.
 - b. support provided by the District to assist the teacher in meeting the goals of

the IDP.

- c. Additional classroom observations may occur.
 - d. a mid-year progress report, supported with at least two (2) classroom observations no later than February 1, to gauge a teacher's improvement and to assist in any needed additional improvement that is aligned with the existing IDP. At least one observation may be unannounced.
 - e. For those teachers who have been put on a plan of improvement, a mentor teacher, mutually agreed upon between the administrator, the proposed mentor, and the JEA President or designee, who is informed of the conditions and requirements of the IDP shall be assigned to assist the mentee in the described performance goals of the IDP.
6. Any non-compliance with the evaluation process described above shall be subject to the grievance process.
 7. All teachers shall have the right to submit a response to their evaluation, which will be included in their personnel file and attached to the year-end evaluation.
 8. The Jenison Education Association President will be notified immediately if serious deficiencies are noted in a teacher's performance. Administration will notify JEA of any teacher in jeopardy of not meeting an improvement plan or facing a "needing support" or "developing" rating by spring break each year so that may be communicated to the teacher by JEA.
 9. Any teacher rated "ineffective" or "needing support" on three (3) consecutive year-end evaluations will be dismissed.

C. Rights of Tenured Teachers

1. A tenured teacher who is rated as "needing support" shall have the following due process rights to challenge said rating:
 - a. The teacher may request a review of the evaluation and the rating to the District's superintendent. Such a request must be made in writing within 30 calendar days after the teacher is informed of the rating. A written response to the review with any modifications of the year-end performance rating shall be provided to the teacher within thirty (30) calendar days.
 - b. If the written response does not resolve the matter, the teacher or the Association may request mediation through the Michigan Employment Relations Commission and provide a copy of that request to the administration.

- i. The request must be submitted in writing within thirty (30) calendar days after the teacher receives the superintendent's written response.
 - ii. Within fifteen (15) calendar days of receiving the request for mediation, the District shall provide a written response to the teacher and the Association confirming that mediation will be scheduled as appropriate.
2. A teacher who receives two (2) consecutive ratings of "needing support" may demand to use the grievance procedure as outlined in Article 19.

D. Training on Evaluation Systems, Tools, and Reporting Forms

1. Within the first two (2) weeks of each school year, the District shall provide, during contractually scheduled Professional Development time (so long as said PD time has been bargained as a part of the annual calendar), training to all teachers on important components of the year-end evaluation process, including student engagement.
2. Each administrator assigned to evaluate teachers shall be trained in the systems and tools used by the District. This shall include a "rater reliability" training by an individual with expertise in the evaluation tool at least every three (3) years. Proof of such training, including agendas and attendance, shall be provided to the JEA President.

E. Student Assignment

1. The District will ensure a student is not taught the same subject two years in a row by a teacher rated "needing support" (or "ineffective") on their two most recent year end evaluations.
2. If unable to comply, the Board must notify the student's parent that they will be instructed in the same subject two years in a row by a teacher who has been rated needing support on their two most recent year end evaluations by July 15 immediately preceding the school year in which the teacher is assigned to teach the student. The Board must provide a reason why they were unable to comply. However, if the teacher's evaluation is under review, the Board must wait for the review to be complete to issue the letter.

For the Board

Date

For the JEA

Date