

MEMORANDUM OF UNDERSTANDING BETWEEN  
THE VISALIA UNIFIED SCHOOL DISTRICT AND  
VISALIA UNIFIED TEACHERS ASSOCIATION  
EVALUATION PROCEDURES

The Visalia Unified Teachers Association ("VUTA") and the Visalia Unified School District ("District"), enter into this agreement to accommodate a mutual understanding between VUTA, and the District to pilot a new format of performance evaluation for counselors.

The parties hereby agree to the following:

1. This agreement is for these specific circumstances and will not set precedent or practice.
2. VUTA and the District have a common goal of establishing an evaluation process for counselors that supports a professional growth model focused on coaching and mentoring for the purpose of increasing student engagement.
3. In this pilot, counselors being evaluated and other counselors as mutually agreed upon will participate in an evaluation process to develop the standards on which counselors will be evaluated.
  - a. Admin evaluators will present an overview of the new evaluation system and provide training and coaching to each school site as needed.
4. Evaluation of counselor bargaining unit members shall utilize the forms and guidelines as set forth in the documents which are appended to this Side Letter Agreement and is hereby made a part of for the purposed of the pilot. Evaluation procedures for bargaining unit members shall consist of the following:
  - a. The facilitator (administrator) will meet with each counselor who is scheduled to be evaluated during the current school year prior to October 15.

\*For the 2023-2024 school year, this process will commence prior to the end of the first semester for all items dated prior to December 31<sup>st</sup> listed under this section.

    - i. The facilitator and counselor will collaboratively review the California Standards for the Counselor elements included on the evaluation forms.
  - b. Probationary and Temporary Counselor:
    - i. All Probationary and Temporary Counselors shall be evaluated on an annual basis. The observations may begin six weeks after the start of the school year provided that the facilitator and counselor have met and completed Form A1c listing the six elements to be evaluated.

- ii. Probationary and Temporary counselors have six California Association of School Counselor (CASC) standard elements that are common for all non-tenured counselors as listed on Form A1c. It is the expectation that growth on these six elements will continue of the probationary period until the time a counselor becomes tenured. The Facilitator and Counselor will review this from prior to October 15 and complete the form following the directions given on the form. The initial review of Form A1c may be completed in a group setting.
- iii. Throughout the school year, the facilitator will be required to coach and mentor the counselor based upon visitations. It is the expectation that the facilitator will meet with the counselor to discuss any issues of concern prior to documenting them on evaluation forms.
- iv. The Formative Professional Growth Document (Form A2c) shall be developed based upon observations and collaborative coaching/mentoring. This form is to be completed twice per year: once prior to November 15th and once prior to February 15th.
- v. The Summative Professional Growth Document (Form A3c) shall be developed based upon the professional growth of the counselor as evidenced by observations and collaborative coaching/mentoring. This form is to be completed prior to April 15th.
- vi. All forms and attachments will be reviewed collaboratively and signed by the facilitator and counselor prior to form deadlines. Counselors will receive a copy of all pages of each form.
- vii. A bargaining unit member may respond in writing to any written portion of the evaluation within ten (10) days of receipt.

c. Permanent Counselors:

- a. Permanent counselors who have from three to ten years teaching experience with the District shall be evaluated every other year through year ten. The observations may begin six weeks after the start of the school year provided that the facilitator and counselor have met and completed Form A4c listing the CASC standard elements to be evaluated.
- b. Permanent counselors who have more than ten years of counseling experience with the District shall be evaluated every three years. The Association and the District will

determine the process for evaluation year cycles of counselors with more than ten years of experience. The observations may begin six weeks after the start of the school year provided that the facilitator and counselor have met and completed Form A4c listing the CASC standard elements to be evaluated.

- i. Permanent counselors have four (4) CASC elements. Two elements will be selected by the counselor and two will be selected by the facilitator and listed on Form A4c. The element selected may be those listed on the Probationary and Temporary form A1c. The Facilitator and Counselor will review this form prior to September 15 and use the directions given to complete the form.
  - ii. Throughout the school year, the facilitator will be required to coach and mentor the counselor based upon visitations. It is the expectation that the facilitator will meet with the counselor to discuss any issues of concern prior to documenting them on evaluation forms.
  - iii. The Formative Professional Growth Document (Form A5c) shall be developed based upon observations and collaborative coaching/mentoring. This form is to be completed twice per year: once prior to November 15<sup>th</sup> and once prior to February 15<sup>th</sup>.
  - iv. The Summative Professional Growth Document (Form A6c) shall be developed based upon the professional growth of the counselor as evidenced by observations and collaborative coaching/mentoring. This form is to be completed prior to April 15<sup>th</sup>.
  - v. All forms and attachments will be reviewed collaboratively and signed by the facilitator and counselor prior to form deadlines. Counselors will receive a copy of all pages of each form.
5. Evaluations completed under this agreement will be utilized by the Evaluation Committee, after all identifying information is redacted, in order to analyze the effectiveness and productivity of the forms. All evaluations executed under this agreement shall be completed by April 15, 2024.
  6. The Parties agree that all applicable sections of Article VII, Evaluation Procedures in the current CBA will remain in force throughout the duration of this agreement unless both parties agree to alter those sections.
  7. Both Parties agree that the bargaining teams will meet in the spring of 2024 to evaluate the effectiveness of this agreement.
  8. This agreement is to remain in place through June 30, 2025. It is the intent of both parties that the System of Professional Growth/Evaluation Pilot become the new working model for all counselors. It is also the intent of both parties to develop a pilot for all other non-classroom certificated staff during the 2023-2025 school years. With the consent of both parties, the pilot may be extended to complete the work.

VISALIA UNIFIED SCHOOL DISTRICT

  
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Ben Dhillon, Assistant Superintendent

Date: 10/10/24

VISALIA UNIFIED TEACHERS ASSOCIATION

  
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Patrick Hemphill, President

Date: 10/10/24