

Memo of Understanding
Administrator Evaluations - Article VIII
January 15, 2025

- A. The performance of all AAAA members shall receive at least a year-end evaluation while providing timely and constructive feedback. Notwithstanding anything contained in this Article, all evaluations shall be conducted pursuant to current state law.
- B. Evaluation of an administrator in relation to their assignment is a continuing process and shall be conducted by the Superintendent or their designee. For building-level administrators, each observation by the Evaluator(s) shall be made in person, at the school building where the building-level administrator works. As part of the observation, the Evaluator(s) must observe classrooms with the building-level administrator and review the building-level administrator's school improvement plan. These observations shall not occur during the first two weeks or the last two weeks of the students' school year.
- C. The performance evaluation system shall establish clear approaches to measuring student growth that provides school administrators with relevant data on student growth.
 - a. Beginning in the 2024-2025 school year: the Year-End Evaluation must include student growth and assessment data or student learning objectives metrics and 20% of the year-end evaluation shall be based on student growth and assessment data or student learning objectives metrics as defined by MCL 380.1249(6)(a).
- D. The Year-End Evaluations must be based primarily on the administrator's performance as measured by the District's evaluation tool.
- E. The Year-End Evaluation shall be used, at a minimum, to inform decisions regarding all of the following:
 - a. The effectiveness of school administrators, so that they are given ample opportunities for improvement.
 - b. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.
- F. The portion of the year-end evaluation that is not based on student growth and assessment data or student learning objectives must be based on objective criteria.
- G. The Year-End Evaluation shall be completed using the Evaluation Tool and Form approved by the Board of Education. The Evaluation Tool shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.

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- H. The District shall provide training to school administrators on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided by a District or by a consortium consisting of two (2) or more districts, the intermediate school district, or a public-school academy. Training shall be scheduled during the Administrators' Retreat or as soon as practicable.
- I. The District shall ensure that training is provided to all evaluators and observers of AAAA members. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.
- J. At the end of the school year, each administrator shall be assigned a year-end performance evaluation rating ("Year-End Evaluation") of one of the following:
- a. Effective
 - b. Developing, or
 - c. Needing Support.
- K. The District shall provide to each administrator a mid-year progress report by February 15 of each year that the administrator is evaluated. The midyear progress report shall supplement and not replace the year-end evaluation. The midyear progress report shall include:
- a. Specific performance goals developed by the Evaluator(s) or his/her designee.
 - i. For building-level administrators, the specific performance goals shall be for the remainder of the school year.
 - ii. For all other administrators, the specific performance goals shall be for the remainder of the calendar year.
 - b. Any recommended training identified by the Evaluator(s) or his/her designee that would assist the administrator in meeting the specific performance goals.
 - c. A written improvement plan that includes the specific performance goals and training. The plan shall be designed to assist the administrator to improve his/her evaluation rating.
- L. A mentor or coach shall be assigned to each administrator for the first 3 years in which the school administrator is in a new administrative position.
- M. Any AAAA member who receives an evaluation rating of developing, or needing support on their Year-End Evaluation shall be provided with an improvement plan developed by the Evaluator to correct the deficiencies. The improvement plan must recommend



professional development opportunities and other actions designed to improve the rating of the administrator on his/her next Year-End Evaluation.

- N. The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. If an administrator, after receiving a reasonable degree of assistance, fails to perform his or her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.
- O. An administrator rated as ineffective prior to July 1, 2024, or needing support on or after July 1, 2024, on three (3) consecutive Year-End Evaluations must be dismissed from employment with the District.
- P. Any school administrator who receives a rating of Needing Support on their Year-End Evaluation must be provided options related to review of the evaluation, including a written response, the ability to request mediation, and, when appropriate, utilization of the grievance process or binding arbitration as set out in MCL 380.1249b(1)(p)
 - a. The request for a review must be submitted in writing within 30 calendar days after the administrator is informed of the Year-End Evaluation rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on the Superintendent's review. A written response regarding the Superintendent's findings must be provided to the administrator by not later than 30 calendar days after receipt of the request for review and before making any modifications.
 - b. The option to request mediation is available only to an administrator that has requested a review of the evaluation by the District Superintendent, has received a written response regarding the Superintendent's findings, and such response did not resolve the matter. If the Superintendent's written response did not resolve the matter, the school administrator or AAAA representative may submit a written request for mediation within 30 calendar days after the administrator receives the Superintendent's written response. Within 15 days of receipt of the request, the Superintendent must provide a written response stating that mediation will be scheduled as appropriate.
 - c. The option to utilize the grievance process or binding arbitration is available only to an administrator who has received two (2) consecutive ratings of Needing Support.
- Q. An administrator who is rated as highly effective (before July 1, 2024) or effective (beginning July 1, 2024) on his or her three (3) most recent consecutive year-end evaluations may receive a Year-End Evaluation biennially instead of annually at the District's discretion.

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- a. If any of the following occur, the school administrator's evaluation must be conducted annually:
 - i. The administrator is not rated as effective on one (1) of these biennial evaluations.
 - ii. For a building-level school administrator, the school administrator's supervisor or evaluator changes.
- R. Evaluations and feedback concerning the evaluation must be provided in writing to the administrator. If possible or practicable, a written evaluation will be provided by the end of the AAAA member's contractual year. If a written evaluation is not provided by the end of the AAAA member's contractual year, absent special circumstances, the administrator is deemed effective.
- S. If required by the circumstances described in MCL 380.1249b(1)(i), the school administrator must be designated unevaluated:
 - i. The school administrator worked less than 60 days in that year.
 - ii. The school administrator's evaluation results were vacated through the grievance procedure or arbitration described in MCL 380.1249b(1)(p).
 - iii. There are extenuating circumstances and the school administrator and the school district, intermediate school district, or public school academy agree to designate the school administrator as unevaluated because of the extenuating circumstances.
- T. If designated as unevaluated, the school administrator's rating from the year immediately before that designation must be used if both of the following conditions are present:
 - i. The administrator continues to be employed in the same position that the administrator was employed in the year before the administrator received the unevaluated designation.
 - ii. The administrator continues to be employed by the same school district that employed the administrator in the year before the administrator received the unevaluated designation.

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