

**OTTAWA AREA INTERMEDIATE SCHOOL DISTRICT
AND THE
CAREERLINE TECH CENTER TEACHERS' ASSOCIATION**

Letter of Understanding Regarding Evaluation Tools

This Letter of Understanding (LOU) shall be effective as of 10/14, 2025 ("Execution Date"). The Careerline Tech Center Teachers' Association ("Union") and the Ottawa Area Intermediate School District ("Employer") agree to clarify the evaluation tools used for Teachers, Counselors, and Teacher Consultants (TCs) as follows:

**ARTICLE 28
EVALUATION**

Teachers

Teachers will be evaluated as defined by Section 1249 of the Revised School Code, the Teacher Tenure Act, and Board Policy.

The parties acknowledge that teacher of record (as defined by MCL 380.1249(6)(b)) placement, layoff/recall, and evaluation are governed by Board policies. Teacher of record, placement, and layoff/recall procedures are guided by clear and transparent factors as identified in the Board Policies and consider effectiveness. The evaluation tool shall be the Marzano Focused Teacher Evaluation Model.

Prior to conducting an unscheduled observation, administration will provide a range of dates during which the observation may take place and get feedback from the teacher on preferred dates.

Student growth measures will include results from at least two student assessments that are relevant to the teacher's specific occupation/pathway and approved by Administration. One assessment will be the CTC Basic Math assessment.

Non-probationary teachers rated Effective on three consecutive evaluations who have also not been subject to discipline and for whom there are no documented performance concerns will be evaluated triennially by Administration.

Counselors and Teacher Consultants (TCs)

Counselors and Teacher Consultants will be evaluated using the Marzano Focused Non-Classroom Instructional Support Personnel Evaluation Model.

The evaluation tool is intended to provide professional guidance, coaching, and support. Participation in the evaluation process is required, and observations, feedback, and data collected will remain confidential unless otherwise agreed.

Ottawa Area Intermediate School District

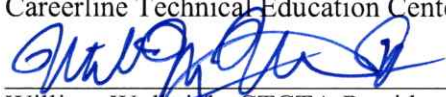

David Kirksey, Director, Careerline Technical Center

10/14/25
Date


Marcie Ver Beek, Assistant Superintendent of HR

10/14/25
Date

Careerline Technical Education Center Teachers' Association


William Wolbrink, CTCTA President

10-14-25
Date