

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN MATEO COUNTY OFFICE OF EDUCATION
AND
SAN MATEO COUNTY EDUCATORS ASSOCIATION**

The San Mateo County Office of Education (County Office) and the San Mateo County Educators Association (SMCEA) agree to this Memorandum of Understanding relating to the participation of SMCEA members in the evaluation process for paraeducators represented by the California School Employees Association (CSEA) Chapter 158 during the 2025–2026 school year.

The parties recognize the importance of collaboration between certificated and classified staff in supporting student learning. This MOU establishes a structured and transparent process for SMCEA participation in paraeducator evaluations while ensuring that final evaluative determinations remain the responsibility of administration.

1. Fall Check In: Principals will meet with CSEA Chapter 158 members in the fall. During this meeting, principals will:
 - a. Discuss employee goals and needed supports.
 - b. Review the evaluation tool and timeline.
2. Evaluation Feedback: SMCEA members may provide feedback on CSEA 158 members using a digital tool (e.g., Google Form). This feedback is optional and may be submitted at any time during the school year, but no later than the first week of May. The form will include areas of strengths, areas of improvement, and recommended supports.
3. Ongoing Feedback and Support: Throughout the school year, SMCEA members are encouraged to provide ongoing, informal feedback and support to CSEA 158 members with whom they collaborate in the classroom.
4. Final Evaluations: Principals will meet with each CSEA 158 member on or before May 30 to review and discuss the completed evaluation and feedback. Feedback from SMCEA members will be used as one type of input in forming final evaluative comments and determinations and shall be based upon direct knowledge and/or observation of the CSEA 158 member's performance.
5. This Agreement shall remain in effect for the 2025–2026 school year unless modified or extended by mutual written agreement of both parties.

The undersigned representatives of the parties, represent that they are authorized to enter into this MOU. The MOU will be effective upon its full execution.

San Mateo County Educators Association

3/23/26

Date

San Mateo County Office of Education

3/23/26

Date