

MEMORANDUM OF UNDERSTANDING BETWEEN
THE VISALIA UNIFIED SCHOOL DISTRICT AND
VISALIA UNIFIED TEACHERS ASSOCIATION
CLASSROOM TEACHER 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 implement updated performance evaluation standards for classroom teachers.

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 teachers that supports a professional growth model focused on coaching and mentoring for the purpose of increasing student engagement.
3. In this initial implementation, teachers being evaluated and other teachers as mutually agreed upon, will participate in an evaluation process utilizing new evaluation forms that reflect the California Standards for the Teaching Profession (CSTP) updated in 2024, and the coaching and feedback model of evaluation currently utilized with classroom teachers.
 - 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 teacher bargaining unit members shall utilize the forms and guidelines as set forth in the documents which are appended to this Agreement and is hereby made a part of for the purpose of the initial implementation. A reflection form has been included amongst the evaluation forms to encourage teachers' reflective practice, an important facet of high quality professional teaching. The use of the reflection form is optional and teachers shall not be forced to use this form or negatively affected for not utilizing the reflection form. Evaluation procedures for bargaining unit members shall consist of the following:
 - a. The facilitator (administrator) will meet with each teacher who is scheduled to be evaluated during the current school year prior to September 15.
 - i. The facilitator and teacher will collaboratively review the performance elements included on the evaluation forms.
 - b. Probationary and Temporary Teachers:
 - i. All probationary and temporary teachers 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 classroom teacher have met and completed Form A1 listing the six elements to be evaluated.

- ii. Each of the six CSTP Standards includes Elements, which serve to clarify the intention of the standard and help define key components of teaching within the standard. Probationary and temporary classroom teachers will be evaluated on either elements A or B across all six Standards, as listed on Form A1. Probationary and temporary classroom teachers shall be evaluated using elements A for the first two (2) years of their probationary period with the expectation that growth on these six elements will continue through the probationary period until the time a non-classroom teacher becomes tenured. Elements B may be utilized instead of elements A upon mutual agreement between the facilitator and the teacher.
- iii. The facilitator and teacher will review Form A1 prior to September 15 and complete the form following the directions given on the form. The initial review of Form A1 may be completed in a group setting.
- iv. Throughout the school year, the facilitator will be required to coach and mentor the teacher based upon observations. It is the expectation that the facilitator will meet with the teacher to discuss any issues of concern prior to documenting them on evaluation forms.
- v. The Formative Professional Growth Document (Form A2) 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.
- vi. The Summative Professional Growth Document (Form A3) shall be developed based upon the professional growth of the teacher as evidenced by observations and collaborative coaching/mentoring. This form is to be completed prior to April 15th.
- vii. All forms and attachments will be reviewed collaboratively and signed by the facilitator and teacher prior to form deadlines. Teachers will have access to all pages of each form.
- viii. A bargaining unit member may respond in writing to any written portion of the evaluation within ten (10) days of receipt.

c. Permanent Teachers

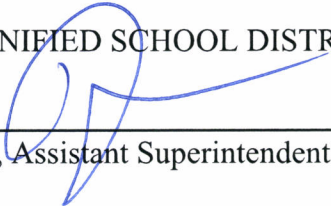
- a. Permanent teachers who have from three to ten years teaching experience with the District shall be evaluated every other year through year ten. The observations may

begin six weeks after the start of the school year provided that the facilitator and teacher have met and completed Form A4 listing the elements to be evaluated.

- b. Permanent teachers who have more than ten years of teaching experience with the District shall be evaluated every three years. The Association and the District will determine the process for evaluation year cycles of teachers 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 non-classroom teacher have met and completed Form A4 listing the elements to be evaluated.
 - i. Permanent teachers have four (4) elements. Two elements will be selected by the teacher and two will be selected by the facilitator and listed on Form A4. The elements selected may be those listed on the Probationary and Temporary form A1. The facilitator and teacher 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 teacher based upon observations. It is the expectation that the facilitator will meet with the teacher to discuss any issues of concern prior to documenting them on evaluation forms.
 - iii. The Formative Professional Growth Document (Form A5) 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.
 - iv. The Summative Professional Growth Document (Form A6) shall be developed based upon the professional growth of the teacher as evidenced by observations and collaborative coaching/mentoring. This form is to be completed prior to April 15th.
 - v. All forms and attachments will be reviewed collaboratively and signed by the facilitator and teacher prior to form deadlines. Teachers will have access to all pages of each form.
 - vi. A bargaining unit member may respond in writing to any written portion of the evaluation within ten (10) days of receipt.
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, 2027.
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 2027 to evaluate the effectiveness of this agreement.
8. This agreement is to remain in place through June 30, 2027. It is the intent of both parties that the new evaluation forms reflecting the California Standards for the Teaching Profession (CSTP) updated in 2024 and the System of Professional Growth/Evaluation become the new working model for all teachers. With the consent of both parties, this agreement may be extended to complete the work.

VISALIA UNIFIED SCHOOL DISTRICT

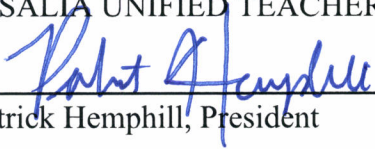


Ben Dhillon, Assistant Superintendent

Date: _____

6/8/26

VISALIA UNIFIED TEACHERS ASSOCIATION



Patrick Hemphill, President

Date: _____

6/9/26

Task: FORM A1 - VUTA - TEACHER - PROB

Facilitator: Review this form and the corresponding Continuum of Teaching Practice standards & elements (found on the VUSD website – Departments – HRD - Forms) prior to September 15th. This form may be completed at a group meeting.

Employee ID: required

[DirectReport.EmployeeID]

Teacher required

[DirectReport.FullName]

School required

[DirectReport.Location]

Grade(s)/Subject(s) Assigned required

[DirectReport.Title]

FACILITATOR: During their probationary time with Visalia Unified, each teacher must show that they meet/exceed expectations on the six (6) core elements. The principal/facilitator decides if the probationary teacher has demonstrated competency on each element. Here are some guidelines:

1. As part of the review of standard elements at the beginning of the evaluation cycle, the Principal/Facilitator will discuss with the probationary teacher the various levels of teacher effectiveness (Emerging, Exploring, Applying, Integrating, or Innovating) based on the Continuum of Teaching Practice.
2. The Facilitator will serve as evaluator and coach as each probationary teacher works toward demonstrating competency in all six elements. The Facilitator will collaborate with the probationary teacher in prioritizing areas of focus throughout the evaluation time period. Probationary teachers will never have more than six (6) total elements per evaluation year.

Standard 1 Element Selection required

Unless otherwise agreed upon by the supervisor and the teacher, all Probationary Teaching staff will be evaluated on A Elements for each Standard in the CSTP Continuum.

Standard 2 Element Selection required

Unless otherwise agreed upon by the supervisor and the teacher, all Probationary Teaching staff will be evaluated on A Elements for each Standard in the CSTP Continuum.

Standard 3 Element Selection required

Unless otherwise agreed upon by the supervisor and the teacher, all Probationary Teaching staff will be evaluated on A Elements for each Standard in the CSTP Continuum.

Standard 4 Element Selection required

Unless otherwise agreed upon by the supervisor and the teacher, all Probationary Teaching staff will be evaluated on A Elements for each Standard in the CSTP Continuum.

Standard 5 Element Selection required

Unless otherwise agreed upon by the supervisor and the teacher, all Probationary Teaching staff will be evaluated on A Elements for each Standard in the CSTP Continuum.

Standard 6 Element Selection required

Unless otherwise agreed upon by the supervisor and the teacher, all Probationary Teaching staff will be evaluated on A Elements for each Standard in the CSTP Continuum.

VUSD Professional Duties and Responsibilities

These duties & responsibilities encompass CSTP 6 and all of its elements.

1. Attends required meetings
2. Supervises students outside of classroom
3. Maintains records punctually and accurately
4. Maintains materials and equipment
5. Works with colleagues cooperatively and effectively
6. Communicates effectively with students, parents and staff
7. Fulfills board-adopted Code of Ethics of the Teaching Profession
8. Applies coaching and feedback to strengthen practice

This document must be signed prior to September 15 which indicates the core standards and elements were reviewed.

By signing this document, both parties are acknowledging that they have reviewed all CSTP Standards & Elements the Teacher will be evaluated on for the school year.

It is optional to use this form as a tracking document.

This form was initially reviewed:

Task: FORM A2 - VUTA - TEACHER - PROB

1. There must be multiple classroom visits prior to completing this document.
2. This document shall be completed a minimum of two times per year (once prior to November 15th and once prior to February 15th).

Employee ID:

[DirectReport.EmployeeID]

Teacher: required

[DirectReport.FullName]

Observer

[Evaluator.FullName]

Coaching Notes (please note observation dates as applicable):

The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting and editing. From left to right, the icons are: a bold 'B', an italic 'I', an underlined 'U', a capital 'A' with a dropdown arrow, another capital 'A' with a dropdown arrow, the text 'Font Sizes' with a dropdown arrow, a bulleted list icon, a numbered list icon, a left-pointing curved arrow (undo), a right-pointing curved arrow (redo), a document icon with a plus sign (insert new), a document icon with a checkmark (save), and a document icon with a magnifying glass (find). Below the toolbar is a large, empty white rectangular area for text input. In the bottom right corner of this area, there is a small, faint icon of a grid of dots.

Next Steps for Professional Growth and/or for meeting Professional Responsibilities:

Standard One Selected Element

Standard One Rating required

Emerging	Exploring	Applying	Integrating	Innovating
☐	☐	☐	☐	☐

Standard Two Selected Element

Standard Two Rating required

Emerging	Exploring	Applying	Integrating	Innovating
☐	☐	☐	☐	☐

Standard Three Selected Element

Standard Three Rating required

Emerging	Exploring	Applying	Integrating	Innovating

☐	☐	☐	☐	☐
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Standard Four Selected Element

Standard Four Rating required

Emerging	Exploring	Applying	Integrating	Innovating
☐	☐	☐	☐	☐

Standard Five Selected Element

Standard Five Rating required

Emerging	Exploring	Applying	Integrating	Innovating
☐	☐	☐	☐	☐

Standard Six Selected Element

Standard Six Rating required

Emerging	Exploring	Applying	Integrating	Innovating
☐	☐	☐	☐	☐

VUSD Professional Duties and Responsibilities

1. Attends required meetings

2. Supervises students outside of classroom
3. Maintains records punctually and accurately
4. Maintains materials and equipment
5. Works with colleagues cooperatively and effectively
6. Communicates effectively with students, parents and staff
7. Fulfills board-adopted Code of Ethics of the Teaching Profession
8. Applies coaching and feedback to strengthen practice required

These duties & responsibilities encompass CSTP 6 and all of its elements.

Task: SELF-REFLECTION - VUTA - TEACHER - PROB

This optional self-reflection tool is available to help you align your teaching practices with the new CSTP standards. Use the fields below to document written reflections, practical examples, or upload artifacts.

Standard 1 Reflection required

The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting and editing. From left to right, the icons are: a bold 'B', an italic 'I', an underlined 'U', a text color 'A' with a dropdown arrow, a background color 'A' with a dropdown arrow, the text 'Font Sizes' with a dropdown arrow, a bulleted list icon, a numbered list icon, an undo arrow, a redo arrow, a copy icon, a print icon, and a save icon. Below the toolbar is a large, empty white rectangular area for text input. In the bottom right corner of this area, there is a small, faint dotted pattern.

Standard 6 Reflection required

A screenshot of a rich text editor's toolbar. The toolbar is located at the top of the interface and contains various icons for text formatting and editing. From left to right, the icons are: a bold letter 'B', an italicized letter 'I', an underlined letter 'U', two versions of a capital letter 'A' each followed by a downward-pointing triangle indicating a dropdown menu, the text 'Font Sizes' followed by a downward-pointing triangle, three horizontal lines representing a bulleted list, a fraction icon showing '1/2' over '3', a curved arrow pointing left for undo, a curved arrow pointing right for redo, an icon of two overlapping sheets of paper for copy, an icon of a single sheet of paper with a checkmark for paste, and an icon of a document with a large 'T' for insert text. Below the main toolbar, there is a secondary row containing a code symbol '<>' and a spelling checker icon labeled 'ABC' with a checkmark.

Task: FORM A3 - VUTA - TEACHER - PROB

Administrator: Check the box that characterizes the teacher's predominant performance in each of the California Standards for Teaching profession and for the Visalia Unified School District Non-Instructional Duties/Professional Responsibilities listed below. For each area where you indicate that a teacher does not meet standards, provide specific comments in the space provided. For teachers meeting standards, use this space to provide evidence to support performance ratings.

Teacher

[DirectReport.FullName]

School

[DirectReport.Location]

Job Title

[DirectReport.Title]

STANDARD ONE SELECTED ELEMENT

STANDARD ONE RATING

Engaging and supporting all students in learning

required

Meets or Exceeds Standard	Exploring or Emerging towards Standard
☐	☐

STANDARD ONE - Evidence to support continuum of professional growth:

A screenshot of a rich text editor toolbar. It includes buttons for Bold (B), Italic (I), Underline (U), and a dropdown for Font Size (A). There are also icons for undo (curved arrow left), redo (curved arrow right), copy (two overlapping sheets), paste (sheet with plus sign), and insert (sheet with plus sign and 'T' for text).

STANDARD TWO SELECTED ELEMENT

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STANDARD TWO

Creating and maintaining effective environments for student learning required

required

Meets or Exceeds Standard

Exploring or Emerging towards Standard

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☐

STANDARD TWO - Evidence to support continuum of professional growth:

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STANDARD THREE SELECTED ELEMENT

STANDARD THREE

Understanding and organizing subject matter for student learning required

required

Meets or Exceeds Standard	Exploring or Emerging towards Standard
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STANDARD FIVE

Assessing students for learning required

Meets or Exceeds Standard	Exploring or Emerging towards Standard
☐	☐

STANDARD FIVE - Evidence to support continuum of professional growth:

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ABC ✓

STANDARD SIX SELECTED ELEMENT

STANDARD SIX

Developing as a professional educator required

Meets or Exceeds Standard	Exploring or Emerging towards Standard
☐	☐

STANDARD SIX - Evidence to support continuum of professional growth:

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ABC ✓

VUSD Professional Duties and Responsibilities

1. Attends required meetings
2. Supervises students outside of classroom
3. Maintains records punctually and accurately
4. Maintains materials and equipment
5. Works with colleagues cooperatively and effectively
6. Communicates effectively with students, parents and staff
7. Fulfills board-adopted Code of Ethics of the Teaching Profession
8. Applies coaching and feedback to strengthen practice required

These duties & responsibilities encompass CSTP 6 and all of its elements.

Meets or Exceeds Standard	Coaching will continue on the VUSD Professional Duties and Responsibilities	Does Not Meet Standards
☐	☐	☐

Next Steps for Professional Growth and/or Professional Duties and Responsibilities:

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Rating

Field value will be calculated upon Save Progress.

Meets or Exceeds all Six Standards = Meeting all 6 standards is at Applying or above

Approaching Standards = Meets at least 4 standards

Emerging Toward Meeting Standards = Meets less than 4 standards

Does Not Meet Standards = 0 standards met

Optional Recommendations Based on Rating

Please note that this area may be left blank if the Teacher is Meeting\Exceeding all selected elements.

Optional recommendations may be selected from the boxes below based on the overall rating of the Teacher.

If rating is

"Emerging Towards

Meeting

Standards" or

"Does Not Meet

Standards"

☐

Intervention Plan to be Developed

☐

More support from District Team

The teacher's signature does not constitute an agreement with the Facilitator's ratings or comments, but is an acknowledgement that the document has been received. Teachers have the right to submit an additional written response for inclusion in this report.

Task: **FORM A4 - VUTA - TEACHER - PERM**

NAME

[DirectReport.FullName]

EMPLOYEE ID

[DirectReport.EmployeeID]

SCHOOL

[DirectReport.Location]

Job Title

[DirectReport.Title]

Facilitator: Fill in the two selected CSTP standard elements selected by the teacher and the two selected CSTP standard elements selected by you in the box below. Both the teacher and the facilitator need to initial the selection. The agreement must be in place prior to September 15.

SELECTED STANDARD ELEMENTS

Teacher Select Element 1

required

Teacher Select Element 2

required

Facilitator Select Element 3

required

Facilitator Select Element 4

required

VUSD Professional Duties and Responsibilities

1. Attends required meetings
2. Supervises students outside of classroom
3. Maintains records punctually and accurately
4. Maintains materials and equipment
5. Works with colleagues cooperatively and effectively
6. Communicates effectively with students, parents and staff
7. Fulfills board-adopted Code of Ethics of the Teaching Profession
8. Applies coaching and feedback to strengthen practice

These duties & responsibilities encompass CSTP 6 and all of its elements.

Task: **FORM A5 - VUTA - TEACHER - PERM**

FORMATIVE (CHECKPOINT) PROFESSIONAL GROWTH DOCUMENT 1. There must be multiple classroom visits prior to completing this document. 2. This document shall be completed a minimum of two times per year (once prior to November 15th and once prior to February 15th).

Teacher:

[DirectReport.FullName]

Observer:

[Evaluator.FullName]

FOCUS ELEMENTS

Element 1

Element 2

Element 3

Element 4

VUSD Professional Duties and Responsibilities

1. Attends required meetings
2. Supervises students outside of classroom
3. Maintains records punctually and accurately
4. Maintains materials and equipment
5. Works with colleagues cooperatively and effectively
6. Communicates effectively with students, parents and staff
7. Fulfills board-adopted Code of Ethics of the Teaching Profession
8. Applies coaching and feedback to strengthen practice

These duties & responsibilities encompass CSTP 6 and all of its elements.

Coaching Notes (please note observation dates as applicable):

The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting and editing. From left to right, the icons are: a bold 'B', an italic 'I', an underlined 'U', a large 'A' with a downward arrow, a smaller 'A' with a downward arrow, the text 'Font Sizes' with a downward arrow, a list icon (three horizontal lines with a dot on the left), a link icon (a chain link), an undo icon (a curved arrow pointing left), a redo icon (a curved arrow pointing right), a copy icon (two overlapping sheets of paper), a paste icon (a clipboard with a sheet of paper), and a text color icon (a clipboard with a sheet of paper and a color bar). Below the toolbar is a large, empty white rectangular area for text input. In the bottom right corner of this area, there is a small, faint icon consisting of a grid of dots.

Next Steps for Professional Growth and/or for meeting Professional Duties and Responsibilities:

[illegible]

Task:SELF-REFLECTION - VUTA - TEACHER - PERM

This optional self-reflection tool is available to help you align your teaching practices with the new CSTP standards. Use the fields below to document written reflections, practical examples, or upload artifacts.

Element 1 required

Element 1 Reflection

[illegible]

Element 2 required

Element 2 Reflection

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Element 3 required

Element 3 Reflection

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Element 4

required

Element 4 Reflection

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Task: **FORM A6 - VUTA - TEACHER - PERM**

Facilitator: Select the rating that characterizes the teacher’s predominant performance in each of the California Standards for Teaching Profession and for the Visalia Unified School District Non-Instructional Duties/Professional Responsibilities listed below. For each area where you indicate that a teacher does not meet standards provide specific comments in the space provided. For teachers meeting standards use this space to provide evidence to support performance ratings.

NAME

[DirectReport.FullName]

School required

[DirectReport.Location]

Job Title required

[DirectReport.Title]

CTSP ELEMENTS

Element 1 required

Element 1 Score required

Meets or Exceeds Standard	Exploring or Emerging towards Standard
☐	☐

Element 1 - EVIDENCE TO SUPPORT CONTINUUM OF PROFESSIONAL GROWTH

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Element 2

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Element 2 Score required

Meets or Exceeds Standard	Exploring or Emerging towards Standard
☐	☐

Element 2 - EVIDENCE TO SUPPORT CONTINUUM OF PROFESSIONAL GROWTH

The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting and editing. From left to right, the icons are: a bold 'B', an italic 'I', an underlined 'U', a capital 'A' with a downward arrow, another capital 'A' with a downward arrow, the text 'Font Sizes' with a downward arrow, a bulleted list icon, a numbered list icon, a left-pointing curved arrow, a right-pointing curved arrow, a copy icon (two overlapping sheets), a paste icon (a sheet with a plus sign), and a clipboard with a document icon. Below the toolbar is a large, empty rectangular text area. In the bottom-left corner of this text area, there are two small icons: a code symbol '<>' and an 'ABC' icon with a checkmark. In the bottom-right corner of the entire image, there is a small, faint icon of a grid of dots.

Element 3

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Element 3 Score required

Subject	Meets or Exceeds Standard (%)	Exploring or Emerging towards Standard (%)
Mathematics	55	45
Science	50	50

Rating

Field value will be calculated upon Save Progress.

VUSD Professional Duties and Responsibilities

1. Attends required meetings
2. Supervises students outside of classroom
3. Maintains records punctually and accurately
4. Maintains materials and equipment
5. Works with colleagues cooperatively and effectively
6. Communicates effectively with students, parents and staff
7. Fulfills board-adopted Code of Ethics of the Teaching Profession
8. Applies coaching and feedback to strengthen practice required

These duties & responsibilities encompass CSTEP 6 and all of its elements.

Meets or Exceeds Standard	Coaching will continue on the VUSD Professional Duties and Responsibilities	Does Not Meet Standards
☐	☐	☐

Next Steps for Professional Growth:

The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting and editing. The icons include: bold (B), italic (I), underline (U), text color (A with a dropdown arrow), background color (A with a dropdown arrow), font size (Font Sizes with a dropdown arrow), bulleted list (three horizontal lines with a dot), numbered list (three horizontal lines with numbers 1, 2, 3), undo (curved arrow pointing left), redo (curved arrow pointing right), copy (two overlapping document icons), paste (document icon with a clipboard), and insert table (table icon with an 'I'). Below the toolbar is a large, empty white rectangular area for text input. In the bottom right corner of this area, there is a small, faint icon of a grid of dots.

Optional Recommendations Based on Rating

Please note that this area may be left blank if the Teacher is Meeting\Exceeding all selected elements.
Optional recommendations may be selected from the boxes below based on the overall rating of the Teacher.

If rating is

"Approaching
Standards"

Meets at least three elements

- ☐ Coaching will continue on elements that do not meet standards
(documentation not required).

If rating is

"Emerging Towards
Meeting
Standards"

Meets two or less elements

- ☐ Required evaluation next year. Coaching will continue on element that
does not meet standard (documentation not required)
- ☐ **OR**
Repeat cycle of Professional Growth on element(s) not meeting
standards (documentation required)

If rating is "Does

Not Meet

Standards"

(Will Repeat Cycle
Next Year)

Zero elements met

- ☐ Continue working on current four selected elements next year
- ☐ Facilitator chooses three elements and teacher selects one
- ☐ Return to Probationary six elements
- ☐ If Does Not Meet Standards for a second evaluation cycle – Referred to
Peer Assistance and Review (PAR)

The teacher's signature does not constitute an agreement with the Facilitator's ratings or comments,
but is an acknowledgement that the document has been received. Teachers have the right to submit an
additional written response for inclusion in this report.