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Enactment Number	15-0100
Enactment Date	1/14/15 OR



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

To: Board of Education
new 12/8/14

From: Jacqueline P. Minor, General Counsel, Troy Christmas, Director of Labor Strategy

Meeting Date: January 14, 2015

Subject: **OSD-UAOS Memorandum of Understanding regarding Principal Evaluation Pilot Program**

Action Requested: Approval of Memorandum of Understanding between the District and UAOS dated October 10, 2014 regarding a principal evaluation pilot program.

Summary: For the past four years, over 60 OSD principals, administrators and UAOS leadership which make up the Leadership Task Force (LTF) have been developing an OSD principal framework for high quality leadership for full service community schools. The LTF members believe that in order to make these tools work for principals, it is essential to pilot the tools and process with current principals.

This MOU provides for piloting a new feedback and support system based on the developed framework to learn together how to better support principal growth and development. The MOU clarifies that personnel decisions will not be made solely on the basis of the pilot system and that pilot will currently focus only on principals and not assistant principals.

Fiscal Impact: None

Recommendation: Approval of Memorandum of Understanding between the District and UAOS dated October 10, 2014 regarding a principal evaluation pilot program.

Attachment: Memorandum of Understanding

Memorandum of Understanding between the United Administrators of Oakland Schools (UAOS) and the Oakland Unified School District (“District”)

This Memorandum of Understanding is entered into by the United Administrators of Oakland Schools (**UAOS**) certificated unit members and the Oakland Unified School District (“**District**”), regarding a principal evaluation pilot program.

Overview:

For the past four years, the Leadership Task Force (LTF), consisting of over 60 OUSD principals and administrators and UAOS leadership, have been developing an OUSD principal framework for high quality leadership for full service community schools. The LTF members used this framework, known as “the Eight Dimensions,” to create evaluation tools and processes that empower principals to lead full-service community schools effectively and efficiently. The LTF members believe that in order to make these tools work for principals, it is essential to pilot the tools and process with current principals. All Principals will gain experience using the tools and offer suggestions about how to refine and revise the tools and evaluation process. The updated tools and processes will be presented to UAOS and OUSD bargaining teams for negotiation.

The overarching purpose of the “Leadership Growth and Development System” is to ensure all schools are equipped with effective leaders.

Our Goals:

The parties have three goals for the Memorandum of Understanding (MOU):

1. Allow all school communities to pilot meaningful changes to our current principal evaluation process to learn together how we can improve our ability to provide principals continuous growth and support.
2. Structure the pilot process to ensure principals are best positioned to learn from the experience and share their learning.
3. Provide the District and UAOS with sufficient data to inform the learning experiences of school communities and inform future improvements to the principal evaluation system.

The parties agree that the following agreement is in place for one year, the 2014-2015 school year. The content of the agreement is as follows:

Principal Evaluation PILOT

- The District shall continue the 2013-2014 principal evaluation pilot, expanding participation to include all principals during the 2014-2015 school year (the “Pilot”). Site Leaders (Principals will be notified **of the date(s)**).
- The Pilot will focus on supporting principals’ professional growth and leadership practices and helping leaders develop skills to identify evidence that can be used to transparently measure effectiveness.

- The Pilot evaluation will not be used as the official performance evaluation for principals and will not be added to their personnel file unless requested by the principal. Additional support, in consultation with UAOS may be recommended based on the Pilot evaluation results, but no adverse employment action shall result based solely on participation in the pilot. The method and specific training dates shall be defined for the participants.
- Training will be provided for participating principals prior to initiation of the Expansion Pilot.
- Network and Deputy Network Superintendents will be provided ongoing training in implementation of the Pilot and will be accountable for their implementation of the process.
- Principals and evaluators will use the draft OUSD Focus Leadership Practices Rubric based on the Eight Dimensions (attached).
- The Pilot evaluation system will be based in equal measure on:
 - Leadership Practices according to the ten focus indicators of practice in the draft OUSD Focus Leadership Practices Rubric and
 - Ability to meet professional leadership SMARTe goals.
- The Pilot will have a timeline of all required meeting dates and documents that must be followed. The timeline will be defined through the partnership with OUSD and UAOS.
- The Pilot Guide will document:
 - Performance indicators to be used
 - Process by which evidence will be collected and rated
 - Process of communication between principal and evaluator
 - Process by which summative ratings will be determined

During the Pilot, Principals will:

- Refine the rubric and the evidence necessary to assess leader performance
- Refine methods for establishing ratings based on the evidence collected
- Continue to explore quantitative measures to assess school outcomes that can inform our understanding of leadership effectiveness.
- Be provided time within existing calendared monthly meetings for site administrators to provide feedback on the Pilot and implementation at least quarterly during the year.

Support:

- Principal professional learning will be organized around the OUSD Leadership Dimensions and Focus Practices to provide support to build capacity in key areas.
- In addition to continuing support from Network Superintendents and Deputy Superintendents, principals can opt to receive support from a critical friend. **The Professional Critical Friend support structure is not part of the evaluation process.**
- Principals will also receive support from School Partners in the Human Resource department.

Participation:

All principals will participate in the Pilot for 2014-2015. This will allow all principals to pilot the draft tools and processes and give feedback to refine our continuous growth and support system. Assistant principals will not be included in the expansion Pilot this year. All principals will begin the Pilot year (October 31st). If the District becomes aware

of significant performance concerns "**EGREGIOUS OR ILLEGAL ACTS**" that might be expected to result in an "unsatisfactory: below expectations" rating under the existing evaluation system in Article 6.1, the evaluator shall make a written request for a mid-year assessment **by the 1st Friday in February and completed by the 4th Friday in February (modified for this MOU)** pursuant to Article 6.1 (see Appendix 6.1). UAOS shall be informed of any mid-year assessments that are identified by the evaluator. From the 1st Friday in February, date of request, the evaluatee would transition from the Pilot to the existing evaluation system indicated in Article 6.1 with all the rights and responsibilities provided in that Article. The mid-year assessment should note specific areas for improvement and a plan of support to help leaders improve in those areas and the resulting mid-year assessment and end-of-year summary appraisal must be compliant with timelines in **Article 6.1 of the contract and California Ed. Code 44664(b)**.

- The schedule of evaluations for future years (i.e. 2015-2016 and beyond) for principals will be subject to any further agreement made between UAOS and the District. If no new agreement is established that supersedes Article 6.1, the evaluation schedule will continue such that principals that would have been scheduled for evaluation in 2015-2016 will remain scheduled for evaluation as well as any principals designated for continued evaluation in 2013-2014. **This grouping of Principals, given they are included in this year's pilot evaluation will be given the opportunity to work with their Network Superintendents to use this tool as a means of satisfying the "continued evaluation" thereby not having to be evaluated 2015-2016.**
- Should any issues that are not addressed in this MOU arise as a result of the piloting process, the District and UAOS agree to meet together to reach mutual agreement.

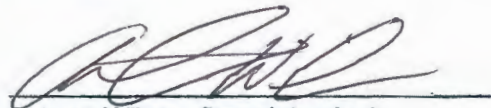
Logistics:

October 10th, 2014 – Deadline to notify principals of participation in the district wide EXPANSION PILOT


This agreement shall sunset on **June 30, 2015**.

In witness whereof, the parties hereto have executed this agreement this _____ day
of _____, 2014.

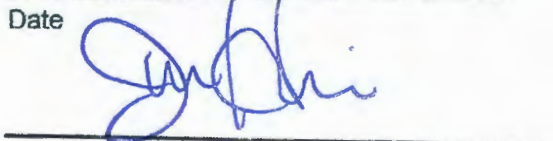
FOR District


Antwan Wilson, Superintendent

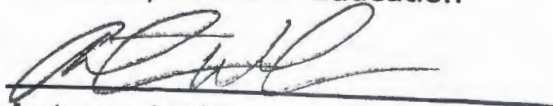
October 16, 2014
Date


Troy Christmas
Director of Labor Strategy

October 10, 2014
Date

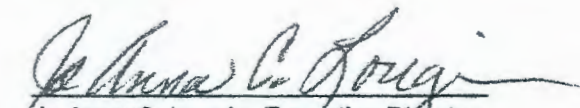


James Harris
President, Board of Education

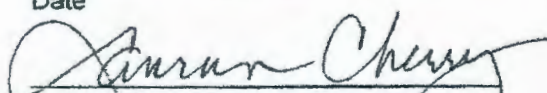


Antwan Wilson
Secretary, Board of Education

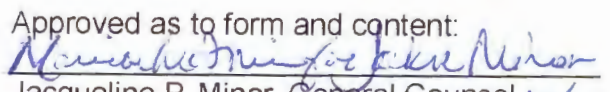
FOR UAOS


Jo Anna C. Lougin, Executive Director

October 10, 2014
Date


Lauran Cherry, UAOS President

October 10, 2014
Date

Approved as to form and content:

Jacqueline P. Minor, General Counsel 12/18/14

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By: OA

14-2530



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December 22, 2014

David Kakishiba, President
Board of Education
Oakland Unified School District
1000 Broadway, Suite 680
Oakland, CA 94607-4099

RE: Memorandum of Understanding (MOU) between United Administrators of Oakland Schools (UAOS) certificated unit members and the Oakland Unified School District – July 1, 2014 through June 30, 2015

Dear President Kakishiba:

We have reviewed the Public Disclosure of Collective Bargaining Agreement for the UAOS. The agreement changes provisions related to Principal evaluations from July 1, 2014 through June 30, 2015. The purpose of our review is to determine whether this agreement will have a material impact on the financial condition of the District in the current and subsequent two fiscal years.

We concur with the District's assessment that the changes in the provisions related to Principal evaluations will have no fiscal impact. Based on the 2014-15 First Interim Report Multi-Year Projection, it appears that the District will be able to maintain its required reserve for economic uncertainties for 2014-15 and the subsequent two fiscal years.

Should any other tentative agreements be made, please submit new Public Disclosure documents to our office 10 days prior to the date the Governing Board will take action.

If you have any questions or concerns regarding our review, please feel free to call me at (510) 670-4277.

Sincerely,

Jeffrey B. Potter, Executive Director
Alameda County Office of Education

313 W. Winton Ave.
Hayward, California
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JBP:sm

cc: Board of Education, Oakland USD
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