

**Memorandum of Understanding
Between
Pasadena Unified School District
And
United Teachers of Pasadena**

Evaluation Procedures 2019-2021

This Memorandum of Understanding (MOU) is entered into by and between Pasadena Unified School District and United Teachers of Pasadena on March 24, 2020. This MOU shall remain in effect during the 2019-2020 and 2020-2021 school years and shall expire on June 30, 2021.


1. For unit members who have already completed his/her formal observation(s) and post-observation conference(s) in accordance with the evaluation time sequence in Article VIII (Evaluation Procedures) of the Collective Bargaining Agreement, the evaluator shall complete the Summative Evaluation no later than April 15, 2020, and meet with the unit member via Google Chat or Google Meet.
2. The evaluator shall complete and email the Summative Evaluation to the unit member first, and a conference shall be held remotely.
3. The unit member shall then print (if available), sign, and return the Summative Evaluation via email or U.S. Mail to his/her evaluator at the site.
4. If the unit member does not have a printer, an email exchange shall be sent to the evaluator acknowledging receipt of the evaluation.
5. Any unit member who did not complete the formal observation(s) and post observation conference(s) in accordance with the evaluation time sequence in Article VIII (Evaluation Procedures) of the Collective Bargaining Agreement will begin the process anew in the 2020-2021 school year.
6. The parties agree that the terms and conditions of this MOU shall be subject to Article V, Grievance Procedure, of the Collective Bargaining Agreement.

Dated: March 24, 2020

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UNITED TEACHERS OF PASADENA

PASADENA UNIFIED SCHOOL DISTRICT



Allison Steppes, Ed.D., President



Steve Miller, Chief Human Resources Officer



Alvin Nash, Bargaining Chairperson