

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
FALL RIVER ADMINISTRATORS ASSOCIATION  
AND THE  
FALL RIVER SCHOOL COMMITTEE  
EVALUATION PROCEDURE HANDBOOKS**

**WHEREAS**, the Fall River Administrators Association (“the FRAA”) and the Fall River School Committee (“the School Committee”) are parties to a Collective Bargaining Agreement that is effective from July 1, 2014 – June 30, 2017 (“the Contract”);

**WHEREAS**, the FRAA and the School Committee have agreed to Evaluation Procedure Handbooks for Supervisory and Non-Supervisory FRAA Members (“the Evaluation Procedure Handbooks”);

**WHEREAS**, an Administrator Evaluation Work Group was formed and included in the Evaluation Procedure Handbooks in order to review the Evaluation Procedure and recommend changes to the FRAA and the School Committee;

**WHEREAS**, duly-authorized representatives of the FRAA and the School Committee have met in order to consider recommendations of the Administrator Evaluation Work Group;

**NOW, THEREFORE**, having bargained collectively, the FRAA and the School Committee hereby agree to the following terms and conditions:

1. Due to the elimination of Baseline Edge and all of the uploaded documents, FRAA Members in the second year of a two (2) year plan will be held harmless and will be assumed to have met the evidence submission requirement. The FRAA Member and his/her Evaluator shall meet in order to determine what and if any additional evidence should be submitted for the final year of the plan. That evidence should not be more than three (3) – five (5) pieces total.
2. Announced observations may be waived if the FRAA Member and his/her Evaluator mutually agree to do so. This would apply to all FRAA Members. Announced observations are not required by DESE Regulations and they result in extra paperwork and meeting time for both FRAA Member and his/her Evaluator. Please note that the following will

still be required: Any observations or series of observations resulting in one (1) or more standards judged to be Unsatisfactory or Needs Improvement for the first time must be followed by at least one (1) announced observation of at least thirty (30) minutes in duration within thirty (30) school days.

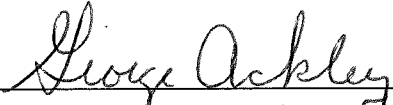
3. Written feedback for unannounced observations may be given in (3) days rather than two (2) days. This gives Evaluators sufficient time to submit the report to FRAA Members.
4. During the 2016 – 2017 school year, the attached Timelines shall supersede any inconsistent Timelines that appear in the Evaluation Procedure Handbooks.
5. This Agreement shall be effective for the 2016 – 2017 school year only and shall be without precedent. The FRAA and the School Committee agree to discuss the Evaluation Procedure Handbooks and this Agreement during the upcoming round of Contract Negotiations in order to determine whether any permanent modifications should be made to the Evaluation Procedure Handbooks.

Signed in the City of Fall River on this 9 day of November, 2016.

FALL RIVER SCHOOL COMMITTEE

FALL RIVER ADMINISTRATORS  
ASSOCIATION

\_\_\_\_\_  
Matthew H. Malone, Ph.D., Superintendent

  
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George Ackley, President

## 21. TIMELINE\*

For the 2016 – 2017 school year only, the following shall be the Timeline that is set forth in Section 21 of the Evaluation Procedure Handbooks and shall supersede any inconsistent dates that are contained throughout the Evaluation Procedure Handbooks.

The parties agree that, should any of the following dates that are contained in this Article or in the Timeline that appears below fall on a Saturday, Sunday or Holiday, the date specified shall be continued to the next school day.

### Experienced Administrators and Developing Administrators on a One-Year Plan

Activity:	Completed By:
Superintendent meets with evaluators and administrators to explain evaluation process	Start of school year, but no later than September 15th
Evaluator meets with first-year New Administrators to assist in self-assessment and drafting of professional practice and student learning goals	September 10 <sup>th</sup> (or within two weeks of the Administrator's first day of employment) <b>October 3</b>
<del>Evaluator works collaboratively with New Administrator or allows the person to individually develop a plan to achieve goals; the evaluator reviews and approves the plan</del>	September 15 <sup>th</sup> or three weeks of the start of their assignment
Evaluator meets with Experienced Administrator to review self-assessment and proposed goals	October 7 <sup>th</sup> <b>October 21</b>
Evaluator meets with Experienced Administrator(s) individually or teams to approve goals	<b>October 15th</b> <b>October 28</b>
<del>Experienced Administrator submits proposed plan to achieve approved goals</del>	No less than two weeks after his/her Evaluator approves his/her goals <b>November 10</b>

Evaluator approves <del>Experienced</del> Administrator Plans	November 15 <sup>th</sup> <b>November 18</b>
Evaluator should complete first observation of each Administrator	By mid-cycle
Administrator submits standards and goals evidence for mid-cycle formative evaluation	One-week before scheduled Formative Evaluation Conference
Evaluator should complete mid-cycle Formative Evaluation Report <b>and hold Formative Evaluation Meeting</b> for Administrators on one-year evaluation plan	February 8 <sup>th</sup> <b>February 10</b>
<del>Evaluator holds Formative Evaluation Meetings if requested by either Evaluator or Administrator</del>	February 21
<b>Submit written response to Formative Evaluation Report (if any)</b>	<b>Within ten (10) school days of receipt</b>
Administrator submits standards and goals evidence for mid-cycle summative evaluation	May 8 <sup>th</sup> <b>May 1</b>
Evaluator delivers signed copy of Summative Evaluation to Administrator <b>and meets with Administrator whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory.</b>	May 15
<del>Evaluator meets with Administrator whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory</del>	June 1 <sup>st</sup>
<del>Evaluator provides copy of final Summative Evaluation Report to Administrator</del>	June 8 <sup>th</sup>
Administrator signs final Summative Evaluation Report <b>within five (5) school days</b> of receipt and adds response, if any <b>within ten (10) 5</b> school days of receipt	June 15

Evaluator meets with Administrator whose ratings are proficient or exemplary at request of Evaluator or Administrator	<del>June 19<sup>th</sup></del> <b>June 1</b>
Evaluator provides Performance Improvement Plan	On or before June 30

### **Experienced Administrators on Two Year Plans**

Administrators, whose ratings have not changed, will continue to address the evaluator approved Year 1 goals and plan during Year 2.

<b>Activity:</b>	<b>Completed By:</b>
Evaluator completes unannounced observation(s)	Any time during the 2-year evaluation cycle
<b>Administrator submits standards and goals evidence for mid-eyele summative evaluation</b>	<b>May 1</b>
Evaluator completes Formative Evaluation Report	June 1 of Year 1
Evaluator conducts Formative Evaluation Meeting, if any	June 15 of Year 1
Evaluator provides Performance Improvement Plan	On or before June 30
Evaluator completes Summative Evaluation Report	June 1 of Year 2
Evaluator conducts Summative Evaluation Meeting, if any	June 10 of Year 2
Administrator signs Summative Evaluation Report	June 15 of Year 2
Evaluator provides Performance Improvement Plan	On or before June 30

### **Administrators on Plans of Less than One Year**

The timeline for Administrators on Plans of less than one year will be established in the Educator Plan.