

# Memorandum of Understanding

Kennewick School District / Kennewick Education Association

Agreements Related to Changes in Working Conditions and School Operations Due to Coronavirus/COVID-19

## Evaluation (TPEP)

The parties acknowledge that due to the COVID-19 pandemic conditions including, but not limited to, the following may cause complications and limitations to the TPEP evaluation process for the 2021-22 school year:

- Modes of teaching and learning may change.
- Opportunities for gathering and/or providing evidence in the usual ways may be restricted. \*
- Specific context (staff shortages, quarantining of staff and students, teaching remotely or in hybrid models, transition between modes of instruction) and the impact on employees' work will be considered.

\* The absence of evidence for an indicator or component will not lower a score.

### Procedure for Completing Evaluations

Evaluators will take a formative view, honoring the importance of setting reasonable expectations for the context of teaching and learning while ensuring robust support is provided to employees.

### Focused Evaluation

Teachers who are scheduled for a Focused evaluation will proceed with the regular Focused evaluation process, including one Student Growth Goal.

### Comprehensive Evaluation

#### Group 1

Teachers who have completed their five-year cycle of Focused evaluations and are scheduled for a Comprehensive evaluation under RCW 28A.405.100. will use the following guidelines:

- Decide on at least two criteria and one Student Growth Goal from Criterion 3 or 6 to be formally scored using evidence provided during the 2021–22 school year.
- Retain scores in the remaining six criteria to be scored by assigning score received in most recent Comprehensive evaluation.
- Determination of the two criteria will be agreed upon by the teacher and evaluator based on the current negotiated process for Focused evaluation criterion.

#### Group 2

These guidelines are for teachers new to the profession who are in their first or second consecutive year of teaching in a Washington public school district, or educators with previous experience only in another state or a private school in the State of Washington.

- Decide on at least two criteria and one Student Growth Goal from Criterion 3 or 6 to be formally scored using evidence provided during the 2021–22 school year. The remaining criteria will be scored “Basic” as default score unless, for educators in year 2 or 3, a criterion score from a previous Comprehensive evaluation can be assigned. \*\*
- Determine the scored criteria, which will be agreed upon by the teacher and evaluator based on the current negotiated process for choosing Focused evaluations criterion for Focused evaluation.
- Override the “Basic” score and score according to the evidence. Where adequate evidence clearly indicates “Proficient” or “Distinguished” practice is provided for the default criteria, the evaluator will override the “Basic score” and score according to the evidence.

\*\* The evaluator will note use of “Default scores due to the circumstances of the COVID-19 pandemic” on the final evaluation.

*Group 3*

These guidelines are for teachers in their final year of provisional status, as determined by RCW 28A.405.220, to include:

- teachers in their third year of teaching in the same Washington district
- teachers in their first year in a Washington district after two or more years of successful practice in a previous Washington state school district

Follow guidance in the third bullet under Group 2, above.

*Group 4*

Teachers on probation or a plan of improvement will be handled on a case-by-case basis, as established by the Association and the District.

**COVID-Related Absences**

Staff who believe they have been exposed to and contracted COVID-19 at work and have subsequently contracted COVID-19 on the job can follow the instructions for reporting a work-related injury or illness:

1. Call Caduceus USA at 254-TELEMED (835-3633)
2. Download the Caduceus app from either Google Play or the Apple Store and report their illness via video call.

A call will generate paperwork to assign a claim number and determine treatment and restrictions. Staff will be given a claim form to complete and return to Kennewick School District Safety and Loss Prevention Specialist Mollie Lutz.

**Effective Dates**

This agreement will be in effect until the parties agree to modify or replace it, or until the last instructional day of the 2021-22 school year.

**Scope of Agreement**

This agreement applies to all employees represented by the Association. It is not precedent-setting, and all other provisions of the collective bargaining agreement that are not modified by its terms will remain in full effect.

*For the Association:*

*For the District:*

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**Rob Woodford, President**  
Kennewick Education Association

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**Traci Pierce, Superintendent**  
Kennewick School District

Date: \_\_\_\_\_

Date: \_\_\_\_\_