

**Memorandum of Understanding Between  
Fairfield-Suisun Unified Teachers Association (F-SUTA) and  
Fairfield-Suisun Unified School District (FSUSD)**

**Permanent Unit Member Self Evaluation Tool**

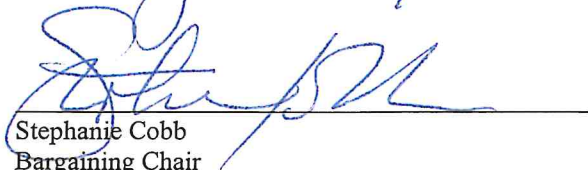
**January 25, 2023**

The District and the Association agree to pilot a Self-Evaluation Tool (SET) to benefit both permanent unit members and administrators to promote professional development, growth and constructive discussion of effective teaching practices between evaluators and unit members. The purpose of this Memorandum of Understanding (MOU) is to provide a two year period in which qualified permanent unit members may utilize the SET in order to provide data and experience for the District and Association to assess at the end of this period.

- A. The procedures below (1-13) include all procedures for Self-Evaluation Tool (SET):
1. Any permanent unit member scheduled for evaluation may elect to use the Self Evaluation Tool if the Permanent unit member has received “Meets or Exceeds CSTP” ratings on all standards in their two most recent consecutive evaluations.
  2. Permanent unit members shall have the option to continue to use the SET for consecutive evaluations, up to a maximum of two consecutive evaluations.
  3. Permanent unit members not in a classroom setting shall be able to utilize the SET.
  4. Curriculum and Instruction Coaches, Teachers on Special Assignment and Consulting teachers returning to a traditional classroom assignment, shall have the option of SET.
  5. Permanent unit members, in consultation and agreement with their evaluator, shall select two areas of focus on two standards from the California Standards for the Teaching Profession (CSTP). If the permanent unit member and the evaluator cannot reach agreement, each party selects one standard, in addition to Standard 6.
  6. The two focus areas selected shall be indicated on the SET form and both the unit member and the evaluator must sign the form within the first 25 workdays of the school year.
  7. The final evaluation conference shall be completed no later than 30 work days prior to the end of the unit member’s work year. The completed SET form shall be sent to the unit member’s evaluator at least 10 workdays prior to this scheduled conference.
  8. Unit members shall fill out the Unit Member Reflection portion on the SET form as a self-designed reflection.
  9. The evaluator shall review the completed SET form and may add comments.
  10. The unit member and the evaluator shall sign the completed SET form no later than 30 work days prior to the end of the unit member’s work year.
  11. If for any reason the unit member does not complete the SET option, the unit member shall be evaluated the following year without the option of participating in the SET.
  12. If the SET is not submitted to Human Resources due to error, the evaluation is deemed to be completed satisfactorily.
  13. Certificated Personnel Self Evaluation Tool Form is attached. (Pending agreement on the attachment on the SET Form.)

B. The parties agree that this MOU shall be subject to Grievance Procedures Article 9.  
C. This MOU will expire automatically on June 30, 2025 unless agreed otherwise in writing by the parties.

Dated: Jan. 25, 2023



Stephanie Cobb  
Bargaining Chair  
Fairfield-Suisun Unified Teachers Association

Dated: Jan 25, 2023



Ken Whitemore  
Assistant Superintendent Human Resources  
Fairfield-Suisun Unified School District