

**Memorandum of Understanding  
Between Tiffin Education Association  
and Tiffin Board of Education**

**OTES 2.0 EVALUATIONS**

This Memorandum of Understanding (“MOU”) is entered into by and between the Tiffin Local School District Board of Education (“Board”) and the Tiffin Education Association (“members”), collectively, “the parties,” and is for the express purpose of addressing issues related to off-cycle observations.

WHEREAS, the parties are subject to a collective bargaining agreement (“CBA”) with effective dates of July 1, 2023 through June 30, 2025;

NOW, THEREFORE, the parties agree to the following:

1. Article III, Section N. 7. heading will now read as "Classroom Walkthrough Procedure" only.
2. Off-Cycle Observation Procedure
  - a. Off-cycle observations shall not unreasonably disrupt and/or interrupt the learning environment
  - b. The off-cycle observation shall be scheduled.
  - c. An off-cycle observation should be conducted for a minimum of thirty (30) consecutive minutes and no more than forty (40) minutes.
  - d. A conference shall be held after an off-cycle observation within ten (10) workdays to discuss progress toward the employee's Professional Growth Plan.
  - e. The previously assigned rating from the employee's last full evaluation cycle shall be carried forward.
  - f. Off-cycle observations will be completed by May 1 and conferences/reporting shall be completed by May 10.
3. Unless specifically provided in this MOU, all terms and conditions set forth in the CBA shall remain in effect unless the parties agree, in writing, to modify or alter the terms and conditions.

[SIGNATURE PAGE TO FOLLOW]

**FOR THE BOARD:**

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Superintendent

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DATE

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Board President

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DATE

**FOR THE ASSOCIATION:**

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For TEA, Natallie Jones

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DATE