MEMORANDUM OF UNDERSTANDING

RE: Evaluation Process

This AGREEMENT is between the BOARD OF EDUCATION OF OAK PARK ELEMENTARY SCHOOL DISTRICT NO. 97, COOK COUNTY, ILLINOIS, ("Board") and the OAK PARK TEACHERS' ASSOCIATION, IEA-NEA, ("OPTA") (collectively referred to as the "Parties").

The Parties agree to the following:

- 1) Appendix D- Evaluation Process in the 2014-2018 Collective Bargaining Agreement shall be amended effective immediately as provided in the attached teacher evaluation flowcharts.
- 2) Nothing in this Memorandum of Understanding in any way negotiates, modifies, changes, or supplements any provision of the Collective Bargaining Agreement except as specifically provided in the amended Appendix D teacher evaluation process flowcharts attached to this Memorandum of Understanding.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding on this 12th day of April, 2016.

OAK PARK TEACHERS' ASSOCIATION,

Vna

IEA-NEA

President, PTA

OAK PARK ELEMENTARY SCHOOL, DISTRICT NO. 97, COOK COUNTY ILLINOIS

President, Board of Education

ATTEST:

Secretary, Roard of Education

EVALUATION PROCESS - NON- TENURE, effective upon PERA implementation or, if applicable by the parties agreement, with the PERA Pilot Program

Evaluator Assigned	Teacher Meeting All Years	First Formal Observation Year 1, 2, 3, 4	Second Formal Observation Year 1, 2, 3, 4	Third Observation (formal or informal) Year 1, 2, 3, 4	Summative Evaluation Conference Year 1, 2 & 3	Summative Evaluation Conference Year 4	Submittal	End of Year Notice
Assign Evaluator Coordinate with other schools to determine evaluator for traveling teacher	Identify Supervisor Outline Procedures, Standards & Instrument Provide Job Description	Pre- conference (1- 5 days prior to observation) Observation (minimum 45 minutes or entire class period) Post- conference (within 10 days of observation) Copy to Employee Notify HR of Individual Concerns	Pre- conference (1- 5 days prior to observation) Observation (minimum 45 minutes or entire class period) Post- conference (within 10 days of observation) Copy to Employee Notify HR of Individual Concerns	If formal: Pre-conference (1-5 days prior to observation) Observation (minimum 45 minutes or entire class period) Post-conference (within 10 days of observation) Copy to Employee Notify HR of Individual Concerns If informal: post-observation feedback (oral or written) opportunity for in-person discussion if written feedback	Meet with teacher (within 10 days of post observation) Provide completed Summative Evaluation Indicate rehire/release	Meet with teacher (within 10 days of post observation) Provide completed Summative Evaluation Indicate Tenure/release	Submit to HR Office Rehire or Release list	Report to Supt Association Notification Board Action
Prior to first day of teacher attendance	By the end of the third week of the school year	End of First Trimester	Any time prior to summative evaluation conference	By the end of January	By the end of February	By the end of February	By the end of the first week in March	Completed 45 calendar days prior to the last day of the schoo
dministrator HR	Administrator	Administrator HR	Administrator HR	Administrator HR	Administrator	Administrator	Administrator	HR
ORMS:							HR	
List of Non Tenure Teachers by School	StandardsTimelinesEvaluation Instruments	• Evaluation Instruments	Evaluation Instruments	• Evaluation Instruments	 Summative Evaluation Form 	• Summative Evaluation Form	 Summative Evaluation Form 	 List of Non- Renewal Recommendations

Personnel Action

TRADITIONAL EVALUATION PROCESS EFFECTIVE UPON PERA IMPLEMENTATION - TENURE

Evaluator Assigned	Teacher Meeting	Formal Observation (s)	Second Formal Observation Required for Teachers Rated "U" or "NI"	Second Observation (formal or informal) -OR- Third Observation (formal or informal) for Teachers Rated "U" or "NI"	Summative Evaluation	Tenured Teacher Professional Development Plan	Tenured Teacher Remediation
Evaluator Assigned Coordinate with other schools to determine evaluator for traveling teacher	Identify Supervisor Outline Procedure, Standards & Instrument Provide Job Description Discuss Professional Learning goals for professional cycle	Pre-conference (1-5 school days prior to observation) Observation (minimum 45 minutes or entire class period) Post-conference (within 10 school days of observation) Copy to Employee May have more than one formal observation Notify HR of Individual Concerns	Pre-conference (1-5 school days prior to observation) Observation (minimum 45 minutes or entire class period) Post-conference (within 10 school days of observation) Copy to Employee May have more than one formal observation Notify HR of Individual Concerns	Pre-conference (1-5 school days prior to observation 1 (At least 20 school days after previous formal observation) Observation (minimum 45 minutes or entire class period) Post-conference (within 10 school days of observation) Copy to Employee May have more than one formal observation Notify HR of Individual Concerns	Provide completed summative evaluation form Notify HR of Individual Concerns	Overall needs improvement rating Needs improvement performance issues as determined by the Administrator	Overall unsatisfactory rating Unsatisfactory performance issues as determined by the Administrator
Prior to first day of teacher attendance	By the end of the third week of the school year at least biannually	By last day of March	By last day of March	By last day of March	At least 60 calendar days prior to the end of the school year	30-90 day plan	90 day ISBE plan
Administrator HR	Administrator	Administrator HR	Administrator HR	Administrator HR	Administrator	Administrator Teacher HR	Administrator Teacher OPTA HR

Tenure List • Standards

Timelines

 Evaluation Instruments Evaluation Instruments

. If a teacher takes a leave as specified in Article XVII -Leaves, the 20 day period between formal observations may be waived.

 Evaluation Instruments

 Evaluation Instruments Summative Evaluation Form

 Teacher Response Professional Development Plan

Summative Evaluation Form

 Professional Standards for Teaching Formal ISBE Improvement Plan

Summative
 Evaluation Form

 Professional Standards for Teaching