

MEMORANDUM OF UNDERSTANDING

RE: Evaluation Process

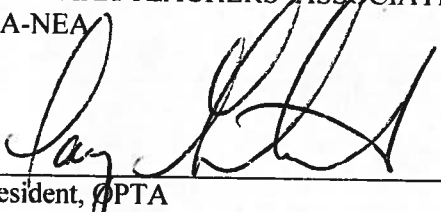
This AGREEMENT is between the BOARD OF EDUCATION OF OAK PARK ELEMENTARY SCHOOL DISTRICT NO. 97, COOK COUNTY, ILLINOIS, ("Board") and the OAK PARK TEACHERS' ASSOCIATION, IEA-NEA, ("OPTA") (collectively referred to as the "Parties").

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.

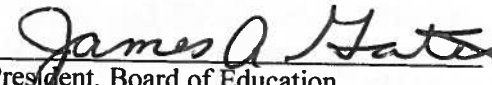
IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding on this 12th day of April, 2016.

OAK PARK TEACHERS' ASSOCIATION,
IEA-NEA



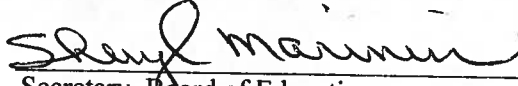
President, OPTA

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



President, Board of Education

ATTEST:



Secretary, Board of Education

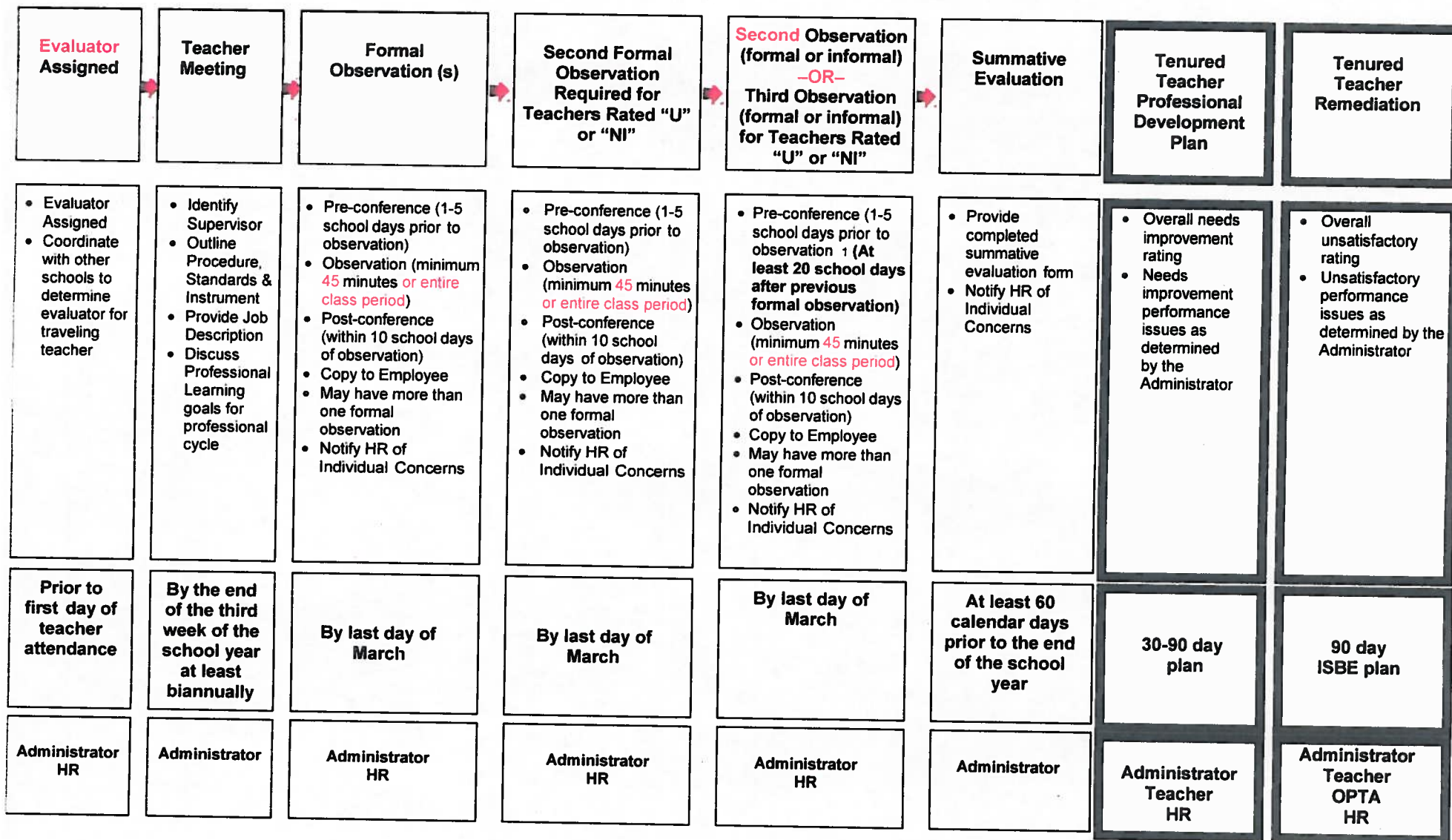
EVALUATION PROCESS – NON- TENURE, effective upon PERA implementation or, if applicable by the parties agreement, with the PERA Pilot Program

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
<ul style="list-style-type: none"> Assign Evaluator Coordinate with other schools to determine evaluator for traveling teacher 	<ul style="list-style-type: none"> Identify Supervisor Outline Procedures, Standards & Instrument Provide Job Description 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<p>If formal:</p> <ul style="list-style-type: none"> 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 <p>If informal:</p> <ul style="list-style-type: none"> post-observation feedback (oral or written) opportunity for in-person discussion if written feedback 	<ul style="list-style-type: none"> Meet with teacher (within 10 days of post observation) Provide completed Summative Evaluation Indicate rehire/release 	<ul style="list-style-type: none"> Meet with teacher (within 10 days of post observation) Provide completed Summative Evaluation Indicate Tenure/release 	<ul style="list-style-type: none"> Submit to HR Office Rehire or Release list 	<ul style="list-style-type: none"> 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 school year
Administrator HR	Administrator	Administrator HR	Administrator HR	Administrator HR	Administrator	Administrator	Administrator HR	HR

FORMS:

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| <ul style="list-style-type: none"> List of Non Tenure Teachers by School | <ul style="list-style-type: none"> Standards Timelines Evaluation Instruments | <ul style="list-style-type: none"> Evaluation Instruments | <ul style="list-style-type: none"> Evaluation Instruments | <ul style="list-style-type: none"> Evaluation Instruments | <ul style="list-style-type: none"> Summative Evaluation Form | <ul style="list-style-type: none"> Summative Evaluation Form | <ul style="list-style-type: none"> Summative Evaluation Form Rehire list Release list | <ul style="list-style-type: none"> List of Non-Renewal Recommendations Tenure Recom. Probationary Lists Personnel Action |
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TRADITIONAL EVALUATION PROCESS EFFECTIVE UPON PERA IMPLEMENTATION - TENURE



- Tenure List
- Standards
- Timelines
- Evaluation Instruments
- 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

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