

ARTICLE VII: EVALUATION

7.1

The purpose of formal evaluation is to improve the quality of instruction. Each full-time non-tenured bargaining unit member shall be formally evaluated at least twice in each school year for a minimum of four (4) complete school years. Each non-tenured part-time bargaining unit member shall be evaluated at least once every year. Each tenured bargaining unit member shall be formally evaluated at least once every other year.

7.2

By September 15, the building principal or designated administrator shall orient all bargaining unit members under that administrator's supervision as to the formal evaluation procedures. No formal evaluation may take place until such orientation has been completed. Such orientation shall include the evaluation procedure, standards expected, and evaluation instruments to be used. Each bargaining unit member shall be advised as to who shall observe and evaluate the bargaining unit member's teaching performance. Once dates have been established for the pre-conference, observations, and post-conference, the evaluator shall notify the bargaining unit member of any change in dates as soon as possible and the bargaining unit member and the evaluator shall confirm, in writing, the revised date(s). The evaluation procedure for a member new to the unit shall not begin prior to October 1.

7.3

Each formal written evaluation of classroom teaching performance shall be preceded by no less than twenty-five (25) minutes of classroom observation.

7.4

A qualified administrator shall formally evaluate each bargaining unit member in writing, consistent with the Evaluation Plan and utilizing the agreed upon evaluation instrument. All formal evaluations of the bargaining unit member shall be conducted with full knowledge of the member. The District Evaluation Committee, composed of administrators and bargaining unit members, shall annually review the evaluation procedures and make recommendations to the administration of any changes in the District Evaluation Plan.

7.5

The formal evaluation process shall not exceed twenty (20) student attendance days in duration from the pre-observation conference to the final post-observation conference, except for extenuating circumstances. The evaluator and the bargaining unit member shall have a post-observation conference within five (5) school days of the final in-class observation to discuss the formal evaluation. All observations which form the basis for the formal evaluation shall be reduced to writing by the evaluator. Evaluations will be completed by May 15.

7.6

The bargaining unit member shall have the right to attach, at any time, comments to any formal evaluation or other materials placed in the member's personnel file, exclusive of privileged material.

7.7

No later than sixty (60) days before the end of the school term, the administrator and/or evaluator shall complete a written evaluation report and make recommendations as to reemployment for each probationary bargaining unit member.

7.8

The parties acknowledge that this procedure set forth in the article pertains to the formal evaluation of classroom teaching performance. Nothing herein shall be construed as prohibiting or limiting the normal day-to-day observation and evaluation of a bargaining unit member's general performance as a district employee, nor shall it hinder or limit the right of the Board to terminate the employment of a bargaining unit member under the applicable provisions of The Illinois School Code.

7.9

Standardized test results shall not be used for the purpose of bargaining unit member evaluation.

7.10

A committee consisting of the following members is to be selected by the Board and the Association respectively:

- Assistant Superintendent of Operations and Human Resources, Co-Chair
- Immediate Past President of Unit Five Education Association or Designee, Co-Chair
- One (1) Elementary Administrator
- One (1) Junior High/Middle School Administrator
- One (1) High School Administrator
- Director of Special Education-Instruction
- Director of Elementary Education
- Director of Secondary Education
- One (1) Elementary Bargaining Unit Member
- One (1) High School Bargaining Unit Member
- One (1) Junior High/Middle School Bargaining Unit Member
- One (1) Special Education Bargaining Unit Member
- One (1) Area Bargaining Unit Member
- One (1) Type 73 Bargaining Unit Member

The committee shall meet as necessary, but not less than quarterly. It is the intention of the parties that the committee shall make recommendations annually to the Association and to the Board regarding the process to be used for evaluation of all bargaining unit members.

It is further understood that, if necessary, any recommended changes to the evaluation system adopted by the Board would be agreed to in a letter of understanding during the period covered by the existing contract.