

## Letter of Understanding-Evaluation Plan Process

In 2012-2013 the McLean County Unit District No. 5 will begin implementing a new evaluation plan that complies with the Performance Evaluation Reform Act (PERA). Any evaluations conducted using the new evaluation plan will comply with the process as outlined below. Evaluations conducted using the former plan will continue in accordance with the rules and procedures outlined in the negotiated agreement.

7.1	Phase-In	<ul style="list-style-type: none"> <li>• The new evaluation plan will be used for all non-tenured classroom teachers beginning with the 2012-2013 school term. Tenured classroom teachers who received a summative rating in the 2011-2012 school term may volunteer to begin their evaluation cycle using the new evaluation plan in the 2012-2013 school term.</li> <li>• In the 2013-2014 school term, all tenured classroom teachers who received a summative rating in the 2010-2011 school term shall begin their evaluation cycle using the new evaluation plan.</li> <li>• By the fall of the 2014-2015 school term, all classroom teachers will be evaluated using the new evaluation plan.</li> <li>• All bargaining unit members who are counselors, nurses, instructional leaders, psychologists and social workers, shall continue to be evaluated using the current evaluation plan until a new plan is agreed upon by the district and association.</li> </ul>
7.2	Purpose	<ul style="list-style-type: none"> <li>• The purpose of the evaluation is to improve the quality of instruction.</li> </ul>
7.3	Evaluator Qualifications	<ul style="list-style-type: none"> <li>• Any individual who participates in the observation and evaluation of a bargaining unit member's teaching performance must be pre-qualified and trained in accordance with the pre-qualification and training provisions of the Performance Evaluation Reform Act (PERA).</li> </ul>
7.4	Evaluation Plan	<ul style="list-style-type: none"> <li>• All evaluations shall be conducted in accordance with the District's evaluation plan utilizing the agreed upon evaluation instrument (currently the Danielson Framework). The evaluation plan will be posted on the District website and copies kept at the Administrative offices.</li> </ul>
7.5	Orientation	<ul style="list-style-type: none"> <li>• Within the first fifteen (15) school days of each school term, the building principal or designated administrator shall orient all bargaining unit members under that administrator's supervision as to the evaluation procedures.</li> <li>• The bargaining unit member's evaluation cycle shall not begin or continue for tenured teachers already in their evaluation cycle until such orientation has been completed.</li> <li>• Such orientation shall include the evaluation procedures, standards expected, and evaluation instruments to be used.</li> <li>• At the time of the orientation each term, each bargaining unit member shall be advised as to who shall observe and evaluate the bargaining unit member's teaching performance for that school term.</li> </ul>
7.6	Planning of the Evaluation Cycle	<ul style="list-style-type: none"> <li>• Following the orientation and within twenty (20) school days of the start of the school term, the evaluator shall meet with each bargaining unit member he/she will be evaluating to plan the evaluation cycle.</li> </ul>

		<ul style="list-style-type: none"> <li>At this meeting the evaluator and bargaining unit member shall plan the evaluation cycle and determine the week(s) formal observation(s) will occur during that school year.</li> </ul>
7.7	Frequency of Observations	<ul style="list-style-type: none"> <li>Each non-tenured bargaining unit member shall have a minimum of three (3) observations (at least two (2) formal) for each school term. For non-tenured bargaining unit members, there must be at least one formal observation each semester.</li> <li>Each tenured bargaining unit member shall have a minimum of two (2) observations (at least one (1) formal) during the two-term evaluation cycle.</li> <li>For tenured bargaining unit members, there must be a minimum of one observation each term of the evaluation cycle.</li> </ul>
7.8	Evidence	<ul style="list-style-type: none"> <li>The evaluator must share the evidence and associated performance ratings with the bargaining unit member in each formal observation post-conference.</li> <li>The evidence must link to the instructional framework included in the evaluation plan, and the complete record of evidence must include evidence for each part of the instructional framework.</li> <li>All observations which form the basis for the evaluation shall be reduced to writing by the evaluator on the <b>appropriate form</b> in accordance with the Evaluation Plan.</li> <li>Standardized test results may not be used for the purpose of bargaining unit member evaluation.</li> </ul>
7.9	Formal Observation	<p><i>Pre-Observation</i></p> <ul style="list-style-type: none"> <li>At least five school days in advance of the scheduled week, the evaluator will notify the bargaining unit member of the date and time of the formal observation and will work with the bargaining unit member to schedule the dates and times for the pre-observation and post-observation conferences.</li> <li>At least one school day in advance of the pre-observation conference the bargaining unit member shall submit to the evaluator the <b>appropriate form</b> and may include other evidence of instructional planning for the lesson to be observed during the formal observation. At the conference, the evaluator and the bargaining unit shall discuss the lesson to be formally observed.</li> </ul> <p><i>Observation</i></p> <ul style="list-style-type: none"> <li>Each formal observation of the bargaining unit member shall last for a minimum of 40 continuous minutes.</li> <li>The evaluator will document the observation of teaching using the <b>appropriate form</b>.</li> </ul> <p><i>Post-Observation</i></p> <ul style="list-style-type: none"> <li>A Post-Observation conference shall be held within five (5) school days after each formal observation.</li> <li>To this conference, the bargaining unit member will bring a completed <b>appropriate form</b> and the evaluator will bring a draft of the <b>appropriate form</b> to guide their discussion.</li> <li>The teacher and evaluator will discuss the teacher's strengths,</li> </ul>

		<p>weaknesses, and suggestions for improvement and the reasons for identifying the areas as such.</p> <ul style="list-style-type: none"> <li>• Within three (3) school days of the Post-Observation conference, the evaluator will provide a completed <b>appropriate form</b>.</li> <li>• If the evaluator determines that the data and evidence collected to date may result in the bargaining unit member receiving either a “Needs Improvement” or “Unsatisfactory” Summative Performance Evaluation Rating, the evaluator shall notify the teacher of that determination.</li> </ul>
7.10	Informal Observation	<ul style="list-style-type: none"> <li>• Informal observations may or may not be announced in advance to the bargaining unit member. Each informal observation of the bargaining unit member shall last for a minimum of 15 continuous minutes. There must be a cumulative total of 40 minutes of informal observation to qualify as a component of the Evaluation Plan.</li> <li>• Following each informal observation and within three (3) school days, the evaluator will record evidence of the informal observation on the appropriate form and provide the bargaining unit member with a copy of the completed <b>appropriate form</b>.</li> <li>• A post-conference meeting will be held within five (5) school days to discuss the informal observation should either the bargaining unit member or evaluator request it in writing.</li> </ul>
7.11	Video Recording	<ul style="list-style-type: none"> <li>• In addition to or in lieu of a direct (in classroom) formal or informal observation, the bargaining unit member and evaluator may agree to the submission of a videotaped recorded lesson or class period by the bargaining unit member to the evaluator to be used as part of the bargaining unit member’s evaluation.</li> </ul>
7.12	Evaluation Cycle	<ul style="list-style-type: none"> <li>• See attached Evaluation Cycles of Implementation Table</li> </ul>
7.13	Mid-Cycle Conference	<ul style="list-style-type: none"> <li>• For tenured bargaining unit members, a Mid-Cycle conference shall be held within the first twenty-five (25) school days of the second school term of the evaluation cycle in which the bargaining unit member and evaluator meet to discuss progress.</li> <li>• For non-tenured bargaining unit members a Mid-Cycle conference shall be held in December in which the bargaining unit member and evaluator meet to discuss progress using <b>appropriate form</b> to guide discussion.</li> <li>• Information shared during this meeting shall not be used to determine the performance evaluation rating and should allow for a bargaining unit member to assess his or her progress and adjust instruction as needed.</li> </ul>
7.14	Changes to the Evaluation Schedule	<ul style="list-style-type: none"> <li>• Once dates have been established for the pre-observation conference, observations, and post-observation conference, the evaluator shall notify the bargaining unit member of any change in dates and/or times as soon as possible and the bargaining unit member and the evaluator shall confirm, in writing, the revised date(s) and/or time(s).</li> </ul>
7.15	Evaluation Completion Date	<ul style="list-style-type: none"> <li>• Evaluations of non-tenured bargaining unit members must be completed no later than 60 calendar days prior to the end of the school term including the written summary report and</li> </ul>

		<p>recommendations as to continued employment.</p> <ul style="list-style-type: none"> <li>• Tenured bargaining unit members' evaluations must be completed no later than 45 calendar days prior to the end of the school term including the written summary report.</li> </ul>
7.16	Summative Conference	<ul style="list-style-type: none"> <li>• At the end of the evaluation cycle, the evaluator will schedule a Summative Conference with the bargaining unit member to discuss the overall rating of each domain based upon evidence of professional practice as consistent with the instructional framework included in the evaluation plan.</li> <li>• The evaluator will present the bargaining unit member with a Summative Evaluation Performance Rating in accordance with the published evaluation plan using the <b>appropriate form</b>.</li> </ul>
7.17	Response and Review	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Within ten (10) school days following the Summative Conference, the bargaining unit member may request in writing that the evaluation be reviewed jointly by the Superintendent of Schools or designee and the president of the Association or designee.</li> <li>• The review request shall include the specific reasons for the review and a copy of the written evaluation summary.</li> <li>• The parties will conduct a review of the evaluation within 30 school days of the request and the employee and evaluator will be advised in writing regarding the outcome of the review.</li> </ul>
7.18	Peer Coach	<ul style="list-style-type: none"> <li>• A Peer Coach will be assigned to assist any tenured bargaining unit member who receives a Summative Rating of "Needs Improvement."</li> <li>• To qualify as a Peer Coach, the bargaining unit member must have received at minimum of 4 consecutive "Excellent" Summative Ratings on their own evaluations and must have completed the Evaluator Training and Certification process.</li> <li>• The role of the Peer Coach is to assist with the implementation of the Professional Development Plan developed by the evaluator and the bargaining unit member under evaluation.</li> <li>• Assuming the Peer Coach will work an average of one (1) additional hour per week he or she will be paid a stipend equal to 36 hours at Pay Rate 4 (9.8.4 and 9.8.8).</li> <li>• The position of Peer Coach will be posted per the negotiated contract.</li> </ul>
7.19	Evaluation Committee	<ul style="list-style-type: none"> <li>• A committee consisting of the following members is to be selected by the Board and the Association respectively: <ul style="list-style-type: none"> <li>○ Assistant Superintendent of Operations and Human Resources, Co-Chair</li> <li>○ Director of Special Education</li> <li>○ Director of Elementary Education</li> <li>○ Director of Secondary Education</li> <li>○ One (1) Elementary Administrator</li> <li>○ One (1) Junior High/Middle School Administrator</li> <li>○ One (1) High School Administrator</li> <li>○ President of the Unit Five Education Association (UFEA) or</li> </ul> </li> </ul>

		<p>designee, Co-Chair</p> <ul style="list-style-type: none"> <li>○ One (1) Elementary Bargaining Unit Member</li> <li>○ One (1) Junior High/Middle School Bargaining Unit Member</li> <li>○ One (1) High School Bargaining Unit Member</li> <li>○ One (1) Special Education Bargaining Unit Bargaining Unit Member</li> <li>○ One (1) Area Bargaining Unit Member</li> <li>○ One (1) Type 73 Bargaining Unit Member</li> </ul> <ul style="list-style-type: none"> <li>● 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 the bargaining unit members.</li> <li>● It is further understood that, if necessary, any recommended changes to the evaluation process adopted by the Board would be agreed to in a letter of understanding during the period covered by the existing contract.</li> <li>● The District Evaluation Committee composed of administrators and bargaining unit members shall annually review the evaluation instrument and make recommendations to the administration of any changes in the District evaluation instrument.</li> </ul>
7.20	School Code	<ul style="list-style-type: none"> <li>● The parties acknowledge that this procedure set forth in the article pertains to the evaluation of classroom teaching performance.</li> <li>● 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.</li> </ul>

**BOARD OF EDUCATION OF COMMUNITY  
UNIT SCHOOL DISTRICT NO. 5, MCLEAN  
AND WOODFORD COUNTIES, ILLINOIS**

**UNIT FIVE EDUCATION ASSOCIATION-  
IEA/NEA**

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_