

**Letter of Understanding
Evaluation update due to Public Act 102-252**

Public Act 102-252 amended section 24A-5 of the School Code (105 ILCS 5/24A-5) by changing the evaluation period for bargaining unit members in contractual continued service whose performance is rated as either “excellent” or “proficient” from every 2 school years to every 2 or 3 school years, and requiring implementation of an informal observation plan ensuring each such bargaining unit member is informally observed at least once in the course of the 2 school years following receipt of the “excellent” or “proficient” rating. Consistent with these changes, the Board of Education (the “Board”) of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the “District) and the Unit Five Education Association IEA/NEA (“UFEA”) agree that effective the 2022-2023 school year, bargaining unit members in contractual continued service who are entering year 1 of their evaluation cycle and whose previous summative rating was “excellent” or “proficient” will be evaluated at least once in the course of every 2 or 3 school years, as agreed to with their evaluator.

If the bargaining unit member and their evaluator agree to a three-year evaluation cycle, the following will apply:

In school year 1 or school year 2 of their evaluation cycle, eligible bargaining unit members will have an informal observation.

In school year 3 of their evaluation cycle, eligible bargaining unit members will have a formal observation.

- Bargaining unit members are encouraged to focus on any required SLOs during the school year they do not have an informal or formal observation and should consider entering evidence into Form A during the first 2 school years of the 3 school year cycle.
- The initial planning meeting will take place at the beginning of school year 1. During the initial planning meeting the school year for the informal observation will be determined.
- The mid-cycle conference will take place within 20 days of the beginning of school year 2 and 3. At that time the week of the formal observation will be determined for school year 3.

All other language outlined in Article 7: Evaluation of the Negotiated Agreement still applies.

Option 1:

Year 1	Year 2	Year 3
<ul style="list-style-type: none"> ● Initial planning meeting ● No observation ● Suggested focus on SLO's and entering evidence 	<ul style="list-style-type: none"> ● Mid-cycle conference ● Informal observation 	<ul style="list-style-type: none"> ● Mid-cycle conference ● Formal observation


Option 2:

Year 1	Year 2	Year 3
<ul style="list-style-type: none">• Initial planning meeting• Informal observation	<ul style="list-style-type: none">• Mid-cycle conference• No observation• Suggested focus on SLO's and entering evidence	<ul style="list-style-type: none">• Mid-cycle conference• Formal Observation


Bargaining unit members that are granted an approved extended leave may need to alter their evaluation cycle. The altered cycle should be agreed to by the evaluator and bargaining unit member. The evaluator will contact the Director of Human Resources and the Association President for final approval, and the change will be documented in the bargaining unit member's evaluation file.

**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: 10/19/2022

Date: 10-17-22