

Memorandum of Agreement

The Board of Education of Elmwood Park Community Unit District 401 ("the Board") and the Elmwood Park Educational Team (the "E.P.E.T.") agree that the following provisions shall be incorporated into the District Certified Staff Evaluation Process document.

1. **Evaluation Committee.** An Evaluation Committee will be established. The Committee will be comprised of two (2) Administrators from across the District designated by the Board and one (1) teacher from each building designated by E.P.E.T. The Committee shall meet at least once each school year by not later than April 15. The purpose of the Committee is to develop proposed revisions that may be necessary for the District Certified Staff Evaluation Process document to remain in compliance with the Illinois School Code and/or Illinois Administrative Code. In addition, the Committee may propose changes to any portion of the District Certified Staff Evaluation Process document, provided, however, that provisions related to Student Growth shall remain the responsibility of the PERA Joint Committee. The Committee and the PERA Joint Committee shall each use a consensus model for decision making.
2. **Request for Evaluation during "Off Year".** A tenured teacher may request an evaluation during an "off year" for the purpose of improving teaching skills and building his/her evaluation portfolio. The evaluation will be requested by not later than the last day of the school term prior to the "off year". Providing the "off year" evaluation will be at the discretion of the Principal (or Principals if the teacher is assigned to multiple buildings).
3. **Request for Evaluation Review.** A tenured teacher who believes that his/her evaluation may not accurately reflect performance may, within thirty (30) days following receipt of the evaluation, submit a request to the Superintendent of Schools that the evaluation be reviewed. The request shall include a written summary of the basis for the requested review and the evidence and artifacts that support the request.

Upon receipt of such request, the Superintendent shall designate a District Office Administrator and a Principal from outside the teacher's building to serve on an Evaluation Review Committee. The E.P.E.T. President shall designate two teachers from outside the teacher's building to serve on the Evaluation Review Committee. In order to serve on the Evaluation Review Committee, a designated teacher must be tenured and placed in either grouping three or four on the most recently-published sequence of honorable dismissal list.

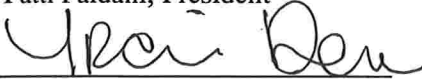
The Committee, using a consensus model, will determine whether to consider the request. If the Committee grants the request for review, the Committee shall not consider (a) the evaluation of any other teacher; (b) whether another evaluation should be conducted; or (c) whether the evaluation should be revised, modified or amended as to any component or domain, or the overall rating. The Committee, using a consensus model, will provide written feedback to the Superintendent, evaluating administrator(s) and teacher, which may include but not be limited to the following:

- a. Concerns regarding procedure, such as timeline, documentation, etc.;
- b. Concerns regarding communication including notifications, feedback on areas of concern, ways to improve craft, etc.; or
- c. Discussion of evidence and its validity (e.g., was evidence presented and was it given appropriate consideration).

ELMWOOD PARK EDUCATION TEAM



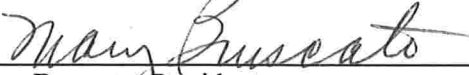
Patti Faldani, President

Attest: 

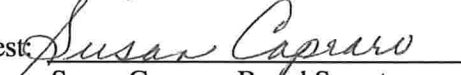
Traci Dean, Secretary

Dated: 12-20-2017

BOARD OF EDUCATION OF ELMWOOD PARK COMMUNITY UNIT SCHOOL DISTRICT 401



Mary Bruscato, President

Attest: 

Susan Capraro, Board Secretary

Dated: 12-20-2017