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:


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

[Signature]
President, OPTA

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

[Signature]
President, Board of Education

ATTEST:

[Signature]
Secretary, Board of Education
**EVALUATION PROCESS – NON- TENURE, effective upon PERA implementation or, if applicable by the parties agreement, with the PERA Pilot Program**

<table>
<thead>
<tr>
<th>Evaluator Assigned</th>
<th>Teacher Meeting All Years</th>
<th>First Formal Observation Year 1, 2, 3, 4</th>
<th>Second Formal Observation Year 1, 2, 3, 4</th>
<th>Third Observation (formal or informal) Year 1, 2, 3, 4</th>
<th>Summative Evaluation Conference Year 1, 2 &amp; 3</th>
<th>Summative Evaluation Conference Year 4</th>
<th>Submittal</th>
<th>End of Year Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assign Evaluator</td>
<td>• Identify Supervisor</td>
<td>• Pre-conference (1-5 days prior to observation)</td>
<td>• Observation (minimum 45 minutes or entire class period)</td>
<td>• Post-conference (within 10 days of observation)</td>
<td>• Meet with teacher (within 10 days of post observation)</td>
<td>• Submit to HR Office</td>
<td>• Report to Supt.</td>
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<tr>
<td>• Coordinate with other schools to determine evaluator for traveling teacher</td>
<td>• Outline Procedures, Standards &amp; Instrument</td>
<td>• Observation (minimum 45 minutes or entire class period)</td>
<td>• Post-conference (within 10 days of observation)</td>
<td>• Copy to Employee</td>
<td>• Provide completed Summative Evaluation</td>
<td>• Association Notification</td>
<td>• Notification of Board Action</td>
<td></td>
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<tr>
<td>• Provide Job Description</td>
<td>• Pre-conference (1-5 days prior to observation)</td>
<td>• Post-conference (within 10 days of observation)</td>
<td>• Copy to Employee</td>
<td>• Notify HR of Individual Concerns</td>
<td>• Indicate rehire/release</td>
<td>• HR</td>
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</table>

**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**

**FORMS:**

- List of Non Tenure Teachers by School
- Standards
- Timelines
- Evaluation Instruments
- Evaluation Instruments
- Evaluation Instruments
- Evaluation Instruments
- Summative Evaluation Form
- Summative Evaluation Form
- Summative Evaluation Form
- Summative Evaluation Form
- Rehire list
- Release list
- List of Non-Renewal Recommendations
- Tenure Recom.
- Probationary Lists
- Personnel Action
<table>
<thead>
<tr>
<th><strong>TRADITIONAL EVALUATION PROCESS EFFECTIVE UPON PERA IMPLEMENTATION - TENURE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evaluator Assigned</strong></td>
</tr>
<tr>
<td>- Identify Supervisor</td>
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<tr>
<td>- Coordinate with other schools to determine evaluator for traveling teacher</td>
</tr>
<tr>
<td>- Discuss Professional Learning goals for professional cycle</td>
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<tr>
<td>- Notify HR of Individual Concerns</td>
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<tr>
<td><strong>Prior to first day of teacher attendance</strong></td>
</tr>
<tr>
<td><strong>Administrator HR</strong></td>
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</tbody>
</table>

- Provide completed summative evaluation form
- Notify HR of Individual Concerns
If a teacher takes a leave as specified in Article XVII-Leaves, the 20 day period between formal observations may be waived.