

MEMORANDUM OF UNDERSTANDING

between the
Community High School District 94 Board of Education ("the Board")
and the
West Chicago High School Teachers' Association, Inc. ("the Association")
regarding the
Secondary Evaluator Duties for the 2013/14 School Year Only

WHEREAS, the Principal has apprised the Evaluation Committee of his desire to continue the 2012/13 Memorandum of Understanding regarding Secondary Evaluator Duties, and

WHEREAS, the Board, Administration, and Association have a strong interest in and appreciation for conversations between evaluators and members of the bargaining unit about improving instruction, and

WHEREAS, the Evaluation Committee is in agreement in its goal to improve instruction through the use of the Complete Growth and Evaluation Framework, and

WHEREAS, both parties want to make formal a process for achieving those ends without compromising or altering the current Contractual Agreement,

NOW, THEREFORE, BE IT RESOLVED THAT the Board and the Association agree as follows:

1. For the 2013/14 school year only, secondary evaluators shall conduct formal (written) observations unless the certified staff member being evaluated requests informal (unwritten) observations by returning the Request for Informal Secondary Observation form (attached) to the Principal's Office by August 23, 2013.
2. The following guidelines shall apply to informal observations under this MOU.
 - a. Secondary evaluators shall observe members of the bargaining unit assigned to them for evaluation for at least an entire class period.
 - b. Secondary evaluators shall utilize Domains 1, 2, and 3 as a format for a growth conversation with the member of the bargaining unit after the observation.
 - c. Growth conversations are intended to be meaningful conversations about the improvement of instruction rather than brief check-in conversations. They are intended to provide the member of the bargaining unit the opportunity for reflection on his/her performance and the evaluator the opportunity to share praise and suggestions for improvement.
 - d. Secondary evaluators shall not complete Evaluation Plan forms as part of Informal Observations.
 - e. Informal performance observations shall not be included in a summative evaluation document or used in the assignment of a final performance rating. However, secondary evaluators may discuss their informal performance observations with a teacher's primary evaluator who may follow up with a discussion with the employee or a subsequent observation.
3. Unless other agreement is reached, the requirements outlined in the Complete Growth and Evaluation Framework shall resume for the 2014/15 school year.


As evidence of the above agreement between the parties, the signatures below are affixed.



President,
Board of Education
Community High School District 94

7/16/2013

Date



President,
West Chicago High School Teachers'
Association, Inc.

July 16, 2013

Date

Request for Informal Secondary Observation

2013/14 School Year Only

All certified staff being evaluated shall be observed by primary and secondary evaluators. For the duration of the 2013/14 school year, secondary observations shall be formal (written) *unless* the staff member requests that secondary observations be informal (unwritten).

Requests for informal (unwritten) secondary observations are made by completing this form and returning it to the Principal's Office no later than September 20, 2013.

Return of said form will serve as an official request to receive informal (unwritten) secondary observations for the 2013/14 school year only.

Name

Division

Please check the appropriate box:

Non-Tenured ___ Year 1 ___ Year 2 ___ Year 3 ___ Year 4

Tenured

Signature

Date

Forms are due in the Principal's Office by September 20, 2013.

Late forms will not be accepted.