

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 2012/13 School Year Only

WHEREAS, the Principal has apprised the Evaluation Committee of his request to decrease the workload for secondary evaluators due to the large number of employees to be observed (92) and the limited number of secondary evaluators (5), and said evaluations are not equally distributed among the secondary evaluators due to varying job duties, and

WHEREAS, the Association desires to assist in finding a solution to the above-named issue, and

WHEREAS, the Association membership has shared a strong interest in and appreciation for conversations with primary and secondary evaluators about improving instruction, and

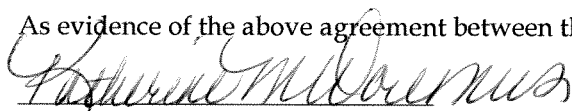
WHEREAS, the Evaluation Committee is in agreement in its goal to improve instruction through the use of the Complete Growth and Evaluation Framework, and

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 2012/13 school year only, secondary evaluators shall conduct informal (unwritten) observations unless the certified staff member being evaluated requests formal observations by returning the Request for Formal Secondary Observation form (attached) to the Principal's Office by October 31, 2012.
2. During the 2012/13 school year, the Evaluation Committee will meet with the purpose of resolving this issue for the future.
3. Unless other agreement is reached, the requirements outlined in the Complete Growth and Evaluation Framework shall resume for the 2013/14 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

October 23, 2012
Date



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

October 19, 2012
Date

Request for Formal Secondary Observation

2012/13 School Year Only

All certified staff being evaluated shall be observed by primary and secondary evaluators. For the duration of the 2012/13 school year only, secondary observations shall be informal (unwritten) unless the staff member being evaluated returns this form to the Principal's Office no later than October 31, 2012. Return of said form will serve as an official request to receive formal secondary observations. No late forms will be accepted.

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 October 31, 2012.
Late forms will not be accepted.*