

MEMORANDUM OF AGREEMENT

Teacher Evaluation and Observation Procedures

Between the Center Cass School Association and Center Cass School District 66

1. Purpose

The purpose of this Agreement is to establish an observation process that meets applicable Illinois statutory and regulatory requirements while providing meaningful opportunities for feedback, professional growth, and evaluation of instructional practice.

The parties recognize that the State of Illinois periodically modifies requirements governing teacher evaluation. The parties therefore agree to the following observation structure while maintaining the District's and Association's rights and responsibilities under the collective bargaining agreement ("CBA").

2. Formal and Informal Observations

For purposes of this Agreement:

Formal Observation means an observation conducted in accordance with the formal observation procedures contained in Article 8 of the CBA Article 24 A of the and School Code and 23 Ill.

Administrative Code Part 50 Section 50.30, including applicable notice, pre-observation, observation, post-observation, and documentation requirements.

Informal Observation means an observation conducted for the purpose of gathering additional evidence regarding instructional practice and providing feedback. An informal observation shall not be considered a third formal observation.

- May occur without advance notification of the specific date and time.
- Shall be conducted for a reasonable period of time sufficient to gather meaningful evidence.
- Shall include feedback to the teacher.
- May include written documentation of evidence and feedback.
- May be considered as part of the evidence supporting the teacher's summative evaluation, consistent with applicable law and the CBA.
- Shall not carry the procedural requirements applicable to a formal observation unless otherwise required by law.

3. Observation Structure for Nontenured Teachers

For nontenured teachers, the observation structure shall consist of four observations per school year:

- Two (2) formal observations
- Two (2) informal observation

For teachers in Years 1–2, this structure replaces the current requirement of four formal observations.

Nothing in this Agreement shall prevent the District from conducting additional observations when warranted by performance concerns, applicable law, or other provisions of the CBA.

4. Tenured Teachers

For tenured teachers, the two formal observations required under the existing evaluation process shall remain, with one informal observation added to provide an additional opportunity for feedback and evidence collection.

5. Summative Evaluation

The summative evaluation process shall continue to be conducted in accordance with Article 8.3 of the CBA and applicable Illinois law.

Evidence collected through both formal and informal observations may be considered as part of the body of evidence used to determine a teacher's summative evaluation rating, provided such use is consistent with applicable law and the CBA.

An informal observation shall not, by itself, constitute a separate formal evaluation.

6. Dates

By October 1st evaluator and teacher will meet to review the evaluation process.

By December 20th 1st cycle complete which includes;

Non-tenured: one formal and one informal

Tenured: one formal and one informal

By March 31st 2nd cycle complete which includes;

Non-tenured: one formal and one informal

Tenured: one formal

Summative evaluations must be completed before April 15th of that year.

7. No Other Changes to the Collective Bargaining Agreement

Except as expressly modified by this Agreement, all provisions of the existing CCEA collective bargaining agreement shall remain in full force and effect.

This Agreement is intended only to modify the observation procedures specifically addressed herein and shall not constitute a waiver of any other rights, benefits, or obligations contained in the CBA.

8. Joint Evaluation Committee Review

The Joint Evaluation Committee shall review implementation of these observation procedures and may discuss:

- Feedback from teachers and administrators;
- Consistency in implementation;
- Questions regarding the distinction between formal and informal observations;
- Changes in state evaluation requirements; and
- Potential modifications necessary to improve the evaluation process.

The Committee may make recommendations to the parties regarding future changes to the evaluation process.

9. Duration

This Agreement shall become effective upon ratification/signature by both parties and shall remain in effect for the duration of the Collective Bargaining Agreement.

Any extension, modification, or renewal of this Agreement shall be by mutual written agreement between the District and CCEA.

10. Signatures

CENTER CASS SCHOOL DISTRICT 66	CENTER CASS SCHOOL ASSOCIATION
 Signature / Title Date: _____	 Signature / Title Date: _____
 Signature / Title Date: _____	 Signature / Title Date: _____
 Signature / Title Date: _____	 Signature / Title Date: _____