

Meridian Unit School District #223

Certified Staff Evaluation Plan

Last Amended March 27, 2026 ~~June 3, 2025~~

Meridian Community Unit School District 223 gratefully acknowledges the following individuals for their collaborative contributions to this committee:

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Meridian CUSD #223 Certified Staff Member Evaluation Procedure

The intent of this document is to provide a guide for both administration and faculty in order to create a uniform evaluation protocol that is equitable for Certified Staff Members and most importantly, helps transform the process from one of assigning ratings to one that truly supports the professional growth of Certified Staff Members.

I. Uniform Evaluation Procedures

A. Notification of Evaluation

1. The regularly employed evaluation form and /or instrument and the general schedule for completion of evaluations shall be made known to the Certified Staff Members no later than the first building meeting. Teachers hired after the beginning of school will be notified of evaluation within two weeks. In the event a new evaluation instrument is adopted, then such instrument shall be made known to Certified Staff Members at the first building meeting after its adoption.
2. Beginning with the 2025-2026 school year, Student Learning Objectives (SLOs) ~~will ceased~~ to be a part of the Certified Staff Member evaluation process. The professional practice score ~~nowwill~~ makes up 100% of the overall final evaluation rating for both tenured and non-tenured employees.

Commented [1]: I think we should leave this in for 2 more years

B. Informal Observations

1. A full Memorandum of Understanding re: informals reached between the SVEA and Administration will be attached to this document as Addendum A.
2. It is the intent of the administration to truly support Certified Staff Member growth through frequent informal observations. The stated goal of administration is to informally observe each faculty member a minimum of one time per semester.
3. Length of informal observations will vary, but a minimum duration of stay of ten minutes is advised.
4. Informal walkthrough observations can be done without prior notification.
5. Informal observations should be followed up with correspondence to the Certified Staff Member observed in writing within 72 hours or 3 school days.

6. A conference to discuss shared data may be requested by the staff member.
7. If the informal observation is followed by a written debrief, the observation can, and should, be included as evidence in the summative evaluation.

C. Pre-Conference Protocol

1. While pre-conference procedures are not directly addressed in the contract, both administration and the SVEA agree that it is an important component of a successful evaluation process.
2. The pre-conference should take place within 5 school days of the formal observation absent a mutual agreement between SVEA member and administrator.
3. Administration will release pre-conference protocol questions to Certified Staff Member via Evaluwise at least 10 days prior to the pre-conference and those questions should be returned within 3 days ~~prior to~~ the pre-conference.
4. Administration has the right to ask varied and additional questions during the pre-conference and to document answers as data on the formal observation write-up.
5. In the case of an emergency re-scheduling of a formal observation, portions of the pre-conference may have to be repeated. The intent is to collect as much data as possible to support an accurate rating for the Certified Staff Member while holding them harmless in terms of expending additional time in preparation.

D. Formal Observation

1. The parties acknowledge that an appropriate formal observation should be at least thirty (30) consecutive minutes in length, or a complete period. The parties also acknowledge that it is not always possible to complete such formal observations due to circumstances beyond the evaluator's control. In such circumstances, the formal observations will be at least thirty (30) minutes in overall length provided each observation segment of such formal evaluation shall be at least fifteen (15) minutes in duration. All formal observations of classroom teaching performance shall be conducted openly with full knowledge of the Certified Staff Member.
2. If a formal observation must be entirely rescheduled due to administrator time conflict (missing originally scheduled observation), the Certified Staff Member will be given discretion as to when it will be rescheduled within contractual and SB7/PERA time guidelines.

E. Post-Conference Protocol

1. The Reflection Form questions are provided via Evaluwise and may be used by the Certified Staff Member or administrator to facilitate Post-Observation discussion.
2. The Reflection Form shall be used as a non-judgmental tool outside of providing evidence for Domain 4, Component A.
3. This Reflection Form shall be completed within 5 days of the formal observation and submitted within 3 days prior to the Post-Conference.
4. The Certified Staff Member does not need to receive feedback from the administrator in order to complete the Reflection form.
5. The post-conference will be held within 11 days of the formal observation.

F. Written Evaluation

1. A written evaluation (Evaluation Summary Draft) shall also be prepared within 10 Certified Staff Member attendance days following each formal observation (current contract language) unless mutual agreement is reached by the SVEA member and administration. A copy of such evaluation shall be given to the Certified Staff Member at least 1 day prior to the post-observation conference.
2. Given the Evaluwise software, a written copy of the formal observation may not be comprehensive and complete before the Post-Conference. In that case, the administrator is to print out a draft copy of the document from Evaluwise and provide it to the Certified Staff Member following contractual timelines.
3. The Certified Staff Member shall put any objections to or explanation of the evaluation in writing and give them to the evaluator (or designee) within 5 Certified Staff Member attendance days of the Certified Staff Member's receipt of the formal evaluation for attachment to the evaluation.
4. A copy of all formal written evaluations and any objection or explanation submitted by the Certified Staff Member shall be placed in the Certified Staff Member's official personnel file.
5. Certified Staff Members are to sign all evaluation materials. The signature denotes receiving the materials, not agreement.

G. Summative Conference

1. The summative evaluation conference is to focus on the Certified Staff Member's overall performance from the time of the last summative evaluation.
2. This may include an evaluation of day-to-day activities, as well as data collected from informal observations.
3. In the current model, most summative conferences occur close to the deadline dates as set forward by PERA and SB7 – and therefore take place in December and January.

II. Number of Observations and Summative Evaluations

A. Non-tenured Certified Staff Members

1. Two formal observations per year will take place, plus a summative evaluation conference that reviews the instructional growth of the Certified Staff Member and assigns overall Certified Staff Member rating for the year.
2. Additional formal evaluations may be required depending on individual cases that may warrant such action on any given year as long as notification is given by the first first building meeting of the school year per contract language.
3. Failure of an administrator to complete an evaluation cycle shall not increase the number of formal evaluations the following year for the SVEA member.
4. Nothing in this evaluation plan prevents the dismissal or non-renewal of a non-tenured Certified Staff Member for any reason not prohibited by law.

B. Tenured Certified Staff Members

1. Tenured staff will be observed and formally evaluated at least once every three years.
2. Additional formal observations may be required depending on individual cases that may warrant such action. However, it will not be the common practice of any administrator or building to

complete more than one formal observation per year for a tenured Certified Staff Member without the case being deemed to require special attention.

3. If a Certified Staff Member is not evaluated in a three-year period, the Certified Staff Member shall be observed and formally evaluated the following year. The intention is for the Certified Staff Member to be evaluated at least every third year.
4. For purposes of Senate Bill 7, any tenured Certified Staff Member not evaluated within the three-year cycle as described in the Contract, will be considered to be rated Proficient.
5. A tenured Certified Staff Member rated "Unsatisfactory" will follow a remediation process consistent with the Collective Bargaining Agreement (CBA) as well as Illinois School Code.
6. A tenured Certified Staff Member rated 'Needs Improvement' will follow a Professional Development Plan process consistent with state statute.

C. Part-time Certified Staff Members (less than 1.0 FTE)

1. Part-time Certified Staff Members will be observed and formally evaluated once each year by the building administrator of the school where they spend the majority of their teaching time.
2. Part-time Certified Staff Members whose employment with Meridian C.U.S.D. #223 has not earned them tenure will be observed and evaluated according to the process outlined in section A of this portion of this document.
3. Part-time-teachers cannot attain tenure per Illinois School Code.
4. Non-tenured, part-time teachers are placed in RIF grouping 1.

III. Conditions for Observation

A. The following guidelines for the observation should be followed as closely as possible:

1. All observations will be in accordance to timelines set forth by PERA and Senate Bill 7, thus most evaluations will be completed prior to February 1st. This is a departure from past practice, but is intended to ensure Meridian CUSD 223 is in compliance with Senate Bill 7 and PERA.
2. If at all possible, an observation should not take place within 2 Certified Staff Member attendance days of a major school break such as Winter or Spring Breaks.

B. Each formal observation of a lesson will require a Pre-Observation Conference and Post-Observation Conference. Descriptions of the pre- and post-conference protocols are described above.

C. In the selection of a particular class to be formally observed, a classroom Certified Staff Member will be given the prerogative of choice for the first observation and a collaborative decision will be made for scheduling of any subsequent formal observations.

D. Formal observations shall be at least two weeks apart unless otherwise changed by mutual agreement between the classroom Certified Staff Member and the administrator. The mutual agreement should be in writing and mutually signed.

- E. Extra-curricular assignments are not to be considered as part of this evaluation procedure unless the behavior in question speaks to the professional conduct, morals, and ethics of the Certified Staff Member and then may be considered during the Certified Staff Member's summative performance evaluation.
- F. Tenured Certified Staff Members who transfer from one building to another are subject to the regular evaluation cycle. There would not be two consecutive evaluations required.
- G. If the evaluation process is not completed, an objective letter of acknowledgement, to be developed by mutual agreement between the SVEA and the administration, may be placed in the confidential section of the Certified Staff Member's file. Such a note should be considered a proficient evaluation in terms of Senate Bill 7 RIF groupings.
- H. During a Formal Observation, only one Certified Staff Member shall be observed at a given time.
- I. There shall be a Summary Rating of Unsatisfactory, Basic (Needs Improvement), Proficient, or Distinguished (per the Danielson Model language) for each observation, as documented by the appropriate rubric given to each Certified Staff Member following the Summative Evaluation Conference.
- J. Each evaluation shall describe the Certified Staff Member's strengths and weaknesses, with supporting reasons for the comments made. Any area determined to be Unsatisfactory or Needs Improvement must be accompanied by suggestions for improvement provided by the evaluator.
- K. Each Certified Staff Member shall be provided with signed copies of all observation and summative evaluation documents, and a signed copy shall be placed in that Certified Staff Member's personnel file.

IV. Assignment of Ratings

A. Excellent Overall

- 1. 5 or more components rated Excellent.

AND

- 2. No components rated lower than Proficient.

B. Proficient Overall

- 1. Does not meet the criteria for Excellent (e.g., has fewer than 5 Excellents OR has 1 "Needs Improvement" component).

AND

- 2. No more than 1 component rated Needs Improvement.

AND

- 3. No components rated Unsatisfactory.

OR

- 4. A tenured certified staff member for whom no evaluation has been completed within a three-year period shall receive a default rating of Proficient.

C. Needs Improvement Overall

- 1. 2 or more components rated Needs Improvement.

AND

~~2. No components rated Unsatisfactory.~~

~~D. Unsatisfactory Overall~~

~~1. Any component rated Unsatisfactory.~~

~~Excellent~~

- ~~1. 5 components or more rated Excellent on summative evaluation~~
- ~~2. No components rated lower than Proficient~~

~~B. Proficient~~

- ~~1. Fewer than 5 component rated Excellent~~
- ~~2. No more than 2 components rated Needs Improvement~~
- ~~3. No components rated Unsatisfactory~~

~~OR~~

- ~~4. No evaluation completed within a threetwo-year period for a Tenured Certified Staff Member~~

~~C. Needs Improvement~~

- ~~1. 2 or more components rated Needs Improvement~~
- ~~2. No components rated Unsatisfactory~~

~~D. Unsatisfactory~~

- ~~1. Any component rated Unsatisfactory~~

V. Assignment of Certified Staff Member Groupings

- A. The ISBE state default model is in place for MCUSD 223.
- B. Section 24-12 requires that, within each position, the school district must establish four groupings of Certified Staff Members qualified to hold the position as follows:
 1. GROUP 1 – any non-tenured Certified Staff Member who has not received a performance evaluation rating, has been hired to replace a teacher on leave, or any non-tenured part-time teacher.
 2. GROUP 2 – each Certified Staff Member with a Needs Improvement or Unsatisfactory performance evaluation rating on either of the Certified Staff Member's last two performance evaluation ratings.
 3. GROUP 3 – each Certified Staff Member with a Proficient or Satisfactory on both of the Certified Staff Members last two performance evaluation ratings – or on the last evaluation if only one is available.
 4. GROUP 4 – each Certified Staff Member whose last two performance evaluation ratings are excellent, as well as each Certified Staff Member with two Excellent ratings of the last three with the third rating being Proficient or Satisfactory.

VI. Remediation (Statutory requirements of the Illinois School Code will be followed)

ADDENDUM A

In an effort to continually improve as a district, a committee of administrators and SVEA members, from which each building within the district was represented by both an administrator and a Certified Staff Member, worked together to provide a consistent process for informal observations. The nature of this document is to provide guidance and direction, but is not intended to be binding or to serve as an amendment to the negotiated contract. Instead, the intent is that all members of the committee act in good faith and do everything within their control to ensure the outline of procedures below is followed so that the informal observation process becomes one that supports Certified Staff Member growth in a fair manner without adding unneeded additional stress.

- **Purpose of informal observation:** To provide support to Certified Staff Members so that they may continually improve upon their professional practice.

- **Informal observation defined:** An informal observation is an unannounced visit to the classroom by an administrator where they record observed data and communicate that data with the Certified Staff Member afterwards.

- **How often will they occur:** It is the goal of administration that every Certified Staff Member receives *at least* one informal observation per semester. When scheduling and time allows, more informal observations will occur, with recognition from administration that an abundance of informals may lead to Certified Staff Member stress and not serve the purpose of the process.

- **How long is an informal observation:** Different districts have different guidelines, so there is no standard answer for this question. The Evaluation Committee decided that in Meridian CUSD 223 that informals should last between 10 and 20 minutes.

- **How long will it take a Certified Staff Member to receive feedback:** Administration has agreed that all feedback will be sent within 72 hours unless prior notification of the delay in communication occurs. It should be noted that informal feedback will not place a 'rating' on Certified Staff Member's performance – just provide feedback from what was observed.

- **How will Certified Staff Members receive feedback:** Certified Staff Members will receive feedback through Evaluwise. The website offers a very similar functionality for informal observations as it does for formal observations.

- **Will the data collected be used in Certified Staff Member summative evaluation:** Yes, the data will be used and Certified Staff Members will be rated on the summative evaluation based on the preponderance of evidence gathered from summative evaluation to summative evaluation – with a strong consideration for Certified Staff Member growth throughout that time period.

Other items of importance, per PERA guidelines: Following either a formal or an informal observation, the qualified evaluator must discuss with the Certified Staff Member the evidence collected about the Certified Staff Member's professional practice. Written correspondence between the Certified Staff Member and evaluator is acceptable. If the qualified evaluator determines that the data and evidence collected to date may result in the Certified Staff Member receiving either a "Needs Improvement" or "Unsatisfactory" summative performance evaluation rating, the qualified evaluator shall notify the Certified Staff Member of that determination.

See Proposed PERA Administrative Rules, Section 50.120(c).

ADDENDUM B

CERTIFIED STAFF SUMMATIVE EVALUATION SUMMARY

Summative Rating of Teacher Performance for 20265-20276 School Year

Overall Rating Assignment:

UNSATISFACTORY NEEDS IMPROVEMENT PROFICIENT EXCELLENT

mm-dd-yyyy

Pre-observation conference date ____ - ____ - ____

Observation date ____ - ____ - ____

Post-conference date ____ - ____ - ____

Summative-conference date (if different) ____ - ____ - ____

RATING SUMMATION

Domain	Components 'U'	Components 'NI'	Components 'P'	Components 'E'
1				
2				
3				
4				
TOTALS				

RATING SUMMATION – Classroom Teacher

Domain/Component	Unsatisfactory	Needs Improvement	Proficient	Excellent
1C				
1E				
OVERALL DOMAIN 1				
2B				
2C				
2D				
OVERALL DOMAIN 2				
3B				
3C				
3D				
OVERALL DOMAIN 3				
Select 3 from:				
4A				
4B				
4C				

4D				
4E				
4F				
OVERALL DOMAIN 4				

RATING SUMMATION – Counselor

Domain/Component	Unsatisfactory	Needs Improvement	Proficient	Excellent
1B				
1C				
1D				
OVERALL DOMAIN 1				
2B				
2D				
OVERALL DOMAIN 2				
3B				
3D				
3E				

OVERALL DOMAIN 3				
Select 3 from:				
4A				
4B				
4C				
4D				
4E				
4F				
OVERALL DOMAIN 4				

RATING SUMMATION – Library Media Specialist

Domain/Component	Unsatisfactory	Needs Improvement	Proficient	Excellent
1C				
1E				
OVERALL DOMAIN 1				
2A				
2B				

2E				
OVERALL DOMAIN 2				
3A				
3C				
3E				
OVERALL DOMAIN 3				
4B				
4D				
4E				
OVERALL DOMAIN 4				

RATING SUMMATION – Speech & Language Pathologist

Domain/Component	Unsatisfactory	Needs Improvement	Proficient	Excellent
1C				

1E				
OVERALL DOMAIN 1				
2B				
2C				
2D				
OVERALL DOMAIN 2				
3B				
3C				
3D				
OVERALL DOMAIN 3				
Select 3 from:				
4A				
4B				
4C				
4D				
4E				
4F				
OVERALL DOMAIN 4				

RATING SUMMATION – Instructional Coach

Domain/Component	Unsatisfactory	Needs Improvement	Proficient	Excellent
1A				
1B				
OVERALL DOMAIN 1				
2A				
2B				
2C				
OVERALL DOMAIN 2				
3A				
3C				
3E				
OVERALL DOMAIN 3				
Select 3 from:				
4A				
4B				
4C				
4D				

4E				
4F				
OVERALL DOMAIN 4				

RATING SUMMATION – College & Career Coordinator

Domain/Component	Unsatisfactory	Needs Improvement	Proficient	Excellent
1C				
1E				
OVERALL DOMAIN 1				
2B				
2C				
2D				
OVERALL DOMAIN 2				
3B				
3C				
3D				
OVERALL DOMAIN 3				

Select 3 from:				
4A				
4B				
4C				
4D				
4E				
4F				
OVERALL DOMAIN 4				

