



CHICAGO TEACHERS UNION

2023-24 EVALUATION CHECKLIST FOR POSSIBLE GRIEVANCE

General Opening Requirements (Items marked "Best practice" are a part of new contract Article 39-2.4(a) and are grievable.)		Article/Source	Response and Comments
1)	New teachers to a school and all teachers at a school with a new principal at the start of the school year received REACH orientation during opening PD days of school, before the 20th day or within one week of being newly hired.	Art. 39-1.1	Yes___ No___
2)	Returning teachers in schools with a returning principal at the start of the school year had access to all orientation materials.		
3)	Principal develops year-long draft calendar of REACH observations before observations begin and shares document or summary with ILT or PPLC	Best practice	Yes___ No___
4)	Educator returning from a leave is not observed for at least two weeks of instruction	Best practice	Yes___ No___
First Formal Observation (Conducted by ODLSS supervisor for PAT and tenured annual clinicians, but by school-based admin for tenured biennial clinicians)		Article/Source	Response and Comments
5)	1st observation took place no earlier than the fifth week of school or Monday, September 18, 2023	Art. 39-2.3 B1	Yes___ No___
6)	Educator was given two school-days (at least 48 hours) advance notification of the pre-conference; Content or class to be observed was identified before pre-conference	Art. 39-2.3 C1; Best practice;	Yes___ No___
7)	Reasonable efforts were made by the evaluator to avoid observations during class periods where the KIDS Assessment was being conducted. (Kindergarten teachers)	Art. 39-2.3 B1	Yes___ No___
8)	The observation did not occur on a student attendance day preceding or immediately following Thanksgiving, Winter and Spring Breaks.	Art. 39-2.3 B2	Yes___ No___
9)	Evaluator took into consideration the teacher's preferences when scheduling times and dates (and specific classes and subjects) for formal observations.	Art. 39-2.3 B4	Yes___ No___
10)	Educator completed optional pre-conference questions and shared lesson/unit plan on RLS before pre-conference	Best practice	Yes___ No___
11)	Observation took place within 5 school days of the pre-conference and was not held the same day as the pre-conference	Art. 39-2.3 C4; Best practice	Yes___ No___
12)	Evaluator did not use non-completion of optional pre-conference questions on RLS as sole justification for scores (Domain 1); Evaluator summarizes pre-conference discussion in RLS	Best practice	Yes___ No___
13)	Evaluator did not record audio or video without educator's consent	Best practice	Yes___ No___
14)	Observation covered the unit/lesson discussed at pre-conference; Content or class to be observed was identified before pre-conference	Art. 39-2.3 C4; Best practice	Yes___ No___
15)	Observation lasted at least 45 minutes, class period, or entire lesson	Art. 39-2.3 A1	Yes___ No___
16)	Evaluator's interactions with students during the observation did not disrupt instruction	Best practice	Yes___ No___
17)	Post-conference took place between 3 and 10 school days after the observation	Art. 39-2.3 C5; Best practice	Yes___ No___
18)	Educator completed optional post-conference questions on RLS before post-conference	Best practice	Yes___ No___

19)	Evaluator provided their notes/evidence from observation on RLS before the post-conference with enough time for educator to review before the post-conference	Best practice	Yes___ No___
20)	Evaluator used post-conference protocol from Reflect and Learn	Best practice	Yes___ No___
21)	Evaluator referred to appropriate Addendum and/or Professional Development Plan or Remediation Plan as necessary	Best practice	Yes___ No___
22)	Evaluator shared preliminary observation scores with educator at post-conference	Best practice	Yes___ No___
23)	Educator received and evaluator finalized component-level ratings for 1-4a and feedback from observation on RLS within 5 school days after post-conference	Best practice	Yes___ No___
24)	Evaluator did not use non-completion of post-conference questions on RLS as sole justification for scores; Evaluator summarized post-conference discussion in RLS	Best practice	Yes___ No___
25)	Educator received verification (with signatures) that post-observation conference took place	CPS Prn Nwsltr	Yes___ No___
	Second Formal Observation (Not until year 2 for tenured biennial educators; Conducted by ODLSS supervisor for PAT and tenured annual clinicians, but by school-based admin for tenured biennial clinicians)	Article/Source	Response and Comments
26)	Observation took place at least 1 month after most recent observation (after at least 3 months for tenured biennial)	Art. 39-2.3 B2	Yes___ No___
27)	Educator was given two school-days (at least 48 hours) advance notification of the pre-conference; Content or class to be observed was identified before pre-conference	Art. 39-2.3 C1; Best practice	Yes___ No___
28)	Educator completed optional pre-conference questions and shared lesson/unit plan on RLS before pre-conference	Best practice	Yes___ No___
29)	Observation took place within 5 school days of the pre-conference and was not held the same day as the pre-conference	Art. 39-2.3 C4; Best practice	Yes___ No___
30)	Evaluator did not use non-completion of optional pre-conference questions on RLS as sole justification for scores (Domain 1); Evaluator summarizes pre-conference discussion in RLS	Best practice	Yes___ No___
31)	Observation covered the unit/lesson discussed at pre-conference; Content or class to be observed was identified before pre-conference	Art. 39-2.3 C4	Yes___ No___
32)	Observation lasted at least 45 minutes, class period, or entire lesson	Art. 39-2.3 A1;	Yes___ No___
33)	Evaluator's interactions with students during the observation did not disrupt instruction	Best practice	Yes___ No___
34)	Post-conference took place between 3 and ten 10 school days after the observation	Art. 39-2.3 C5; Best practice	Yes___ No___
35)	Educator completed optional post-conference questions on RLS before post-conference	Best practice; pg. 26 Handbook	Yes___ No___
36)	Evaluator provided their notes/evidence from observation on RLS before the post-conference with enough time for educator to review before the post-conference	Best practice	Yes___ No___
37)	Evaluator used post-conference protocol from Reflect and Learn	Best practice	Yes___ No___
38)	Evaluator referred to appropriate Addendum and/or Professional Development Plan or Remediation Plan as necessary	Best practice	Yes___ No___
39)	Evaluator shared preliminary observation scores with educator at post-conference	Best practice	Yes___ No___

40)	Educator received and evaluator finalized component-level ratings for 1-4a and feedback from observation on RLS within 5 school days after post-conference	Best practice	Yes___ No___
41)	Evaluator did not use non-completion of post-conference questions on RLS as sole justification for scores; Evaluator summarized post-conference discussion in RLS	Best practice	Yes___ No___
42)	Educator received verification (with signatures) that post-observation conference took place	CPS Prn Nwsltr	Yes___ No___
	Informal Observation (PATs & tenured annual have 1 informal, tenured biennial have 1 informal in year 1 or year 2)	Article/Source	Response and Comments
43)	Informal observation was at least one month after most recent observation (3 months after for tenured biennial)	Art. 39-2.3 B2;	Yes___ No___
44)	Evaluator indicated upon entering the room that observation was REACH informal	Best practice	Yes___ No___
45)	Informal observation completed and lasted at least 15 minutes	Art. 39-2.3 A2;	Yes___ No___
46)	Educator requested post-conference to take place within 3 to 10 days after observation; Evaluator held post-conference (if requested by educator)	Art. 39-2.3 C5; Best practice	Yes___ No___
47)	Received observation notes/evidence on RLS (with enough time to review before post-conference if post-conference was requested and held) within 5 school days	Art. 39-2.3 C5	Yes___ No___
48)	Evaluator scored only the components in Domains 2 and 3 for which there is sufficient evidence		Yes___ No___
49)	Educator received and evaluator finalized component-level ratings and feedback from observation on RLS within 5 school days after observation (or after post-conference if conference requested and held)	Best practice	Yes___ No___
	Clinician Case Review (Replaces informal observations for clinicians; Conducted by ODLSS supervisors)	Article/Source	Response and Comments
50)	Clinician had at least 1 case review during evaluation plan	RSP guidance on KC;	Yes___ No___
51)	Evaluator notified clinician at least 10 school days in advance of case review conference	RSP guidance KC	Yes___ No___
52)	Clinician uploaded case review documentation at least 5 school days in advance of case review conference; Clinician completed optional case review protocol questions	RSP guidance KC	Yes___ No___
53)	Evaluator did not use non-completion of optional case review protocol questions on RLS as sole justification for scores; Evaluator summarizes case review conference discussion in RLS	Best practice; RSP guidance KC;	Yes___ No___
54)	Case review conference was at least 30-35 minutes by phone or, ideally, face to face	RSP guidance KC	Yes___ No___
55)	Evaluator scored only the components for Components 1-4a for which there is sufficient evidence	RSP guidance KC	Yes___ No___
56)	Clinician received and evaluator finalized component-level ratings and feedback on RLS within 5 school days after case review conference	RSP guidance KC	Yes___ No___
	General Closing Requirements	Article/Source	Response and Comments
57)	A total of 3 observations/case reviews were conducted and at least 2 were formal observations	Art. 39-3/39-4A	Yes___ No___
58)	All 3 observations/case reviews completed on or by May 17, 2024 (For PATs, tenured annual and tenured biennial in year 2)	Art. 39-2.3 B2	Yes___ No___
59)	All evidence of rating provided via Reflect and Learn System (RLS)	Art. 39-2.3C6;	Yes___ No___
60)	Evaluator discussed 4b-4e feedback with educator at least once during their evaluation plan, such as at a post-conference	Best practice	Yes___ No___

61)	All observation component scores (including 4b-4e scored once at the end of the evaluation plan, except for PT scores) used to determine rating provided on or by seven days before the last day of student attendance	Art. 39-2.5	Yes___ No___
	Professional Development Plans	Article/Source	Response and Comments
62)	The PDP was completed, uploaded and signed off on in RLS prior to the first observation.		Yes___ No___
63)	A pre-conference and/or observation took place the same day as the PDP was signed/uploaded into RLS.		Yes___ No___