

ADD LETTERHEAD

Office of Human Resources

Years have passed since SB 7 changed the process by which districts create reductions in force lists, conduct reductions in force, and recall teachers subject to reduction. SB7 was a part of the reform movement that resulted in PERA and is connected as performance ratings determine placement on the sequence of dismissal list.

This letter is NOT declaring that District ## is engaging in a reduction in force. This process is a mandate from PERA as we must utilize the mechanism described in this bill and not utilize a method that relies purely on seniority, should we engage in a reduction in force.

School districts are required to utilize teacher qualifications, teacher evaluation data, and seniority (in certain circumstances) to determine the sequence of honorable dismissal for a RIF. Therefore, I want to ensure that my office is utilizing the correct information about each staff member in District ##. The sheet that is being given to you today contains information about you that will be used to determine your placement in the sequence of honorable dismissal should the Board of Education determine later this year to engage in a Reduction of force.

The following is a description of the items contained on the datasheet about you:

<u>First and Last Name</u>	
<u>Contractual Continued Service/Tenure Status:</u>	A simple “yes” or “no” identifies if a staff member is tenured
<u>IEIN:</u>	This is the Illinois Educator Identification Number that the state assigns to each certified teacher in the state
<u>Confidential District Assigned Employee Number:</u>	Due to the sensitive and protected information that has been gathered in this process, this is a randomly generated code to assist in protecting teacher identity should the district engage in a RIF and a teacher would like to see his/her placement in the sequence of dismissal list.
<u>License You Hold:</u>	This will list whether you hold a PEL, a PEL with Stipulations, etc.
<u>Current Position:</u>	The position that the department of human resources has as your current assignment.
<u>Type of Position:</u>	This line will read Currently Employed for everyone.
<u>Full-Time Equivalency:</u>	The FTE equivalency for your current position.
<u>Start Date in a Certified Position:</u>	The date you were hired as a certified teacher.

ADD LETTERHEAD

<p><u>Endorsement/Approval(s) You Hold</u></p>	<p>A list of the endorsements/approvals assigned to your PEL or ELS with Stipulations license as listed in ELIS</p>
<p><u>Evaluation Information:</u></p>	<p>According to the bill, the last three summative evaluations that a teacher received must be used to place a teacher into one (1) of the four (4) groups for honorable dismissal.</p> <p style="background-color: yellow;">THIS YEAR ONLY DUE TO COVID-19</p> <p>No teacher will be formally evaluated during the 2020-2021 school year. Instead, teachers on cycle for evaluation will receive the default evaluation rating allowed by the Illinois School Code.</p> <p><u>Tenured Teachers Not on Cycle in 2020-2021 SY:</u> The ratings will be those that you have received in the last 3 evaluation cycles.</p> <p><u>Tenured Teachers on Cycle in 2020-2021 SY:</u> The rating for the 2020-2021 SY will default to your summative rating from your last evaluation cycle. For example,</p> <ul style="list-style-type: none"> • if you received an Excellent in 18-19 SY, you will receive an Excellence in 20-21. • If you received a Proficient in 18-19, you will receive a Proficient in 20-21. <p><u>Non-Tenured/Probationary Teachers in their 1st year of teaching in D33:</u> Will receive a default of Proficient.</p> <p><u>Teachers in their 2nd, 3rd or 4th year of teaching in District 33:</u> Teachers may have the following information entered:</p> <ul style="list-style-type: none"> • Most Recent Evaluation Rating: Default rating from 2019-2020 • Second/Third Most Recent Evaluation Rating: The correct summative rating, "Not Employed," • Or in rare instances "No Evaluation" will appear. If "No Evaluation" is entered, this will become a "Proficient" rating for the purpose of the grouping placement.
<p><u>PA 0970008 Group Status:</u></p>	<p>A teacher's placement into a Group is dependent on their summative ratings for the last three evaluation cycles, unless they have been employed less than three years by the District. The definitions for each group are as follows:</p> <p>GROUP 1 - Includes three types of Licensed Professionals</p>

ADD LETTERHEAD

	<p>i. Non-Tenured Teachers - who have not received a performance rating</p> <p>ii. Non-Tenured Teachers - employed for one school term or less to replace a teacher on leave.</p> <p>iii. Non-Tenured Teachers - employed on a part-time basis. Part-time means Licensed Professional employed less than a full day or less than 5 days of the normal student week -- unless otherwise provided for in a collective bargaining agreement. Part-time does not include a full time Licensed Professional who actually teaches for less than a school term. Part-time also does not include a Licensed Professional who in the immediately previous school term taught for 120 days or more.</p> <p>GROUP 2 - Consists of tenured and non-tenured Licensed Professionals with a “Needs Improvement” or “Unsatisfactory” performance evaluation rating on either of the Licensed Professionals’ last two performance evaluation ratings.</p> <p>GROUP 3 - Consists of tenured and non-tenured Licensed Professionals with a performance evaluation rating of at least “Proficient” on both of the Licensed Professionals’ last two performance evaluation ratings, if two ratings are available, or on the Licensed Professionals’ last performance evaluation rating, if only one rating is available.</p> <p>GROUP 4 - Consists of each teacher whose last two performance evaluation ratings are “Excellent” as well as each teacher with two “Excellent” performance evaluation ratings out of the teachers’ last three performance evaluation ratings with a third rating of “Proficient.”</p>
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Required Signatures: Due to the importance of this process, every Licensed Professional within District ## MUST sign and return the entire form to their building principal by NOON on Tuesday, March 9, 2021

~If all of the information contained on the data-sheet is correct, mark the appropriate line, sign, date and return to your building principal.

~If some or all of the information contained on the data-sheet is incorrect, make the appropriate changes, include the evidence to support the change, sign, date, and return to your building principal.

ADD LETTERHEAD

I hope that you find this letter to be helpful in understanding this process. If you require additional supporting information, please consult the Illinois State Board of Education's website for the Performance Evaluation Advisory Council's (PEAC) work in addressing Senate Bill 7.

If you have questions, please speak with your building principal or union representative before calling Human Resources. If your building principal or union representative is not able to assist you, please contact the Human Resources Office.