

## APPENDIX B

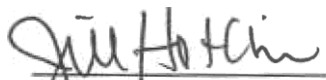
**Memorandum of Understanding Between  
the Board of Education of South Holland  
School District 150 and  
District 150 Educational Organization, IEA/NEA**

**Videotaping Instruction Pilot Program**


The Board of Education and Organization acknowledge that the utilization of all available tools and resources to improve instruction is in the best interests of the District's students. Accordingly, the Board and Organization agree that videotaping of teacher instruction performance can be a valuable constructive tool to achieve improved instructional performance.

Thus, the Board and Organization agree to implement, for the term of this Agreement, a pilot program in which teacher instruction to students will be videotaped pursuant to the following:

- 1) Participation in the pilot program will be on a voluntary basis.
- 2) The videotaping of teacher instruction may include the use of audio recording.
- 3) The videotaping of teacher instruction to students will be used solely for professional development and improvement of instruction, and will not be used as a basis for a teacher's evaluation.
- 4) Any videotaping will be administered by a supervising Administrator and all efforts will be made by the Administrator to avoid disruption of the classroom.
- 5) Within ten (10) school days of the videotaping, the Administrator will meet with the teacher-subject of the video to discuss, review and coach the teacher's instructional performance. Within two (2) school days of this meeting, the Administrator will destroy the videotape unless:
  - a. The Administrator and teacher agree that the videotape should be preserved for additional review between the Administrator and teacher;
  - b. The Administrator and teacher agree that the videotape may be preserved as an example of model instruction that may be shown to other teachers at the District; and/or
  - c. The videotape contains evidence of student or employee misconduct.
- 6) Under no circumstances may an Administrator possessing a videotape of teacher instruction show that video to other teachers without the consent of the subject teacher.

  
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Organization

6/5/17  
Date

  
\_\_\_\_\_  
Board of Education

6-5-17  
Date