

2011-2014 Elgin Agreement

Implementation Guidance
September 19, 2012 ETA Representative Assembly

2.54.2 School Department /

8.1 Excessive Teaching Loads/Caseloads

2.54.2 Scope of Activity

The committee and the administration shall discuss and jointly determine student discipline policies and the use of the building/special services department budget including but not limited to allocations for supplementary texts, materials, supplies, and equipment to be purchased within the confines of the school/department/special services department budget. Two working days before each committee meeting, administration shall provide the committee with a monthly financial report as provided to the Board of Education, and the regular monthly building/special services department budget update.

A staffing report will be given at the February and May meetings of the committee as well as reviews of all appeals as stated in 8.1 Excessive Teaching Loads/Caseloads.

When staffing changes are needed during the school year and when staffing plans are made for the upcoming year, the committee will make recommendations to the site administration regarding possible configurations.

The committee shall discuss issues regarding the organization that school or department policies. The committee and initiatives should be through a consensus process be developed and comm

8.1 EXCESSIVE TEACHING LOADS /CASELOADS

Any teacher who feels that his/her teaching load/caseload is excessive may file a written request for an evaluation of the situation with the site administration/ immediate supervisor and School Department. The administrator will provide the teacher with a written finding within five (5) school days of the request. The teacher may appeal the site decision to the Superintendent or his/her designee and Human Resources. The Superintendent/Designee will whenever possible, meet with the site administrator/immediate supervisor, the teacher, and the School Department representative within five (5) school days of the appeal. If such a meeting is not possible, arrangements will be made so that all parties can contribute evidence of the excessive load. The final decision of the appeal will be provided to the teacher and the site administrator/immediate supervisor within three (3) school days of the meeting.

6.5 TEACHER COLLABORATIVE TIME

Beginning with the 2012-2013 school term, the following teacher collaboration time shall be implemented for the months of September through May: two hundred forty (240) minutes per month which can include SIP, RtI, PBIS, Grade/Dept./articulation committee meetings, and faculty meetings; with the exception of December which will be one hundred twenty (120) minutes. **Informal collaborative meetings between two or more teachers also will be included. Collaborative time can be done during the work day when feasible. Collaborative time shall be a minimum of 30 minutes.** Meetings may include, but are not limited to face-to-face, conference calls, interactive webinars and video conferencing. **One (1) meeting will be led jointly by a site administrator and a teacher. This jointly-led meeting shall not exceed 75 minutes in length. All other meetings will be teacher-led. Teacher-led is defined as setting agendas, content, and delivery to colleagues.** Evidence of work shall be recorded on a standardized time reporting form.

The word "can" is present because the agenda and conversation may or may not qualify. It is dependent upon the nature of the conversation.

Meetings may be informal. The focus of the discussion during bargaining was to place value on the conversation and not the level of formality and planning.

The 30 minutes is to help ensure that the conversation has the time to go deep and these conversations can occur whenever the teachers are able to create the space.

Collaborative conversations are defined by the content and not the proximity of the participants.

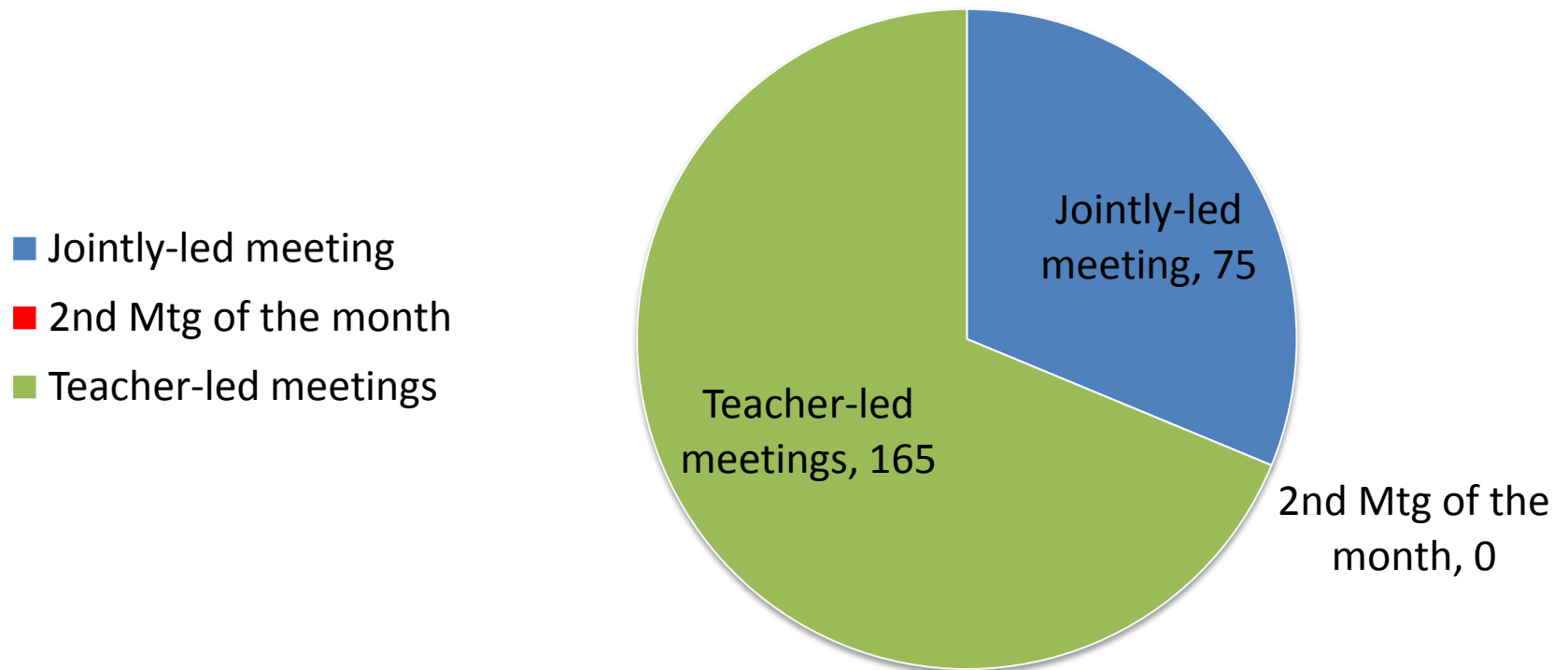
There is only one (1) administrator called meeting per month and this meeting's agenda is jointly determined.

Repeating now, there is only one (1) administrator called meeting per month.

There is only one (1) standardized reporting form and it need not be turned in. Instead, the log should serve as a memory prompt for future conversations with colleagues – both teachers and administrators.

Contractual Allocation of Teacher Collaborative Time

(minutes per typical month)



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CONTRACT

THE ELGIN AGREEMENT (2011-14)

- [Entire contract](#)
- [Salary Schedules\(2011-2014\)](#)
- [Appendix F \(Athletic and non-athletic\)](#)
- [Collaboration Log \(Q&A\) regarding the implementation of Teacher Collaborative Time](#)