**U-46 and ETA Site Exception Draft for Restructuring Sites 2013**

The recommended restructuring site exception draft was written following the collection of site feedback and research provided by the Transformation Task Force. The purpose of any site exception is for a site to be able to waive certain contract language in order to implement innovation at their site to improve student learning. This exception is intended to provide an opportunity for restructuring sites to organize teacher work to improve collaborative time and encourage all staff to be fully engaged in the work. Our contract provides for any site to pursue a site exception as long as it follows our U-46/ETA guidelines. It is up to each site as to whether they wish to pursue this particular site exception. Any changes to content of this draft would need to be approved by the Administration and processed through the ETA.

The following draft provides 2 elements that can be used as one request including both Part A and B, or a site can decide to only present either Part A or Part B individually for RA approval as their site exception. Or it can decide not to request these exceptions. It is up to the site to process these two parts in a manner that meets their needs. There must be a yes vote of at least 75% of the ETA members voting at your site for the exception to come before the RA. The entire ETA Site Exception Process Document is posted on the ETA [RA website](http://theeta.org/about/governance/representative-assembly/).

**A. Rationale**

**Part A:** ***Embedded Grade Level Teacher Collaboration***

We propose that at least two sessions of 40-minute classes of art, music and PE classes be blocked to form 80 minutes of grade level teacher collaboration time per week. The remaining 40 minute session would be used as stated in the Elgin Agreement, Article 8.3.

The intention of the grade level collaboration is to plan integrated instruction, create and analyze assessment, and problem solve around Tier II and III interventions. The vision is that teachers in all programs at each grade level (ELL, general education, SWAS, SET-SWAS, SPED) collaborate together during this 80-minute block to the maximum extent possible by the schedule. In the case of split level classes, teachers and principals would mutually agree as to which grade level to meet based on the needs of the particular students in his/her class and the scheduling possibilities. Teachers at multiple sites would default to the current contract language in Article 6.5.

To develop teacher practice in using the framework, DuFour’s Professional Learning Community (PLC) questions would be used by each grade level as guiding framework:

1. What do we want the students to know?
   1. Align lessons to CCSS
   2. Design lessons to teach academic and behavioral skills students should possess
2. How will we know when they have learned it?
   1. Design assessments to measure student progress
   2. Analyze student work/ assessments
3. What will we do if they already know it?
   1. Address enrichment options for students
4. What will we do if they didn’t learn it?
   1. Discuss Tier II and III interventions (differentiating to meet the needs of students who are struggling as well as students who have already met the standard)
   2. Decide how to readjust teaching to help students meet objectives

***Contractual Impact***

*This proposal would ask exemption from Article 6.5 specifically related to the number of minutes for collaboration, the choice of when and who they would meet with, and content selection of the meeting. The following language indicated with a strike through would be waived while the remainder of 6.5 would stay in place. The faculty meeting remains, but is not considered collaborative time unless mutually agreed at the site. The site would also waive the language of 8.3 in that only 40 minutes a week could be used individually for planning. The other 80 minutes would be planning in collaborative teams.*

**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 values and beliefs regarding teacher collaboration time as recommended by the District‟s Transformation Task Force shall be used to guide the implementation and operation of the foregoing teacher collaboration time.

In the case where the teacher’s instructional time is divided between sites, then the teacher shall declare a home site by September 1st of the respective school year and shall inform the building administrators of the declaration. Where no designation is made, the building administrators shall determine the home site. ~~The teacher may choose to fulfill their Teacher Collaboration time at their assigned sites and/or within their District Area as defined in 13.12.1 Areas.~~

~~District-wide special education departments may have quarterly meetings. Teachers may choose to include these meetings as part of their Teacher Collaborative time. If the meeting is required and scheduled after the school day, the teacher has the option of including the minutes in their Collaboration Time or receive pay in accordance with Section 10.47 of the Elgin Agreement for attendance.~~

When an emergency arises, a faculty meeting may be called by the principal to resolve the issues involved. The faculty shall be given notice as far in advance as possible. Emergency faculty

meetings shall not exceed one hour in length unless it's mutually agreed to by the faculty and principal to extend the time. These meetings shall be defined as a meeting of the entire faculty.

**8.3 REGULAR ELEMENTARY SPECIAL SERVICES CLASSES**

A kindergarten-sixth grade classroom teacher may use ~~the time during which his/her students are in special classes such as art, music, or physical education as a preparation/conference period.~~

**Part B: *School Improvement and related Committees***

We propose that every full time ETA teacher at a Transformation School will be required to belong to a committee related to school improvement (SIP, School/Department, PBIS, RtI, Parent Involvement, etc). The intention of the school improvement committee requirement is to ensure that all teachers have a say and ownership in the shaping and growth of the learning community. Committees not directly related to school improvement (social committees, for example, would not be included).

***Contractual Impact***

*The current language in Article 6.23 defines the school day by student attendance, but does acknowledge that staff is available for professionally related tasks. The intent has been interpreted to indicate some teacher discretion and not mandated by any one obligation. This is then linked to Article 6.5 and those exemptions are stated above*.

**6.23 Reporting and Dismissal Times**

Teachers shall be required to report for duty reasonably prior to the arrival of students so as to be prepared for class instruction and shall remain on duty for a ~~reasonable period of time~~ after the students leave, so as to be available for student and/or parent conferences, and other professionally related tasks, ~~subject to the provisions of Section 6.5~~, unless mutually otherwise agreed between the principal and the teacher. On the last day of school, the length of the day for teachers shall be three (3) hours from the time school begins for students. Any faculty meeting scheduled for teachers on the last day of school shall be during this three- (3) hour period and shall conform to the provisions of Section 6.5. On high school exam days, teachers at the high schools shall remain on duty until the end of the last exam for that day.

*Current language that directs School Department and School Improvement Committees already allows for site determination of members. School Department includes consensus on planned committees which should continue with the understanding that this exemption would require a minimum of named committees that meet the instructional requirement. The site could have additional committees through voluntary participation.*

**2.54.2 Scope of Activity**

…The committee shall discuss with the administration items which will include but not be limited to: issues regarding the organization and procedures within that school or department and issues within that school or department relating to the implementation of this Agreement or district-wide Board policies. The committee and administration will endeavor to make decisions about how their plans and initiatives should be implemented, including the formation of committees for this purpose, through a consensus process. In the spring, a tentative list of committees/events for the next year will be developed and communicated

**B. Voting Process**

The following information must be done by the building ETA representatives and reported individual for each site wishing to request participation from the ETA Governance.

The vote at (site) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

was held over the three day period (dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

The vote tally for both Part A and B Yes \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

The vote tally for only Part A Yes \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

The vote tally for only Part B Yes \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

which represents \_\_\_\_\_ % of those members voting. (must be at least 75% to be recommended to the RA)

*The site administration will work collaboratively with individual staff members to resolve challenges in meeting the required meeting times.*

**C. Effectiveness**

The Framework for this plan is closely tied to the ISBE 5Essentials survey. This survey data along with the required achievement data for the requirements of NCLB will be used to monitor implementation. Currently this includes ISAT and MAP. There will be additional measures developed with the input from the staff at these sites and the assigned Coaches.