

## ETA Tentative Agreement Frequently Asked Questions & Answers

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The following questions were collected at TA presentations this week. Please review the questions and answers prior to submitting any additional questions.

### SD and SIP

If a building determines through SD consensus that tutoring mentoring are not supervision, is a site exception needed?

No. If SD cannot agree on how to offer and staff this supervision then it just won't run.

Once the master schedule is established the site can seek volunteers for assignments that align to the teacher's schedule and a process for assigning teachers to their supervisory duty.

related services...how does this work when split between buildings?

If this is addressing the determination to offer additional hours then the traveling teacher will need to discuss the options with the administrators in compliance with the Agreement.

Do SIP and SD have to be a certain amount of time?

No. They should be as long as it takes to accomplish the work in a thoughtful and authentic manner. This may vary depending on the time of year, although most monthly meetings and work between meetings are likely to take between 1 - 3 hours.

2 sip days. Is this now a fixed number of days or is it a range to accommodate state changes?

2 SIP Days on the calendar. Adjust based on the recommendation of the PD Committee.

### Discipline

9.2 How is this to look in el with only one administrator? Can el expect to receive additional administrators?

Sites will have to work with their leadership teams and crisis teams to determine plans. Administrative staffing is still being determined. However, sites should not expect to receive additional admin.

What is the procedure...

The procedures need to be developed, shared, and understood at the sites for getting assistance when a child is disruptive.

### Safety

What is the expected timeline for an investigation? This depends on the situation. Most investigations should be completed within 1 - 2 school days.

What happens when an admin believes the student over the teacher? Evidence should be identified during the course of the investigation that will be considered when determining a resolution. Administration should follow-up with the teacher if or when there is a gap or lack of congruence concerning the events investigated. It should not be a situation of believing one person over another, rather evidence should be based upon evidence.

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Will admin receive restorative practice pd in order to implement it properly in schools?	Yes. However, a timeline is yet to be determined.
Will the teacher be involved in the re-entry process?	Yes. However, a timeline is yet to be determined.
How does all of this language apply to SPED?	This process will also apply to SPED.
What is the definition of classroom disruption?	There is no single definition. The site (SD or PBIS Team) should engage in a discussion about this work review conflicts that should be handled by the teacher and those handled by the office.
How are teachers protected if they report a student is a threat? Where is this written?	Not sure I understand the question. Is this concerning a threat to the teacher?
Is there a timeline for district responsibilities?	Timeline is flexible pending situation and needs of student, although the leadership team should work as expeditiously as possible to address concerns.
Referrals are not being added to the system. So, now what?	All referrals are expected to be entered into IC.
How is the building admin going to help with student disruption? Our principal is unbelievably busy.	Building admin should meet with all students referred for behavior concerns to review the situation, student data, work toward resolution, and possible restorative efforts.
Will there be a process if the district responsibilities are not being carried out?	Concerns about student discipline should first be referred to SD for review.
Are APs and deans getting the same presentation?	Admin will receive a very similar TA presentation.
How will teachers be ensured that tools/efforts are being implemented?	SD should and can identify the types of student discipline and attendance data to review. This data would help indicate what resources are being utilized.
How will information be shared with staff?	Site leadership should provide an overview to staff at the start of the 19-20 year. SD should determine what additional info and data is shared, as well as when and how.
Students have a "legal right" to a public education. (heard all the time). Will the contract change that?	No. It is illegal to diminish anybody's rights through collective bargaining.
Where will the standardized threat assessment come from? Who will be responsible for completing it?	Starting this year, 18-19 SSW and Admin are currently completing a standardized Level I Threat Assessment. The Tactical Assessment Team will complete a Level II Threat Assessment. These assessments have been created in collaboration with Specialized Student Services and Student Discipline.

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What happens if parents refuse to participate in safety plan?	Parents might refuse. The site will proceed with drafting and implementing without parent involvement.
Are there standards or requirements of what a re-entry conference looks like, including when who and what the outcome should be?	The system currently has a standardized template for these conferences.
Will these procedures be universal across the district? Who is coming to these procedures?	These procedures should be very similar throughout the system. I do not understand the second question.
What does "support" look like?	Support of what?
Is downtown admin supportive of the discipline policies?	"Downtown" admin has been part of all of this work.
Does the safety plan of the TA apply to special education?	Yes.
How does all of this work not end up with the social worker?	The Tactical Assessment Team will complete the Level II Threat Assessments. Current practice identifies what types of Level I Threat Assessments should be completed by admin and SSW.
When students return, parents are not made to come to re-entry conferences, why?	We are not able to require parents to attend the re-entry conferences, but we do work to get parents to attend or participate via phone.
Will threats be included? Do we have to wait until an assault happens?	Yes. Threats are included.
Can all of this be used for Early Childhood as well?	Yes.
What does support mean? Who judges support?	Would be helpful to have more info for this question.
When programs have been offered admin sometimes states student and parents have refused. How can we have accountability?	I do not understand this question. Please provide a follow up question.

TAT

"facilitate a short term placement" I hope CSP will not be a consideration.

CSP is not the short term placement location.

Will this work for SPED too?

Yes

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Will this replace PIT?

No

### Parent Teacher Conferences/Meetings/Special Events

Why drop PPD one day?

PD days were reduced from 10 - 8. Maintained 4 PPD and 2 DCD, 2 SIP. This choice was compelled by the state's decision to change the number of student attendance days and the definition of days that qualify as student attendance.

How does this work when in multiple buildings?

Teacher will be compensated for time beyond the expected hours pending ability to attend the additional hours. When it's all a direct overlap, then "home school" designation could be the default. Although discussion with those affected should occur.

Can all hours be done in one day?

No

To clarify..teachers can no longer pick hours for p/t? All teachers must do the same hours?

SD will determine hours for the site.

### Credits

Do the ETA appointed oversight roles count toward credits?

Yes, assuming you are referencing an Oversight Committee.

Elementary is on trimesters. How does this work when stated 1 per semester?

The reference to "Semester" is to establish a common reference point of time as duration, not as a beginning and end points. Note that the intention is 16 weeks or regular collaboration but need not be wholly contained within any other arbitrary time constraint.

National licensure/annual certification will this be recognized as professional credits?

Currently NBCT is recognized. The Compensation Committee, once established, will take on this task for consideration of other instructional areas.

Endorsements can be earned at ECC/Harper and have not been considered for lane movement. Will they now?

All academic credits for salary schedule credit will follow the established rules for both graduate and undergraduate coursework. There is no change in the procedure.

Will there be 2 deadlines per year for movement? or one cutoff date per year?

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Academic credits maintain the same submission deadlines, twice per year. Professional credits will accrue once per year, prior to the start of the school year, on a July 1 through June 30 fiscal year cycle.

I got 70+ hours but the current rules I am only step 9. What should I do?

I'm assuming this is a reference to hours earned but did not qualify under the old rules (prior to MA). Those rules, if I'm guessing correctly, still apply.

If we get credits for district committees, does that mean we won't get paid?

The fact that work is compensated for or not does not determine whether a professional engagement activity will earn professional credit. The qualification process does not discriminate based upon compensation for the work.

Do CPDUs accrued this year count? And committee work?

No. All professional credits will begin to accrue no later than the beginning of the 2019 school year and no sooner than July 1, 2019 or when the online system is operational.

Why are we losing a step?

The step for the 2018-19 year was awarded to all those that had accrued a step for the start of the year in order to determine the correct location in the new schedule on which to place the teacher. So it was not lost.

How far back can members go to get the credits for the new schedule?

There is no lookback for professional credits. The lookback for academic credits is addressed in other questions and in the Compensation Handbook which is currently being developed. If the member has a master's degree, the lookback can include the MA program and hours earned after the graduate degree.

When can we start accruing credits toward lane movements?

Academic credits accrue as usual. Professional credits will begin to accrue no later than the beginning of the 2019 school year and no sooner than July 1.

What is the time frame on the 10 hours to move down the salary schedule?

The timelines for credit hours to move across the schedule are determined by the type of credit: academic or professional. The same applies for those credits that would convert to Step Increment for those in the +70 Lane.

Do all grad hrs count? Business grad class?

The rules for whether or not a course, undergraduate or graduate hours, have not been changed. Prior approval is required for all undergraduate courses. Graduate hours need no prior approval but must be from an accredited institution.

Masters + 40, 20 years places me at 0-8. Do I remain in lane 8 even though I am in m+40 and lane 8 is now m+70?

You have properly identified the location to which you map on the new schedule: 0-8. But, you need to note that the new lane label is "+70", not "m+70".

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Will committee work from this school year count? When does it start?

No, see other responses (above) for the complete answer.

Who do we email for credit to transfer to hr?

There is a current email address for submitting transcripts. The online process for submitting professional credits is being developed in anticipation of ratification of the TA in time for the start of the 2019 academic year.

I h+27. What happens to my 3 hrs? How many more do I need?

Any hours that you have beyond the minimum number required for placement into the new lanes will be maintained and count as progress to the next increment. You'll need the difference between ten and your remainder from the movement.

What if you have 41 credits?

Assuming you have MA+41 credits then you'll be in Lane +70 with 3 credits towards the next increment. ( $32+41 = 73 \rightarrow +70$  with 3 remaining) If my assumption is wrong then the answer is also wrong.

What is the process for submitting CPDUs etc?

The online process for submitting professional credits (PD, PLC, & Committee work) is being developed in anticipation of ratification of the TA in time for the start of the 2019 academic year.

Can you get credit for under grad hrs?

The criteria for salary schedule recognition of both graduate and undergraduate hours have not changed mm - anything undergrade needs preapproval from HR prior to taking the courses(as stated, this is what we are doing now).

What about National Boards?

National Board currently receive credit and will continue to do so. Renewal will count for credit as well.

How do members in lane 8 earn more money?

Members placed into lane 8, +70, can earn additional money like every other teacher: additional stipends, step increase, and for these member, lane-to-step conversion. Finally, those in Step T, Lane 8 qualify for an additional 1.5% in creditable earnings via a 403b matching provision.

Is there any incentive to chair a committee?

There is no financial incentive at this time.

Are all committees after school?

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Generally, yes. But some contractual committees meet during the day per the Elgin Agreement.

Will be able to see somewhere the professional credits that hr is supposed to keep track of?

The online process for submitting professional credits (PD, PLC, & Committee work) is being developed in anticipation of ratification of the TA in time for the start of the 2019 academic year.

How do we submit?

The online process for submitting professional credits (PD, PLC, & Committee work) is being developed in anticipation of ratification of the TA in time for the start of the 2019 academic year.

Will there be limits on how many committees we can be on?

No, but recall that teachers can only earn a maximum of 5 professional credits per year (July 1 - June 30).

What is the maximum amount of credit of previously unused credits that can be used?

Previously earned but not recognized outside of a degree program is limited to 10 credit hours. This is separate from hours required by a master's program which may have exceeded the 32 hour "standard".

Why are we using our "current" pay instead of the year we should be on? effectively accepting the freeze.

The step for the 2018-19 year was awarded to all those that had accrued a step for the start of the year in order to determine the correct location in the new schedule on which to place the teacher. So it was not lost.

Do hours include IEP meetings?

As professional credits, no.

Do professional credits accrue each year or do they reset?

All credits accrue according to the rules pertaining to the type of credit.

Tier 1 works too?

Not sure of question

Do we get credit for the committees we served on this year?

No. Professional credits begin to accrue the 2019 academic year.

Will 2018-2019 cpdus count ?

No.

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### Salary

Why are we getting only a 1% raise?

Nobody is getting a 1% raise. The year-over-year increase on the base for years 2 and 3 are 1% but that does not reflect the individual teacher experience, with step.

From 18-19 to 19-20, looks like we are losing a step.

The step for the 2018-19 year was awarded to all those that had accrued a step for the start of the year in order to determine the correct location in the new schedule on which to place the teacher. So it was not lost.

Will first year teachers get retro?

All currently employed teachers will get retroactive pay.

If a person has obtained an endorsement and later a non related masters currently they are not paid for the endorsement hours, does that change in the new contract?

All rules for recognition of additional academic credits continue unchanged for the 2018-19 school year. Going forward the language specifies the rules, some of which have not changed.

How do members in lane 8 earn more money?

Members placed into lane 8, +70, can earn additional money like every other teacher: additional stipends, step increase, and for these members, lane-to-step conversion.

Finally, those in Step T, Lane 8 qualify for an additional 1.5% in creditable earnings via a 403b matching provision.

What is the actual salary increase per year in the rest of the contract?

There is no standard answer as each teacher will have an individual experience. As presented, the starting rate increases by 1%, 1%, and 0.5% in years 2, 3, and 4 respectively.

Will there be retro for overloads?

Yes.

I dont understand what the 1% is.

Which one? During the transition from the old schedule to the new schedule, 1% was the increase in the base on the old schedule to determine the reference salary. Going forward, 1% is the increase on the base salary in each of the next two years.

If you move 2 lanes, can you still move down?

Yes.

Do we get our step back from the 2010-11 freeze?



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The new schedule takes into account the placement and step for 2018-19.

For a member who is T8 is salary frozen?

No, the salary increases year-to-year and the teacher can access an additional 1.5% of their salary by accessing the 403b matching provision in the new contract.

If salary is maxed out can you only increase salary by 1 year of employment?

Members placed into lane 8, +70, can earn additional money like every other teacher: additional stipends, step increase, and for these member, lane-to-step conversion. Finally, those in Step T, Lane 8 qualify for an additional 1.5% in creditable earnings via a 403b matching provision.

Will hourly rates start as soon as TA is ratified?

Hourly rates are effective as identified in the Agreement. New rates are effective with the 2019-20 school year.

Will we move down 1 step each year?

Every teacher that qualifies for a step will receive a step.

Can we move a lane between this year's placement and next year's based on the work we are doing now?

Maybe. If you're referencing academic hours, the rules and timelines are unchanged. Professional credits do not begin to accrue any sooner than July 1, 2019 and no later than Aug. 4, 2019.

I have more than 40 credits. Does it matter when you earned them?

Assuming you mean more than MA+40, the answer is yes. Any hours not previously recognized must have been earned after the MA degree and the recognition is limited to a maximum of 10 hours.

Explain the 1% 1% .5% and insurance cost.

The 1%, 1%, 0.5% is the rate of increase on the base salary for years 2, 3, and 4 of the Agreement. Insurance premium sharing changes for currently employed teachers on Jan 1 of each year until: 12% 1/1/2020, 15% 1/1/21, remains at 15% going forward

What happens when you are on lane t?

There is no "lane t", it is step T. When you reach the maximum step you remain at the maximum step. If you are at any lane before +70 then you can earn your way to the right. If you're at step T, lane 8 (+70) you become eligible for the 403b matching provision.

2 step 2 lanes max or it it one or the other each year?

Max 2 lanes (or the equivalent) plus 1 step (for experience)

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### Professional Development

Are we required to be on campus during PD days? What about museums?

Yes, the expectation is on campus unless given prior approval per the current practice.

How does one collaborate by themselves?

They don't. The intent is to allow for some flexibility for teachers to access at their professional discretion, when needed, but the hope is that teachers will continue to collaborate on those days.

Why does this time come out of our time to work together? This should come from somewhere else.

I'm assuming it's a reference to the reduction in collaboration days. The state of Illinois changed the definition of student attendance days which caused us to change the Parent/Teacher conference language. This rippled through to the day count and student days count not be diminished so it was agreed to reduce PD days to maintain the current number of work days.

### Supervision

Do elementary before and after school supervision duties go thru SD

Yes

Would college and career planning be considered instru time and not supervision?

No. In this scenario, it is the supervision period during the school day.

I think the confusion is about the engagement with students. As discussed it was envisioned as more of a resource center with a counselor there to help students access resources.

When is training for c and c prep and who is designing this program?

We're assuming you're asking about "career and college planning". Again, the vision is a resource center and not an instructional program.

Will training be provided for mentoring?

Again, the discussion was more about supervising a mentoring center. Could be peer mentors, etc.

Is commons lunch duty?

Yes

Can you clarify the duties of a teacher in the tutoring center?

In general, two models were discussed: One in which the teacher supervises a space where peer tutoring is occurring. The second is a study hall or study center where teachers would be available for day-to-day help and/or assistance. There could be other models but must not require planning, assessment, progress monitoring, or other key functions of instruction.

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How is the tutoring center and mentoring supervisory?

See above.

Tutoring requires taking attendance.

Some supervisions currently do not require attendance while other do.

#### Retirement

What changes with tax shelters and 403b savings?

Currently, no change.

Changes to health insurance? will the district still pay for a portion? Will 403b still be met if declared 2 years out?

The district currently pays 90% of the premium. The district share will shift to 88% and then 85% of the premium over the course of the contract.

The retirement provisions for an insurance subsidy and the post-retirement 403b contribution remain as is.

Are we keeping the 457b?

The option to participate in a 457 will continue. The matching provision for those in Step T - Lane 8, however, must be in a 403b.

#### Appendix F

Does NJHS also NJHS?

NHS has been in the HS's for years and the intention was to keep it as is and not add the junior as this was not brought up during bargaining.

Is there retro for AP F

Only salary is retroactive. Stipends and hourly work is not as changes start with the 2019-20 school year.

Who handles AP F, Activity Director or SD?

Activity director, or Athletic director or Principal depending on what items are being managed. The stipends are reported to HR from the Principal.

If there is more than 1 publication (year book Lit mag etc) how is stipend handled?

The publications discussed/ supported will be those items that are extensions of the classroom/curriculum. The stipend is for the extension.

If the class does not "run" then the larger stipend is for a full after school sponsorship. Job descriptions will be updated to outline expectations and accountabilities for either the extension or full sponsorship along with all other stipends in Appendix F.

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Why does bowling still not have a second coach?

It was not brought forward to increase coaches for bowling at this time.

Can Science Olympiad be placed in MS position? It is lost in HS

We will look to find a place to list it.

HR currently administers designated categories

Not sure of the question, but the statement is correct, HR manages the processing of Appendix F after Principals submit from their site

Can it also be used for bus supervision?

Supervision allotments for buses are assigned at the beginning of the year by the assistant sup of elementary based on enrollment/buses, etc.

If there is a need to increase those allotments it can be discussed with the appropriate assistant supt.

Field Day Co ord....will this include the whole building including PreK?

The position is open to any teacher at the site. I don't recall us discussing whether a program teacher at a site could take on the role but I'm unsure if your asking about the students or the staff.

Why do boys sports earn more than girls? i.e. golf, tennis and track

All IHSA sport related stipends are determined by a worksheet. We will post the worksheets as well as incorporate the sheets in the Appendix F handbook.

### Early Childhood

Bus Stipend...was a flat rate, is it still the same?

The language for the bus stipend did not change. The rate increases over the duration of the contract.

How is EC defined? What grades?

EC for purposes of the contract references the program, Pre-K, as opposed to licensure or grade-level band (ie PreK-2, Intermediate, Upper Elem, etc.)

Can Kindergarten be included in Early Childhood definition?

When referenced in the contract, Early Childhood does not include Kindergarten. Early Learners is the more encompassing term.

### Clerical

Does SD create copy person hours?

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No.

Is there language for each elementary building stating hours of clerical aide?

The language for clerical hours resides in the DUSA Contract. Sites will be notified of the hours each fall. And then there is an annual committee per 6.1 that will manage the work.

Who determines the hours?

Human Resources, per the DUSA contract, for the total allocated hours. Otherwise the committee has a say in the work schedule at the school within the parameters established by the DUSA contract.

#### Misc

Will Mtss take over the yearly process of reviewing Code of Conduct?

No. This will reside with the Safety Committee.

Holding up to 3 years? Can a teacher return before then?

Yes.

Does this mean we dont have a contract defined class size or para educator requirement?

The agreement has not changed and the guidelines remain.

Will all classes receive one to one tech instead of sharing?

No