

# August Representative Assembly

August 21, 2019



# Dates of 2019-2020 Representative Assembly

~~August 21~~

January 15

September 18

February 19

October 16

March 18

November 20

April 15

December 18 (If Necessary)

May 20



# President's Report

# SIP and SD Training

- Over 250 members and administrators attended School Department and SIP training on August 12th and 13th
- Next session: Thursday August 22, 2019 - 3:30 to 5:30 at South Elgin High School in the Auditorium
- Requests have been made for consensus and committee training



# Transcript Review Process Update

- Transcripts continue to be reviewed by HR
- This review will be complete by the October 15 deadline.
- Changes in pay due to lane changes will be reflected in the November paycheck. This will include any transcript changes as well as graduate hours
- The September 6th paycheck will reflect a step increase for 2019-2020



# 403(b) Update

- The ETA continues to meet with the U-46 retirement committee
- We encourage all members to attend an informational session.
- Dates will be posted on the ETA website



# Safety Council Election

- In the envelope are ballots for the Safety Council Election
- Ballots are by grade levels
- This election will be done by marking a paper ballot
- Only members will be allowed to vote. Member lists are in envelope
  - Make sure that affidavit is signed.
- Election will be Tuesday, August 27. Ballot boxes are due to the ETA office by 5:00 PM
- If you have questions, please email Jim Krambeer at [krambeers4@sbcglobal.net](mailto:krambeers4@sbcglobal.net) or Ann Peacock at [ann.peacock914@gmail.com](mailto:ann.peacock914@gmail.com)



# Specialized Education Committee Election

Twelve (12) members representing Specialized Student Services:

Related Services (5) One representative from each of the following categories: • Speech Language Pathologist, • School Social Worker, • Certified School Nurse, • Psychologists, and • Other

Low and High Incidence (6) One representative from each of the following categories: • Cross Categorical Resource or Instructional Resource • Modified Learning Program • Instructional Learning Program • Emotional Disability • Exceptional Needs • Other

1 ELL SPED





# SEC Election Continued

English Language Learner (ELL) SPED (1) One (1) member representing Early Childhood - Pre-K classrooms

Six (6) members representing general education/non-Specialized Student Services:  
Elementary (3)

Middle School (1)

High School (1)

ELL(1)

One (1) at-large member will be appointed by ETA



# Committee Appointments

1. Don Selusnik - Instructional Council - High School
2. Eddie Miranda - Elementary Workload - Dual Language Primary Title I
3. Kathryn Tornero - Safety Council - Elementary
4. Steve Hoyt - Professional Credit Oversight Committee
5. Elizabet Garcia - Instructional Council - Elementary Teacher
6. Ann-Allissa Green - Safety Council - Dual Language Elementary
7. Missy Ross - Elementary Workload - General Education Intermediate Non-Title I
8. Melissa El-Helo - Instructional Council - Elementary Teacher
9. Courtney Byer - MTSS - Middle School
10. Dawn McKusker - Instructional Council - Dual Language Elementary
11. Jesus Diaz Pena - Instructional Council - ELL Teacher
12. Carol Menconi - MTSS - High School
13. Ann Peacock - Safety Council - Middle School
14. Sherri Hope - Specialized Education Committee - At Large
15. Lori Ann Pettey - Technology Committee
16. Shari Baughman - Elementary Workload - General Education Primary Non Title I
17. Jennifer Rabe - Elementary Workload - Early Learner Initiatives Teacher
18. Jennifer Cerwin - Elementary Workload - General Education Intermediate Title I
19. Veronica Erion - PAR Panel
20. Donna Streit - Appendix F
21. Kristi Schooler - Appendix F
22. Carl Metzki - Appendix F
23. Hector Hernandez - Appendix F
24. Eric Illich - Retirement
25. Carol Mammoser - Salary Credit Oversight
26. Esperanza Ortiz - Elementary Workload Committee - Dual Language Intermediate Title
27. Katie Sternal - Chair of PAR



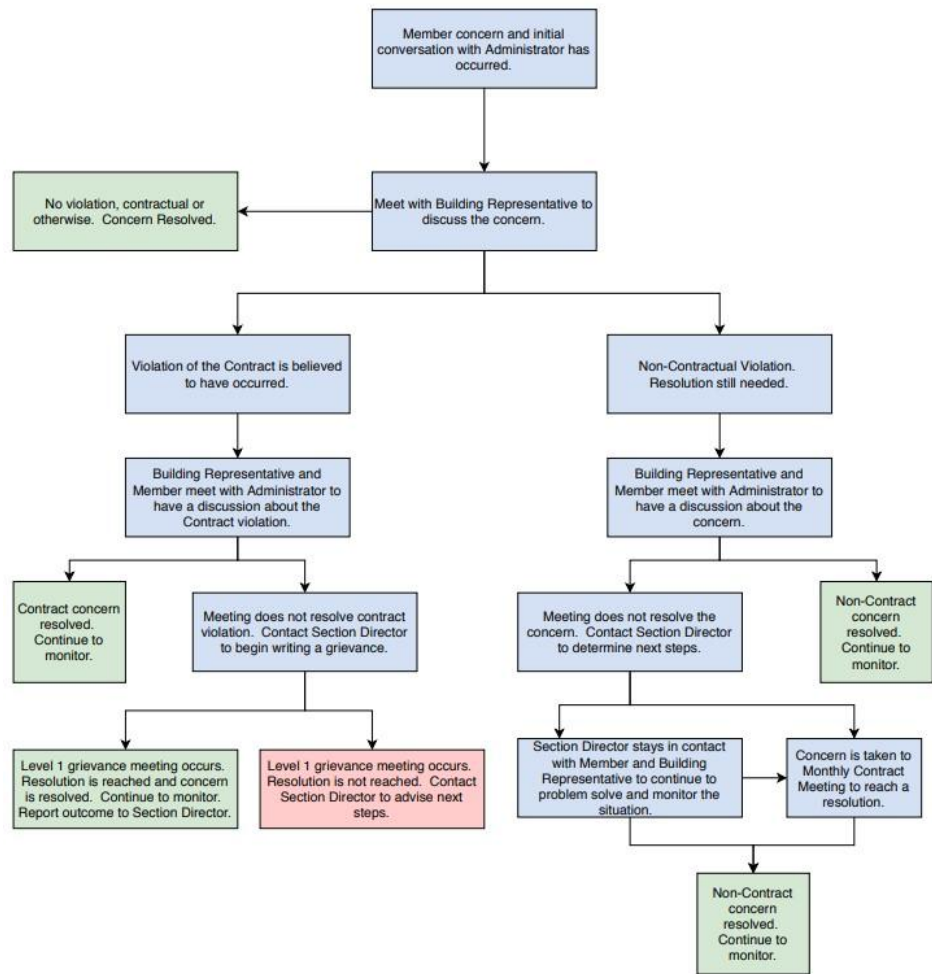
# Membership Materials Distribution

- Building Representative Binder
  - All building reps who attend a rep assembly will receive an ETA Rep Binder
  - More will be added to this binder as needed (The list of professional credits/CPDU's/stipends should be added)
- Elgin Agreement
  - Copies of the Elgin Agreement will be delivered to Head Reps of buildings through District Plant Ops within the next 7 to 10 days. Included will be admin copies.
  - Head Reps should send an email to ETA members to pick up Agreement (date and time to be determined by Head Rep)
  - Members should sign the affidavit acknowledging receipt of the Elgin Agreement (Blue Paper)
  - Do not put contract in mailboxes
  - Instructions will be sent via email to all Head Reps

# Membership Materials

- Membership Handbooks
  - All members will receive a folder with the new membership handbook. This will be delivered to buildings by the ETA Board of Directors for distribution in the coming weeks
  - Members will also receive a membership card to use for ETA events and voting

# ETA Member Concern Flow Chart





# Treasurer's Report

# Treasurer News

- The audit is in progress. ETA has provided all necessary documents to Tighe, Kress and Orr (TKO) for the audit.
- Quickbooks is up to date. ETA which are paid and reconciled. An ETA financial update will be brought to the RA next month.



# Those Who Excel

- TWE is currently updating its charitable financial status
- ETA intends to apply for a State Tax Exemption status



# IPace Update

- ETA met with IEA financial leaders to discuss procedures for reporting Illinois Political Action Committee for Education (IPACE) funds to ensure accurate reporting
- ETA reports to Illinois State Board of Elections and must be accurate and up to date according to law



# 2nd Vice President's Report

# Website Update

- The ETA Website redesign is complete
- The cost to reformat the website, update all aspects of it, and make it mobile friendly was \$0
- Updates include
  - ETA Rep Toolbox
  - Individual pages for all committees
  - Removal of outdated material
  - Streamlining of post for organization
  - Mobile friendly design (Phone and tablet)



# 1st Vice President's Report



# Those Who Excel

- Bowling will be November 6 at Elgin Lanes
- Scholarship Night will be April 21 at Larkin High School
- Sign up for teams will begin in October.
- Tickets for baskets will be available at the October RA.
- When you have a raffle basket for the event, email Scott Sternal at [ssternal@gmail.com](mailto:ssternal@gmail.com) with an image of the basket and what is inside so it can be posted in the ETA Store for online ticket purchases.
- Online orders will still be 1 ticket for 1 dollar
- General questions regarding TWE should be sent to Donna Streit at [dstreit1212@gmail.com](mailto:dstreit1212@gmail.com) or [ETAthosewhoexcel@gmail.com](mailto:ETAthosewhoexcel@gmail.com)



# Salary Schedule Review



# Salary Schedule Review

- A year of service will move you down one step (September 6th paycheck)
- 10 Graduate Credit Hours will move you to the right one lane
- Teachers in Lane 8 (+70) of the salary schedule who continue to earn and submit recognizable credits shall be moved to the next salary schedule step for every ten (10) Graduate and/or Professional Credits earned.
- Salary schedule advancement is limited to 3 (three) moves in any given year. This can be 1 step and 2 lanes, 1 step, 1 lane and 1 additional step, or 3 steps.
- You no longer need to earn a Master's degree to keep moving right. As long as they are graduate hours, they will move you to the right.



# Professional Credits

Professional Credits will be applied to the advancement through the salary lanes (or additional steps if in Lane 8).

Professional Credits may be earned each school year for Professional Development, District Committee Work, SIP and SD Team Members, and Professional Learning Communities. (see sheet provided this evening)

A maximum of (5) five Professional Credits can be earned each school year.

Professional Credits shall accrue throughout the school year and will be credited to the teacher's record by the following August 1.





# Professional Credits

**Professional Development Offerings:** Each (15) CPDUs and/or CEU's will count as 1 credit. For teacher presenters of PD, CPDUs are awarded for the first presentation on the topic. Subsequent presentations of the same topic will earn (1) credit per semester. Each unique topic shall be eligible for (1) Professional Credit per semester.

**Committees:** District contractual committees, as well as others agreed upon by the ETA and the district, will equate to one (1) Professional Credit per semester. The committees included to start the 2019-2020 school year are SIP, SD, PAR, TAP Oversight, TMP Oversight, Salary Credit Oversight, Safety Council, Instructional Council, Specialized Education Committee, District MTSS Committee, and Technology Committee.

**Professional Learning Community (PLC):** All teachers can meet in a professional learning community outside of the normal work day, and with at least one other colleague. Each PLC will be eligible for (1) Professional Credit per semester.



# Prof Credits, CPDUs, PLCs, Graduate Hours

- A system has been developed by the district's instructional service department that is currently in the testing phase
- This system will keep track of Professional Credits, CPDUs, as well as transcript graduate hours
- This system will be used to enter professional learning committee members and work
- More information will be coming. Please check district emails as well as ETA emails for further information



# 7 Additional Hours for School Programs



## 15.22.2 Optional Conferences, Meetings and / or School Programs:

In addition to the required five (5) hours for parent teacher conferences, each site may schedule up to seven (7) additional hours for parent-teacher meetings and / or school programs pursuant to the following requirements:

- a) School Department selects the number of additional hours, not to exceed seven hours, the site will use for parent teacher conferences, parent teacher meetings and/or school programs;
- b) The School Department shall identify a portion of day(s) and time(s) dedicated to parent-teacher conferences, parent teacher-meetings and / or school programs for the site;
- c) The additional hours selected by School department must occur after the normal school hours for the site and during the school year;
- d) Teacher attendance is required for each teacher at the site for the additional hours identified by the School Department;
- e) Teachers shall be compensated at the applicable rate of pay established in 10.47 Instructional Rate of Pay for any additional hours selected by the School Department. Activities covered under Appendix F are precluded from the additional seven (7) hours.



## 15.22.2 Optional Conferences, Meetings and / or School Programs (Continued)

- The expectation is that if SD reaches consensus on these programs, it is the professional responsibility of all teachers to attend.
- If the night must be split up for logistical reasons, all teachers are still expected to attend and the nights must be the same intent
  - Example 1: Open house for K-2 on Tuesday and 3-6 on Wednesday. If the event is the same this is acceptable
  - Example 2: Tuesday is a math night and Wednesday is a reading night. These are two separate events and need to be attended by all teachers
- Teachers will fill out a timesheet for each event and submit to their building principal. This will be paid at the instructional rate.
- Teachers split between buildings should go to their primary school for events. If they choose to go to another school that is allowed. They cannot be mandated to exceed the 7 hours but teachers in this scenario can go over.

# Representative Responsibilities for August and September



# Announcements



# August Rep Responsibilities

Present the ETA Membership Presentation to all members.

- Ensure all building representative positions are filled (buildings receive one representative for every ten, or major portion thereof, staff members). If needed, hold an election for empty spots. Email your Section Director and Kathy Difatta ([kathy.difatta@ieanea.org](mailto:kathy.difatta@ieanea.org)) the names of your building representatives—include who is the Head Representative.
- Ensure there is a designated space in your building for posting union and labor related materials.
- Ensure that members are signed up.
- Urge members to go to [ieanea.org/login](http://ieanea.org/login) to ensure they can log in and that their information is accurate.
- Help SIP/SD chairs ensure that all members are represented. Members choose who represents them on these committees, not administration.

Members volunteer for these positions

- Review 2.54 School/Department Committees in The Elgin Agreement.
- Review 15.1 School Improvement Committee in The Elgin Agreement.
- Review the Appraisal Plan for teachers as outlined in The Elgin Agreement. Make sure teachers have access to resources and remind teachers of appropriate timelines for informal observations, formal observations, and Student Learning Objectives (SLO).
- Review Article XIV Teacher Appraisal in The Elgin Agreement.
- Review the membership list you receive at the August RA. If there are changes that need to be made, send those to the ETA Secretary (Donna Kielbasa, [dkielbasa.eta@gmail.com](mailto:dkielbasa.eta@gmail.com)) and Kathy Difatta ([kathy.difatta@ieanea.org](mailto:kathy.difatta@ieanea.org)).
- Ensure that all teachers have a lockable space. If a teacher does not have a lockable space, work with building administration to remedy that ASAP.
- Review 6.9 Lockable Spaces in The Elgin Agreement.





# September Rep Responsibilities

Share a plan of how you will share ETA information with your staff. This can be done in August after the first RA or during your 10 minute meeting during the September staff meeting.

- Review 2.44 Announcements at Faculty Meetings in The Elgin Agreement.
- Ensure all members know who their building representative is.
- Remind members of their contractual obligations for staff meetings. These meetings should not exceed 80 minutes per month, 10 of which should be dedicated to ETA business (with all administration/non-members leaving the room).
- Review 6.54 Staff Meetings/Department Meetings in The Elgin Agreement.
- Resolve any issues with teachers still not having lockable space.
- Review 6.9 Lockable Spaces in The Elgin Agreement.
- Conduct the first housing survey (or walk-through) with building administration to determine adequate housing for all members.
- Review 6.11 Adequate House for Teachers in The Elgin Agreement.
- Meet with any late hires. Ensure they have what they need. Sign them up with the ETA.
- Check that your building's Parent/Teacher Conference plan follows The Elgin Agreement.
- Review 15.22 Parent Teacher Conferences, Meetings, and/or School Programs and 15.23 Kindergarten Conference Released Time in The Elgin Agreement.