

# February Representative Assembly

February 19, 2020

# Logging onto the ECC Network

- Select the “ECC Public” network from the list of available wireless networks
- A popup may come up. If it does not, go to [elgin.edu](http://elgin.edu).
- Select the option to sign in as a guest
- Follow the on-screen instructions to access the wireless network

# 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



# PD Committee Presentation



# Professional Learning in U-46

# 1

## PD Committee

Overview, Current Work

# PD Committee Overview

- Added in current state to contract in 2014
  - (previously the staff development committee)
- Contract language stipulates membership
- Also stipulates a steering committee with specific representation
- Contract also defines the goals and work of the committee

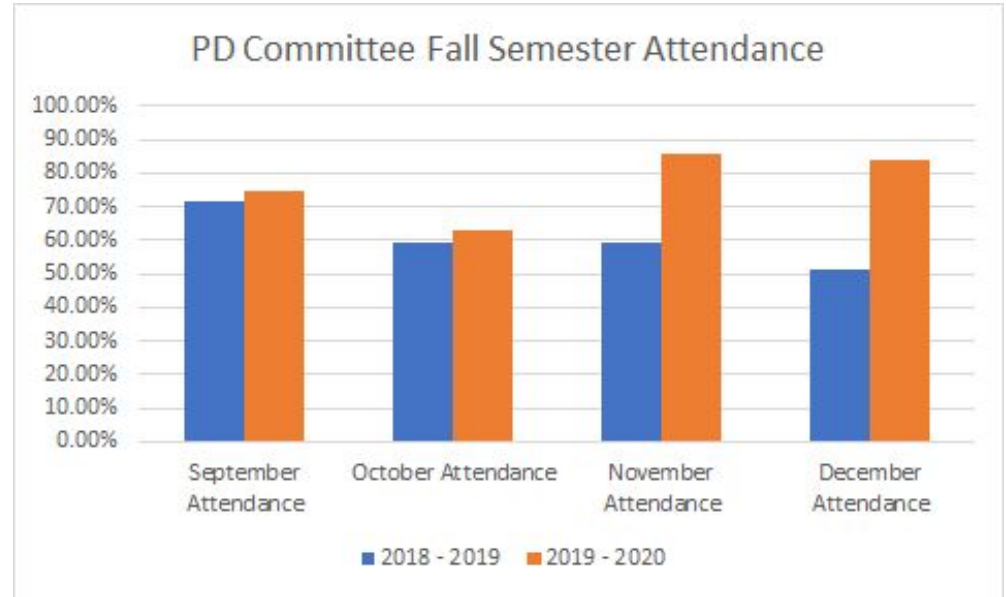
# 2019 – 2020 Representation

- 3/6 High Schools
  - One member serves as both our secondary SPED rep and SEHS rep
- 5/9 Middle Schools
- 30/40 Elementary Schools
- 1/2 Early Learning Centers
- 6/12 Additional program/department representatives



# Membership/Attendance

- Two year term
  - Of the total representatives, over 20 of the members are in their second year term and would need to be re-confirmed by their staff
- In need of building administration representation



# Overall Use of Funds 2019 – 2020

Individual Conference –  
\$62,271 (117 people, approx.  
\$532 per person)

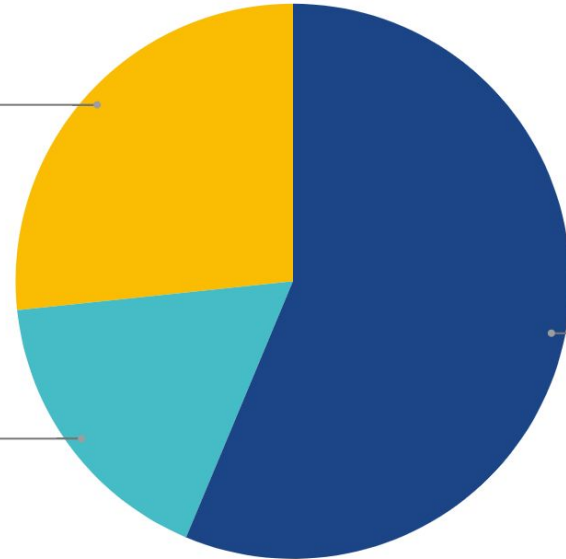
Site Based – \$18,842 (5  
sites, est. 180 ETA members,  
approx. \$105 per person)

Total Available Funds \$110,600

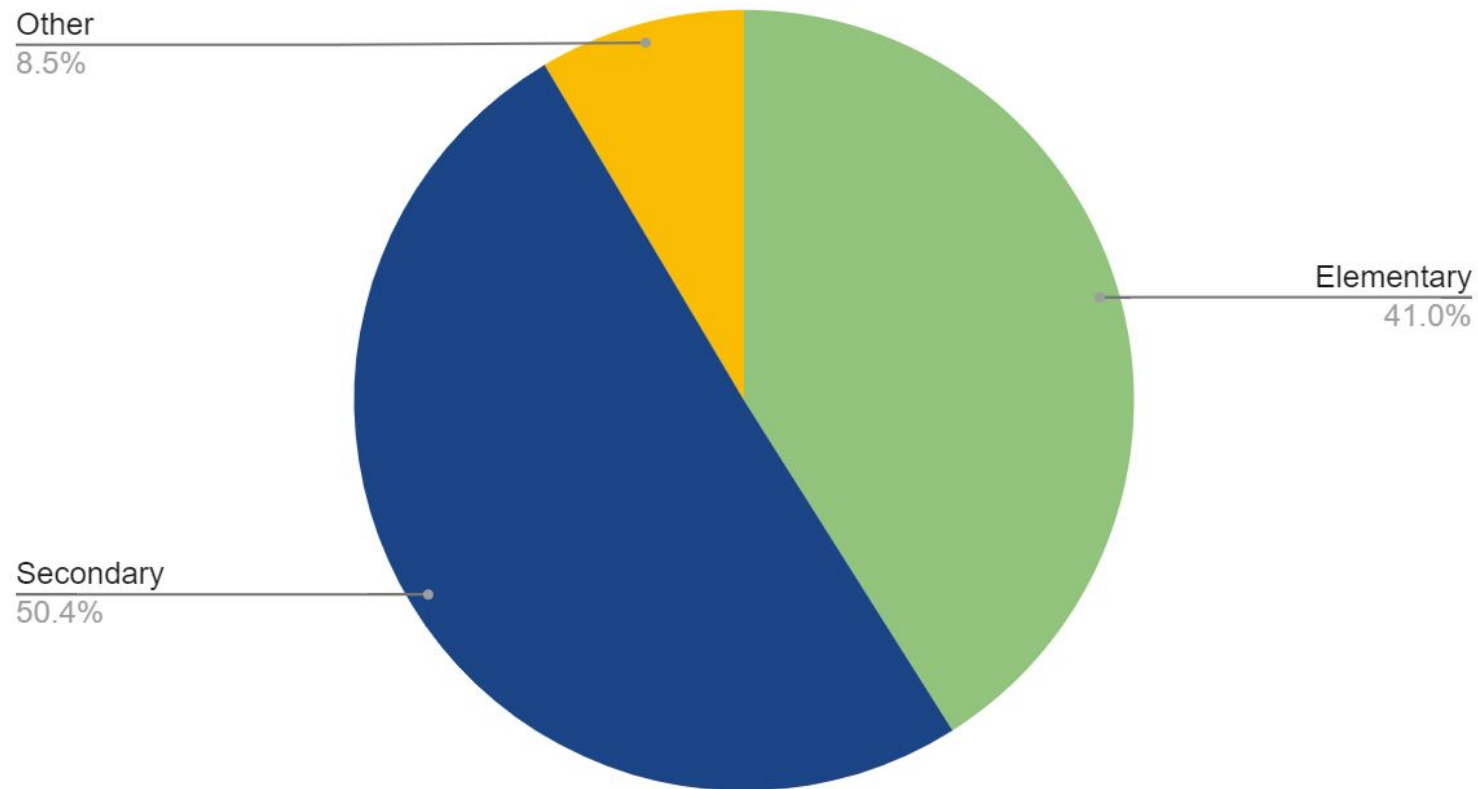
Not yet allocated  
26.7%

Site Based Applicati...  
17.0%

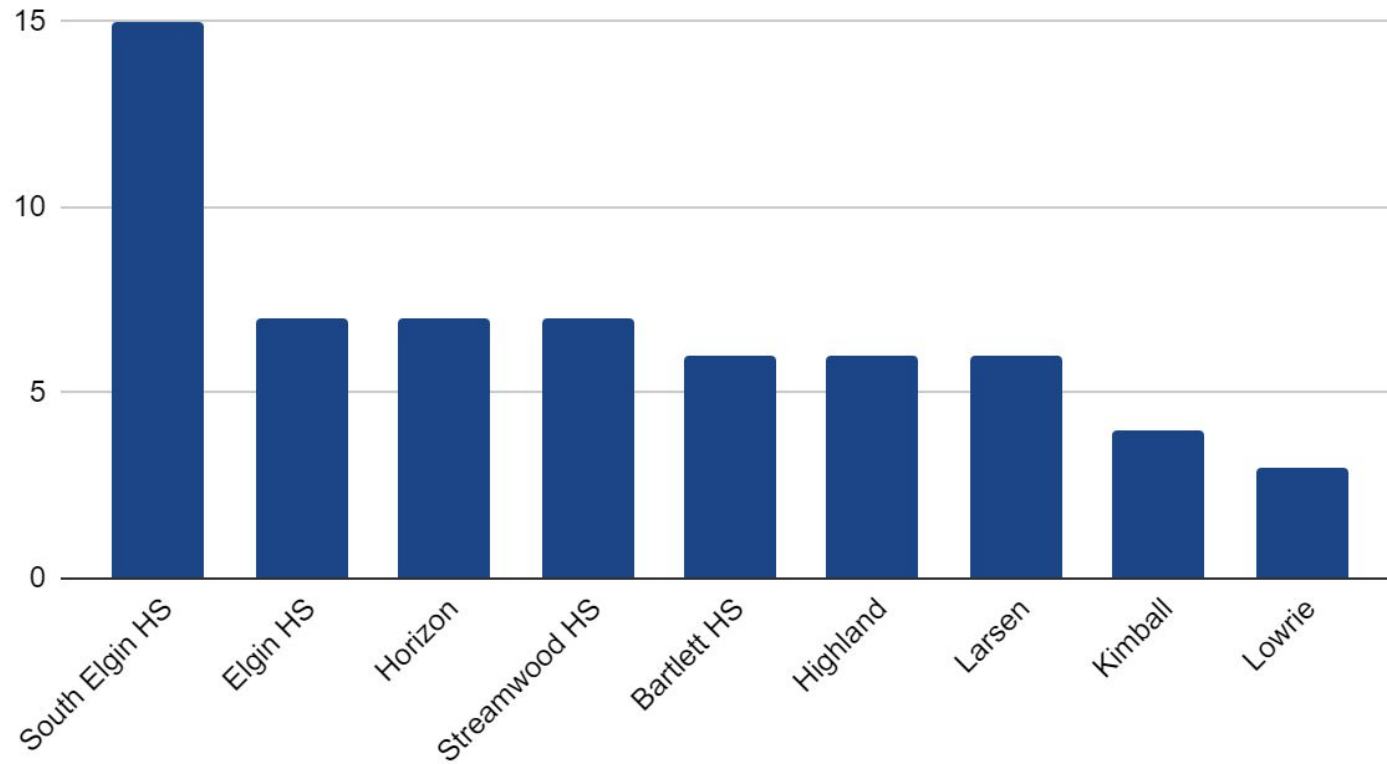
Individual Conferenc...  
56.3%



## Approved Applications by Level

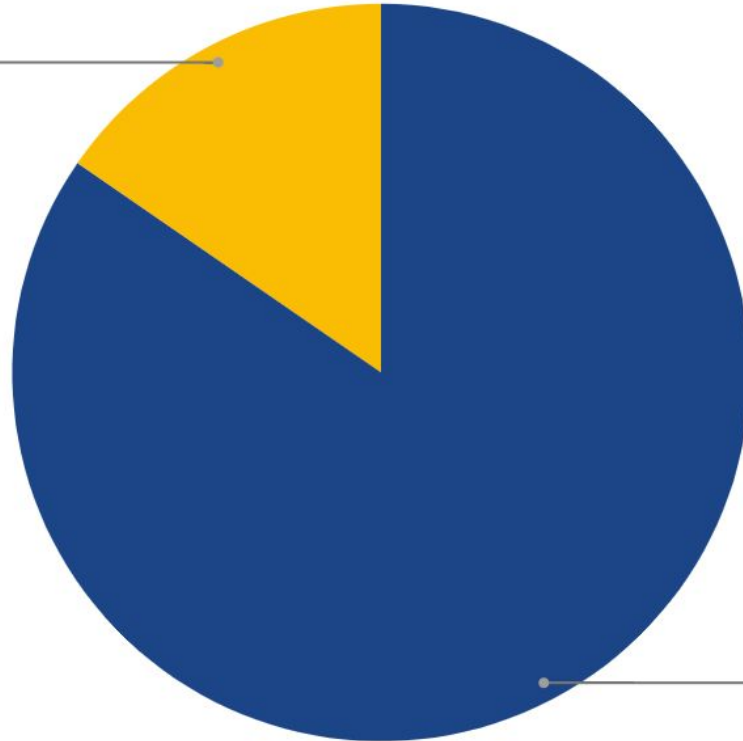


## Number of Applications by School



## Approved Applications With or Without Committee Representation

Without Representative  
15.4%



With Representative  
84.6%

# Approval Process

- This year, all members have been trained to score
- Use published rubrics
- Try to score in familiar area
- All applications are double scored. (Ind. without names)
- If scores are a mismatch, use a 3rd scorer



# Additional Individual Conference Information

- 25 Music, 13 Art, 11 PE/Health, 5 Librarians
- Two different schools sent a team to a conference to directly support SIP goal (Highland – Collective Efficacy; SEHS – Writing)
- Sharing out knowledge with grade level teams, PLC, on 12/20 PPD, at Kane County Institute Day

# Site Based PD

- 5 Different Sites
- Bringing in Trauma Informed Care Speaker, Book Study on Reading Strategies, Resiliency Learning, Grade level team work



## Since 2014

- Supported over 350 educators in self-directed professional learning opportunities
- Provided funds to aid in over 50 different site based professional learning plans

# Curriculum Review

- Heard proposals from PE, Advanced Autos, Dual Credit, Central Schools Program
- Feedback provided via exit tickets and google doc
- Moving forward, presenters will use a template to focus information around the PD

## Additional Work

- Feedback from buildings about DCD and PPD experiences overall
- Feedback on pros and cons of professional learning day placement on the calendar

# Direction of Future Work

- Work on incorporating a follow-up visit from curriculum proposals after board approval to see a fully developed PD plan with activities/agendas etc.
- Streamline the system for PD committee members to obtain feedback from their staff members and provide that feedback to the correct stakeholders
- Use PD committee as key feedback personnel about PD Progression work and larger PD plans

# President's Report



# Central Schools Program Site Exception

- Site Exception 1 - Extension of school day
- Site Exception 2 - Middle School teachers at CSP to follow High School Schedule



# Spring Elections 2020

## ETA Members Only

ETA Slate (President, 1st Vice President and 2nd Vice President)

Section 2 Elementary Director (Channing, Coleman, Garfield, Huff, Lincoln, Lords Park, McKinley, O'Neal)

Section 4 Elementary Director (Glenbrook, Hanover Countryside, Heritage, Hilltop, Oakhill, Ridge Circle, Sunnydale, Timber Trails)

Section 2 Secondary Director (Streamwood HS, Canton MS, Tefft MS)

Section 4 Secondary Director (Bartlett HS, Eastview MS)

ETA Minority Director

NEA Delegates

## Non-Member Eligible Elections

Special Education Committee - Elementary Position  
General Education (2)

Instructional Council - Elementary Teacher (2)

Instructional Council - Middle School Teacher (1)

Instructional Council - Special Education Teacher (1)

# Committee Appointments

- William Gregarus - Kenyon Woods Middle School - Retirement Committee



# Transcript Review Update

On November 29, 2019, human resources completed 1,200 transcript reviews of 2,700 ETA member files. Since winter break an additional 500 plus files have been completed. The remaining files will be completed in the following priority order:

- Any requests made prior to May 30, 2019 that might have been missed in the first review
- Confirmed 2019-2020 Retirees
- Spring Increment Submissions as aligned with the Elgin Agreement
- All others – this includes requests for a revisit of completed reviews

Transcripts indicating eligible credits achieved prior to the 2019-2020 school year will be retroactive to the first day of school. As stated in the Elgin Agreement, article 27.2:

- We are committed to completing transcript reviews for priority order 1, 2 and 3 on March 27, 2020. We are also currently completing transcript reviews for priority 4. Completed files will also be processed on March 27, 2020.
- Transcript files not completed for the March 27, 2020 payroll will be reviewed in ETA years of service order; with all files completed by the end of the school year. Additional updates and information will follow after March 27, 2020.

# Adequate Housing Survey

## 6.11 ADEQUATE HOUSING FOR TEACHERS

A building administrator and the head Building Association Representatives shall survey their respective buildings to determine the extent to which teachers are inadequately housed, including review of environmental concerns and safety concerns (such as working intercom system, door keys and exit plans). One survey shall be conducted and completed by October 1 **and the second survey shall be conducted and completed by February 1**. The purpose of the survey is to identify the problem situations and cooperatively work out solutions which might include the following: change schedules, move in a portable, divide a room, provide for ventilation and lighting, move the function to another location, no change. Results of the surveys will be shared as an issue with the School/Department Committee.

# MCM Topics Discussed

- Safety and Security of teachers in buildings
- Administration treatment of teachers
- 70/30 Deviation Forms



# 1st Vice President's Report



# TWE Scholarship Night Dates

April 21, 2020

Larkin High School



# High School Scholarships

Letters have been sent to Guidance Counselors.

Seniors Applications must be submitted no later than February 21, 2020



# 6th and 8th Grade TWE

One student from EACH 6th grade class

THREE 8th grade students from each middle school

Names must be submitted **NO LATER** than **Wednesday, March 25, 2020**



# Student Information

The 6th & 8th grade Nomination form/link was sent out to personal ETA emails on Feb. 6. It is also posted on the ETA website.

Please submit student information as soon as possible.

Invites with the event details will be sent home. Families of those students chosen will be invited to attend the event.





# Go Cubs Go

Chicago Cubs Game raffle tickets.

More information at the March RA.

The game we are raffling off is Cubs vs. Orioles - Wednesday, June 3.



# Help Needed

Help needed at the event (organize students, organize certificates, handout programs, etc.)

Please email: [ETATHOSEWHOEXCEL@GMAIL.COM](mailto:ETATHOSEWHOEXCEL@GMAIL.COM)

Questions? Please ask

# Treasurer's Report



# February RA Training

# Salary Credit Oversight Committee (SCOC) Reference

February 19, 2020

# Contents

- Earning Credits
- Compensation Table
- CPDUs/CEUs
- Committee Expectations of Members
- PLC Expectations
- Application of Professional Credits
- Continued SCOC Discussions



# Professional vs. Academic Credit

## Earning Professional Credits

Members can earn a maximum of 5 Professional Credits per school year.

## Earning Academic Credits

Academics credits can be earned without limit each year.

## Step and Lane Movement

No matter the number of credits earned, members are only able to make 2 additional step and lane movements per school year (in addition to the one for a year of service).



# Compensation Table

The Compensation Table that was shared at the beginning of the 2019-2020 school year will continue to be the guide for whether a member earns a Professional Credit, CPDU, or a stipend. That table can be found [here](#).



# CPDUs/CEUs

For every 15 CPDUs earned, a member can receive 1 professional credit. A member can earn all 5 of their professional credits from CPDUs (75 total).

Members who earn the maximum of 5 professional credits CANNOT carry over any CPDUs to the next school year. Members who earn 4 or less professional credits CAN carry over CPDUs into next school year.

Professional Credits Earned	CPDU/CEU Carry Over?
0-4	Yes
5	No

All CPDUs for the 2019-2020 school year must be earned by June 30, 2020 and entered into the Salary Credit Tracking System by July 31, 2020. CPDUs earned after June 30, 2020 will count for the 2020-2021 school year.

# Committee Expectations of Members

- Committee success depends upon the active participation and engagement of all members.
- Committee work takes on various forms and if any member deviates from the expectations of the Committee the chairs are expected to have a conversation to affirm the ongoing commitment to the work.
- The Salary Credit Oversight Committee will be gathering information to inform future guidance pertaining to norms and expectations.

# Professional Learning Communities

## Expectations

Teachers are eligible for professional credits for work that is done in Professional Learning Communities (PLC) outside of the regular school day. Language regarding the structure of a PLC can be found on pages 92 and 93 of the Elgin Agreement. All PLC's must adhere to the following approval criteria:

- School District U-46 Strategic Plan goals
- School improvement plan(s)
- Individual professional practice interests
- School District U-46 Curriculum Frameworks
- Research-based

# Professional Learning Communities cont.

In addition, PLC's should be entering meetings and artifacts into the Professional Credit Tracking System. PLC's should follow the following guidance to receive credit for the work:

- The PLC will be teacher driven and directed.
- The PLC shall meet over the course of at least 16 weeks and is not bound by the beginning or end of the semester (a PLC can start at any time). There is no minimum or maximum amount of times the PLC needs to meet during the time period but it should meet regularly.
- A member of the PLC should upload artifacts to the Professional Credit Tracking System to show proof of the work being done (agendas, minutes, work completed, etc.). Not every member needs to upload artifacts.
- The PLC must be acknowledged by your administrator in the Salary Credit Tracking System once all artifacts are uploaded to the Professional Credit Tracking System at the conclusion of 16 weeks.

# Professional Learning Communities cont.

Lastly, the Salary Credit Oversight Committee has provided a non-exhaustive list of examples of what the focus of an individual PLC could be:

- The PLC may develop a common lesson plan incorporating the selected strategies and identify the type of student work each teacher will use to demonstrate learning. Teams implement lessons, record successes and challenges, and gather evidence of student learning.
- The PLC may develop activities, common assessments and data review
- The PLC can reflect on a current piece of research through a book study.
- The PLC could work collaboratively in teams to discuss and examine standards-based learning expectations for students.



# Application of Professional Credits

All professional credits earned during the 2019-2020 school year will be applied to the members total credit account at the start of 2020-2021 school year. If the earning of credits results in a lane or step change, the increase will be paid out on the last check in November.

# Continued Discussions

The Salary Credit Oversight Committee continues to have ongoing discussions around professional expectations, committee eligibility for professional credits, and other activities and professional development receiving CPDUs.

Questions regarding Professional Credit can be directed to

[professionalcredit@u-46.org](mailto:professionalcredit@u-46.org)

# Appraisals



# Teacher Appraisal Plan

ETA Building Representative Binder has dates and timelines for the Teacher Appraisal Plan.

- ETA Representative Binder
- Pages 10-13
  - Pre-Tenured Years 1 & 2
  - Pre-Tenured Years 3 & 4
  - Tenured Staff

# Representative Responsibilities for February and March

# February Rep Responsibilities

- ❑ Alert members that to receive the retirement incentive outlined in The Elgin Agreement, notice to retire must be given by March 1.
  - ❑ Review 27.10 U-46 Retirement Incentive Plan in The Elgin Agreement.
- ❑ Remind members that all credit hours earned that will impact changes to the salary schedule are due to Human Resources by February 15, and will be reflected on the last check in November.
  - ❑ Review 27.2.B Salary Increment: Lane in The Elgin Agreement.
- ❑ Remind members that Transfer Reassignment is coming in March.
  - ❑ Review 12.5 Reassignment, 12.6 Transfers, and 12.8 Notification of Transfer or Reassignment in The Elgin Agreement.
- ❑ Remind Pre-Tenure teachers that they must have two SLOs completed in the TAP system by March 1.
- ❑ At the elementary level—ensure members are aware of when second trimester grades are due.

# March Rep Responsibilities

- ❑ Members can begin having their summative conferences. These must be completed by May 15
- ❑ Review Article XIV Teacher Appraisal in The Elgin Agreement.
  - ❑ Remind Tenure teachers that they must have two SLOs completed in the TAP system by April 15 of their summative year.