

Context

During the implementation of remote learning in the State of Illinois, while many statutes, rules, and regulations remain unchanged the application of them as well as the agreed upon language in the Elgin Agreement is an ongoing effort.

This document reflects our current mutual understanding of the implementation of the Agreement during the implementation of distance learning in School District U-46. We acknowledge that the work identified in the Agreement as well as the work related to each individual teacher's assignment do not directly translate in this distance learning environment without some necessary modification.

Beyond the instructional responsibilities of teachers as identified in individual job descriptions, there are common commitments and expectations for all staff. The implementation of language pertaining to the work of committees as well as meeting gatherings often prescribes a time and setting no longer essential in a distance learning environment. That said, the work remains, and we are jointly committed to accomplishing at least the urgent and necessary while striving to address long-term issues and considerations.

Established Expectations: Committees and Meetings

Overall Guidance

No new committee, group expectations, or requirements shall be established by administration at this time. At this time, only work already organized and engaged in prior to the transition to distance learning shall be expected to continue, modified as needed. As always, the ongoing participation on a committee by any individual is the choice of the individual. Lastly, we have consistently messaged that being on a committee is far more than the attendance at any one meeting. While an individual's presence and active participation is expected, it is the work product and each committee member's contribution to the outcome that is the most valued. We maintain the same mindset in this distance learning environment.

Contractually Identified Committees

As stated above, the Elgin Agreement remains in effect and the language pertaining to each ongoing contractual committee governs. Rules for establishing and sharing agendas as well as the sharing of minutes or notes remain in full force and effect. Also, any teacher unable to attend a meeting is responsible for the information just as they would be for any absence during typical instructional programming.

Building Level –

School/Department (S/D) and SIP

- Already scheduled meetings for the school year shall occur as previously planned, or
- Changed to an alternative date and time provided there is mutual agreement of the committee members in accordance with established practices
 - When considering alternative meeting dates and times the committee should seek to minimize any negative impact on committee members availability to tend to their professional duties while respecting that those requirements themselves have changed

Staff Meetings and Department Meetings

- Already scheduled meetings for the school year shall occur as previously planned, or
- Can be scheduled differently provided the contractual procedures and parameters are followed by the appropriate bodies

District Committees

Standing committees identified within the Agreement: Instructional Council, Special Education, TAP Oversight, Teacher Mentoring, Healthcare, Professional Development, Retirement, Salary Credit Oversight, Appendix F, MTSS, Safety Council, Technology, and Elementary Workload, Fine Arts SD and Early Learners meetings.

- Already scheduled meetings for the school year shall occur as previously planned, or
- Can be scheduled differently provided the contractual procedures are followed for establishing such dates and times with the caveat that alternative times align with normal operating procedures (during school day or outside of the school day)

New Opportunities: Support and Professional Engagement

Program and Department Convening

District programs and departments will provide scheduled opportunities for administrative leadership to share with and be available to their respective staffs. Teachers are expected to use their professional judgment to participate and engage in these experiences while being mindful to maintain an appropriate balance with regular professional obligations. As such, participation in any of these offerings are strictly voluntary.

While many opportunities exist during the school day, opportunities will continue to exist before or after school. Below are examples of times that are available for programs, departments and schools to meet before or after school.

- [Before school 8:00 to 8:45, Monday through Thursday](#)
- [After school 3:00 to 3:45, Monday through Thursday](#)

Coaches: Site Based and District-Wide

Sites based Instructional Coaches

- Continue coaching sessions or access instructional coaches from 9 - 3 PM Monday – Friday, and
- By appointment, as available (online booking)

ESC based Coaches, Mentors, and Teacher Leaders

- Continue to provide professional learning and support department needs
- Scheduled opportunities for mini-lessons and drop-in sessions as scheduled 9 - 3 PM Monday – Friday, and
- By appointment, as available (online booking)