

**School  
Department  
& School  
Improvement  
Committee  
Training**  
**First Quarter 2020-2021**

# School Department Scope of Activity

The scope of activity of the School Department Committee is for building administration and staff to discuss and **jointly determine student discipline policy and safety**, use of **building budgets**, **review staffing reports**, **supervision duties**, organization and procedures in the school, committees and events for the next year, determination of **parent teacher conference dates** and optional meetings, allocation of Appendix F funds, review of the environmental survey and implementation of plans and initiatives. 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**.

School Department Language can be found beginning on page 5 of the Elgin Agreement

# Contract Language: Safety

*The committee and the administration shall discuss and jointly determine student discipline policies and school safety*

**What does this mean?** A collaborative discussion and effort shall be made by the School Department to address any and all of the safety issues that continue to present challenges to staff member(s) and that diminish the positive learning culture of the classroom and the building.

**What are the responsibilities of teachers?** Teachers should bring any available data to the school department. Interactions with individual students should be tracked in the PLP and in referrals. Teachers should also reference the Student Code of Conduct when reviewing decisions centered around discipline.

**What are the responsibilities of administrators?** Administration should reference the Student Code of Conduct when discussing how decisions regarding discipline were made. Administrators should follow applicable procedures for threat assessments and other disciplinary matters as outlined in the staff guide of the student code of conduct. Administration will maintain appropriate privacy standards when necessary for students and staff members.

# Safety Protocols:

Local implementation of District Safety plan including at least the following:

- Specify entry to use and entry procedures
  - Mask on prior to reaching door
  - Fob swipe upon arrival
- Location specific guidelines
  - Common areas
    - Mask required
    - Limit unnecessary gatherings
  - Teacher Classrooms
- Identify exit to use and exit procedures

# Safety Protocols: Students

- Staying home when necessary
- Hand hygiene
- Respiratory etiquette
- Cloth face coverings
- Social distancing
- Supplies
- Signs and messages

# Safety Procedures

## Custodian related

- Protocol to notify custodian that a room was used and need cleaning
- Protocol to identify or request additional cleaning supplies or resources

# Contract Language: Budget

*All members of the school/department committee shall receive copies of the school/ department budget by November 1 of each school year and the regular monthly update each month thereafter.*

**What does this mean?** During each meeting of the School Department, administration shall prepare a line item budget of expenses, and balances of those budgets to be reviewed by the School Department Committee. Staffing reports and updates will be included within this review.

# Contract Language: Supervision

*Supervision duties shall be assigned each year pursuant to a plan jointly determined by the school/department committee and the building administration.*

**What does this mean?** The school department and building administration should work together to develop supervision assignments for the building that are then implemented in the master schedule by the building administration. If there is a desire for different types of supervision (Math tutoring, English lab) the School Department Committee should seek input from the staff to ensure members are willing to take on these supervision roles.



# Organization and Procedures

*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.*

**What does this mean?** Example discussions at the schools can be procedures for arrival and dismissal of student walkers and bus riders, secondary auditorium and gym procedures, etc.

Administration and SD can share a **proactive role** in addressing issues that come forward prior to a monthly meeting. Communication of issue should be shared with staff. Additional meetings may be called as deemed necessary.

# Contract Language: Committees and Events

*In the spring, a tentative list of committees/events for the next year will be developed and communicated.*

**What does this mean?** The School Department/Committee should plan for the following year so parents and staff have a calendar in advance. This should include determination of parent teacher conferences and other school programs. Expectations are that all staff attend on these predetermined days.

# Contract Language: Parent-Teacher Meetings

*The committee shall identify a portion of non-attendance day(s), which shall be dedicated to parent-teacher conferences, parent-teacher meetings and / or programs as set forth in Section 15.22 of this Agreement. After consultation with the SIP team, the identification of which non-attendance day(s) will be dedicated to activities set forth in Section 15.22 of this Agreement shall occur no later than the last School Department's meeting of the prior school year.*

**What does this mean?** The School Department Committee will reach a consensus on which PPD day will be used to fulfill the minimum of one hour of parent teacher conferences that occurs during the school day. School Department is encouraged to determine dates by the May meeting for the following school year.

# Contract Language: Optional Meetings

*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;*

# Contract Language: Optional Meetings

*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.

**What does this mean?** A school or department can elect to use as many or as few of the 7 hours for parent-teacher meetings and / or school programs. If the committee elects to use the hours, the expectation is that ALL staff members attend the parent-teacher meetings and / or school programs. These hours cannot occur during the normal school day.

# Allocation of Appendix F Funds

At each level, there are funds allocated to the site from Appendix F to run programs and clubs not listed in Appendix F. The School Department/Committee should review applications for the distribution of hours, and keep data on hours being used appropriately. **The decision to run these programs and clubs should be reached using consensus.**

# Allocation of Appendix F Funds (HS)

*Beginning with the 2019-20 school year, district shall provide each comprehensive high school funds in the amount of \$5,000 for 2019-20 school year for the exclusive use under the direction of the School Department committee to run programs and clubs not already included in the above listings of stipends. Funds would be available for use in the year of their allocation and shall not be transferable nor allowed to accumulate. The allocation shall be \$5,500 for 2020-21, and \$6,000 for 2021-22. Sponsor would apply through completion of the approved form.*

# Allocation of Appendix F Funds (MS)

*Beginning the 2019-20 school year, funds will be allocated to each site per year as follows: \$6050 for 2019-20, \$6150 for 2020-21, and \$6200 for 2021-22. The funds shall provide 200 hours per school per year for other activities that involve voluntary participation at the hourly rate established in 10.47 Instructional Rate of Pay: \$30.25 for 2019-20, \$30.75 for 2020-21, and \$31.00 for 2021-22.*

*The S/D Committees would be responsible for approving and managing the funds*



# Allocation of Appendix F Funds (Elem)

*School/Department Committee will annually determine the school club/activity within each defined category to be supported by these funds. Unused funds cannot be reallocated to a different category, moved to the general per pupil fund, but can be used to support any additional program from within the same category. Each club/activity will meet at a minimum of 15 hours per year. The allocation shall be \$2252 for 2018-19. Beginning 2019-20, each club/activity will meet at a minimum of 20 hours per year and paid at the applicable hourly rate as established in 10.47 INSTRUCTIONAL RATE OF PAY.*

# Environmental Survey Results

*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.*

**What does this mean?** At the conclusion of the survey, the results will be shared with the School/Department Committee to review and give input on timelines to make the necessary improvements that are needed as well as next steps and timelines. A common template will be provided.

# Composition of the SD Committee (2.54.1)

- (a) Elementary - shall elect one teacher **from each grade level** and **one teacher from special services**.
- (b) Secondary - shall elect one teacher **from each department** and **one teacher from special services**.
- (c) Special Services - shall elect on a ratio of one (1) per ten (10) teachers or fraction thereof in each department, but not fewer than three (3).

Notwithstanding the foregoing, prior to the formation of the committee for any school year, a majority of all the teachers and the building/program administration may mutually agree to vary the size and composition of the school/department committee for their school/ department, provided that in no event shall the school/department committee have fewer than three (3) teachers. Absent such mutual agreement for any school year, the composition of the committee shall be as set forth above. The committee shall elect its chairperson and secretary.

# Election of SD Members

- It is recommended that elections should take place prior to the end of the school year, for the following year.
  - This allows the committee to effectively plan for the following school year.
  - This can be done by secret ballot.
  - Vacancies can be addressed at anytime as necessary.
- The chair and secretary should be elected by the newly formed School Department Committee.
  - The chair and secretary are chosen by members of the committee. This can be done by secret ballot.

# What makes a good SD Member

A good School Department Representative...

- Is a representative of a grade level or department and is the voice of the department and not themselves
- Communicates between the SD committee and the members of their department or grade level.
- Brings concerns/issues to SD
- Should be willing to work towards consensus
- Should be present, prepared, engaged and committed to represent their department/grade level

# SD Functioning (2.54.3)

The committee shall meet as needed, but not less frequently than monthly with the administration. The committee will prepare and post an agenda on the teachers' bulletin board, or appropriate alternative communication mode to distribute an agenda to all teachers **two (2) days prior to the committee meeting.**

School/department committee minutes will be distributed to all teachers within **two (2) days of a meeting.** All members of the school/ department committee shall receive copies of the school/ department budget by November 1 of each school year and the regular monthly update each month thereafter.

# Role of the ETA Chair

The chair of School Department:

- **Solicit requests from staff members** for items prior to meeting with administration to set the agenda
- **Meets with administration to set the agenda** and discuss what items and why those items are on the agenda. This should not be a meeting to solve the problems. This should be an opportunity to make sure both teachers and administration have their topics on the agenda for discussion.
- **Should represent the staff, not themselves.** The effort should be made to allow teachers' voice to be represented and be discussed by the School Department team.
- The ETA chair should be seen as proactive in presenting issues to admin in order to resolve issues/problems that arise in the building.

# Role of Administration

- Solicit requests from members of administration to set the agenda
- Meets with the ETA Chair to set the agenda and discuss what items and why those items are on the agenda. This should not be a meeting to solve the problems. This should be an opportunity to make sure both teachers and administration have their topics on the agenda for discussion.
- Should represent the site and learning community with topics and interests.
- Administration should work to be collaborative and proactive in presenting issues and interests in order to reach resolution that is best for the building.



# Preparing for Your Meeting

*The committee shall meet as needed, but not less frequently than monthly with the administration.*

- At the first meeting of the new committee, a monthly school department meeting day should be agreed upon and shared with staff.
- The location should be suitable to holding a meeting and be consistent throughout the year.
- Start/stop times should be agreed upon by consensus of committee.

*The committee will prepare and distribute an agenda to all teachers two (2) days prior to the committee meeting. School/department committee minutes will be distributed to all teachers within two (2) days of a meeting.*

# Having the Meeting

- Attendance is a priority of all members of the School Department Committee.
- **The secretary is responsible** for tracking attendance and keeping detailed minutes of the meeting.
- Only elected members can participate in the meeting and consensus process of decision making.
- Invited guests can speak to submitted issues if necessary.
- The School/Department Committee should adopt simple standing rules (i.e., a process for election to committee, election of chairs, and what constitutes a quorum, Robert's Rules).
- **Decisions should be reached via the consensus process.** The committee should NOT vote on decisions.
- If another meeting of School Department is necessary, that should be determined by the committee prior to the end of the monthly meeting.

# What is Consensus?

Consensus means general agreement and concord. For consensus to exist, it is not necessary for every participant to agree in full, but it is necessary for every person to be heard and, in the end, for none to believe that the decision violates his or her convictions. It is not necessary that every person consider the decision the best one.

- The issue or problem that is to be solved by consensus decision making is clearly defined.
- Members of the group state their solution or current position about the issue or problem.
- Get a sense of the direction of the group by using a consensus technique.
- Let those with strong feelings about the sense of direction the group is taking speak to clarify, refine, or create new ideas.
- Continue this process until a decision that all can abide is reached, a choice everyone can support.

# Post Meeting Expectations

- School/department committee minutes will be distributed to all teachers **within two (2) days** of a meeting.
- The chair should follow up with the administrator to ensure timelines and decisions are being met.
- Representatives should be open to meeting and discussing resolutions from School Department with their grade/level and/or department.



# Questions

Please consider attending one of the following Question and Answer Sessions:

Wednesday, 8/19/2020, 3 - 4 PM

Zoom link - <https://zoom.us/j/92097812594?pwd=eGtST2p2b29ST3hRRnk1cHRIVmRwUT09>

Meeting ID: 920 9781 2594

Passcode: 046346

Thursday, 8/20/2020, 9 - 10 AM

Zoom link - <https://zoom.us/j/93145618896?pwd=L1BqY0k2aFZYTDE3Y3hRU1F3MWUxQT09>

Meeting ID: 931 4561 8896

Passcode: 768618