

ETA Site Exception Process

A Site Exception is required when a site requests a change to a specific section of The Elgin Agreement.

Site Exceptions for the 2022-2023 school year must be approved by the ETA Board of Directors no later than the May 11, 2022 board meeting and the ETA Representative Assembly on May 18, 2022. Site exceptions are valid for one year only, and must be renewed. The Site Exception originates through ETA members at an individual site. The ETA Board of Directors' role is to review the Site Exception proposal to determine next steps, using the process outlined below.

1. Site Level Request Components

- a. The site must provide a description of the Site Exception request that includes:
 - i. A description of the issue being addressed;
 - ii. The philosophical reasons for the change;
 - iii. How the Site Exception will address the issue above;
 1. What specific part, including language, of the Elgin Agreement is being changed, and what those changes are
 2. All provisions of The Elgin Agreement remain in force until the Site Exception request is approved at all levels
 - iv. How the change will improve student learning;
 - v. Monetary implications;
 1. On school
 2. On union
 3. On district
 - vi. Impact on stakeholders;
 1. Teachers (where applicable)
 - a. Traveling teachers
 - b. Elementary specials
 - c. Teachers in multiple departments/grade levels
 - d. Secondary academies
 - e. Special education
 - f. Related services
 2. Students
 3. Parents
 4. Community
 5. Other staff (i.e., transportation, food services, etc.)
 - vii. Your administrator needs to verify with their executive director that any additional resources that will be requested in the site exception (i.e. FTE's, stipends, schedule changes, etc.) as well as any impact on stakeholders is approved.
 - viii. If there are scheduling changes, examples of new schedules must be

- included as well as impacts on master schedules;
- ix. Address the sustainability of items v-vii above;
 1. Including, but not limited to, financial costs, FTE impacts, schedule changes, etc.
- x. Effectiveness
 1. The Site Exception must explain how the results will be measured (evaluation instrument, timeline, etc.)
 2. The outcomes of this section will impact the decision for a site to renew their Site Exception in the future
- xi. Addendum outlining the Internal Site Process (see below for details)

2. Internal Site Process

- a. When a site feels the need for a Site Exception, the following steps must be followed
 - i. The Site Exception topic must be taken to SIP and SD to determine, by consensus within their respective committees, the need for a Site Exception
 1. If consensus is reached in both committees, SIP and SD Chairs will form a sub-committee composed of ETA members to write the Site Exception. They will confirm membership with the head building rep.
 2. The ETA Members of the site exception sub-committee must reach out to ETA Leadership and their section director to inform leadership of the site exception being worked on.
 3. The administration must reach out to their executive director to inform them of the site exception being worked on.
 - ii. The written Site Exception is taken back to SIP and SD for:
 1. Revisions
 2. Consensus
 - iii. Only a Site Exception that has consensus by **both** committees will then be voted on by all ETA members at the site
 1. To ensure all ETA members have the opportunity to vote, there will be a three (3) day window prior to the final voting day to allow for absentee ballots
 2. The voting process should be managed by the building ETA building reps
 - a. As this is an exception to the contract, the voting process must be carried out in the same fashion as any official ETA voting process (ballot box with key, affidavits, etc.)
 3. The request must be approved by 75% of the total ETA members on staff, in building
 - a. Detailed numbers of total ETA members currently on staff, votes for, and votes against will be included
 - b. An explanation of how dissenting teachers' rights must be addressed and included

- c. If request is voted down, Site Exception can go back to sub-committee for revisions if the site desires

3. ETA Approval Process

- a. Site Exception requests (that have been internally approved by 75% of the total members on staff, in building) are submitted to the ETA Board of Directors for consideration
 - i. Site level representatives will present Site Exceptions to the Board of Directors, allowing for follow-up questions
 - ii. Board of Directors approval of a Site Exception requires a simple majority vote
 - iii. Board of Directors denial of a Site Exception will include rationale for revisions; sites will receive rationales from their Section Director; this will send the Site Exception back to the site-based sub-committee for revisions
- b. Board of Directors approved Site Exceptions will go to the next, regularly scheduled ETA Representative Assembly for consideration
 - i. ETA Reps will be sent the Site Exception request to review prior to the RA
 - ii. Site level representatives will present Site Exceptions to the Rep Assembly, allowing for follow-up questions and debate.
 - iii. ETA Representative Assembly approval of a Site Exception requires a simple majority vote
 - iv. ETA Representative Assembly denial of a Site Exception will prompt the site to make revisions on those issues the RA brings up during debate; this will send the Site Exception back to the site-based sub-committee for revisions
- c. ETA Representative Assembly approved Site Exceptions will go to the U-46 School Board and Cabinet for consideration

4. District Approval Process

- a. U-46 School Board and Cabinet approval is required for Site Exceptions to go into effect
- b. Only Site Exception requests that go through site level, Board of Directors, ETA Representative Assembly and BOE/Cabinet Level approval will become Site Exceptions for the following school year; Site Exceptions will go into effect in August of the following school year
- c. U-46 School Board/Cabinet denial will include rationale for ETA leadership and the site-based sub-committee; this denial will send the Site Exception back to the site-based sub-committee for revisions

5. Renewal of Site Exception Requests

- a. An application for renewal of the Site Exception can be made after one year, if there has been no change to the Site Exception as it pertains to the Elgin Agreement.
- b. This application will be submitted to the ETA Board of Directors for next steps and will include:
 - i. An approval vote of 75% of all ETA members on staff, in building
 1. A summary of this vote will be included in the renewal
 - ii. A summary of the effectiveness of the Site Exception
 1. Copies of the evaluation instrument must be provided
 - iii. A rationale of any changes made
 - iv. An explanation of how dissenting teachers' rights must be addressed and included
- c. Site Exception renewals must follow the same ETA and District Approval Process as an initial request
- d. If there has been a change to the Site Exception as it pertains to the Elgin Agreement, the application must be submitted as an initial request