

## Memorandum of Understanding Workload Committee

As a result of the 2017 contract extension and during the 2018 bargaining, a Workload Committee met regularly to discuss the numerous issues that were brought forward that related to the elementary day and professional responsibilities. The complexity of these issues necessitates further discussion and study by a representative joint committee. It is therefore agreed to establish a Workload Committee that will address ongoing issues involving these topics including design and oversight of options to address the issues.

### Composition

The Committee composition is intended to be robust and comprehensive in an effort to bring forward a multitude of voices and perspectives. The Committee shall be co-chaired by an individual from each party, administration and ETA.

The district shall appoint nine administrative representatives:

Teaching and Learning Administrator or Superintendent Designee

- Assessment and Accountability Administrator
- MTSS Administrator
- 2 Elementary Principals (Title I and non-Title I)
- Specialized Student Services Administrator
- English Language Learners/Dual Language Administrator
- Early Learner Administrator
- Administrator presently on Instructional Council

The ETA shall appoint the following representatives to two year terms:

Elementary General Education

- Primary (Title I and non-Title I) Teacher
- Intermediate (Title I and non-Title I) Teacher

Elementary Dual Language

- Primary (Title I and non-Title I) Teacher
- Intermediate (Title I and non-Title I) Teacher

Elementary Programs

- Elementary English Language Learners Teacher
- Elementary Specialized Student Services Teacher
- Self-contained Teacher
- Itinerant Teacher
- Early Learner Initiatives Teacher

- Art Teacher
- Music Teacher
- Physical Education Teacher
- Related Services Representative Teacher
- Teacher Leader/Instructional Coach/Mentor
- Teacher presently on Instructional Council

The group shall be formed and meet for the first time no later than 30 days after ratification and signing of this Agreement by the Elgin Teachers Association and the Board of Education.

### **Scope and Functioning**

The Workload Committee will:

- Continue the work of the workload group
- Establish committee protocol
- Identify a communication liaison
- Maintain an elementary focus
- Review the Curriculum Writing Cycle and Curriculum Writing Timeline to establish and provide a recommendation to Teaching and Learning for revision of the Curriculum Writing Cycle and Timeline
- Advise and guide the Curriculum Writing Cycle and Calendar to provide oversight to work plans and corresponding timelines
- Review and evaluate the potential impact on teacher workload as a result of new initiatives
- Determine how the committee will collaborate and integrate with Instructional Council
- Review and evaluate the potential impact of curriculum and resource proposals on workload in coordination with Instructional Council submission
- Establish a protocol for reviewing curriculum and resource proposals that focus on workload including but not limited to: operation and technical components, content, pedagogy and communication
- Identify potential connection and overlap between grade levels and content areas
- Build a consistent communication structure between ETA and Administration
- Create innovative solutions to problems

- Create and implement joint interest-based training between ETA and administration to establish common understanding and effective collaboration
- Review workload evaluation submissions from teachers generated under 8.1 Excessive Teaching Loads/Case Loads
- Conduct annual survey or create data collection tools to gather individual teacher feedback as it relates to workload
- Formulate sub-committees as needed

Meetings will be held monthly or as necessary. The co-chairs shall prepare an agenda for each meeting and will include all requests from any member of the Committee. Minutes will be kept of each meeting and will be available to the Committee members and posted on the District website within two school days.