



REPRESENTATIVE ASSEMBLY

Jan. 15, 2020

4:30-6:30

Minutes

I. Call to Order

The following schools and departments signed in:

Elementary: Bartlett Elementary, Centennial, Century Oaks, Channing, Clinton, Coleman, Glenbrook, Hanover Countryside, Harriet Gifford, Hawk Hollow, Heritage, Highland, Hillcrest, Hilltop, Horizon, Huff, Huff Preschool, Illinois Park, Lord's Park, Lowrie, McKinley, More at 4, Ontarioville, Parkwood, Ridge Circle, Spring Trail, Sycamore Trail, Teacher Leaders @ ESC, Timber Trails, Washington, Wayne, Willard.

Middle School: Abbott, Canton, Eastview, Ellis, Kenyon Woods, Kimball, Tefft

HighSchool: Bartlett, DREAM, Elgin, Larkin, South Elgin, Streamwood

Departments: Art, Health Services, Physical Education, Social Workers, Speech & Language

I. **Approval of the Minutes** - Nov. 20, 2019 -The minutes were read and approved.

II. **Approval of Agenda** - The agenda was approved as presented.

III. President's Report

A. Early Career Leadership Fellow Program - Marty Renteria

1. This is with the support of IEA and NEA
2. Early career educators under the age of 35 who are within the first 5 years in the teaching profession are encouraged to apply. The Elgin Teachers Association will select 10-15 Fellows who also have demonstrated success in improving teaching and learning, show promise and initial interest in future union leadership and reflect the diversity of America's classrooms.
3. Those interested can apply at the following link -
 - a) <https://docs.google.com/forms/d/e/1FAIpQLSdtg6gTL3ULfXI7Ms6xBDOW6l35kiBYJTP1sjuIF96sAYcJEQ/viewform?c=0&w=1>
 - b) [More information can be found in this message as well](#)
4. The deadline has been moved to January 31st.
5. Meets once a month and there is a small stipend

B. Transcripts

1. Ongoing, if you find any issues, continue to send those to HR
2. The transcript review did show that some members were incorrectly placed on the salary schedule
3. Intent is to get all of the transcripts done by the 2nd March paycheck
4. You should be checking your paycheck every single time in Munis

C. State of the Elgin Teacher Association

1. Barb Bettis update the RA on the State of the Union

IV. 1st Vice President

A. TWE

1. April 21, 2020 Larkin High School - help is needed
2. Donna contacted the teachers in charge of the Future Teachers Clubs

3. Letters going out to Guidance Counselors January 21, 2020
4. Seniors Applications must be submitted no later than February 21, 2020
5. One student from EACH 6th grade class
6. THREE 8th grade students from each middle school
7. Names must be submitted NO LATER than March 20, 2020
8. Email ETAThoseWhoExcel@gmail.com
9. The nomination forms will be sent to the 6th & 8th grade teachers

V. Secretary Report

- A. Constant Contact
 1. Cleanup
 - a) 1811 contacts now - had just over 2500 - saves us money
 - b) Cleanup - 693 names deleted
 - c) Duplicates - 114 total with duplicate emails - 30 left
 2. Fair Share members
 - a) Being identified
 - b) Emails sent out to them
 3. New teachers hired late
 - a) Who is new in your building? Head reps need to contact them
- B. BAM is Back
 1. Selection will be based on previous month's school attendance. Names of schools will be placed in a bucket and then drawn at the next month's RA.
 2. For January, BAM will be based on November's attendance.
 3. Winner need not be present. A school may win more than once a year.

VI. Treasurer's Report

- A. Audit Report Out
 1. Quickbooks is up to date and accurate
 2. Controls are in place to maintain the finances of the organization
 3. We are now confident that are financial information is accurate moving forward
 4. At this time we do not need a bookkeeper, but if there is a need, we will hire one

VII. Region 24

- A. Spring Election
 1. Members Only
 - a) **IEA REGION 24** - (multiple positions)
 - b) **NEA Delegate** - Atlanta, GA - July 2-6, 2020
 - c) **ETA Local** - (2 year terms)
 - (1) ETA Presidential Slate
 - (2) ETA Section Directors
 - (3) Minority Director
 2. Open to All
 - a) Special Education Committee - 3 year term
 - b) Instructional Council - 3 year term
 3. Nomination window opens January 15, 2020, through link on www.theeta.org
 - a) Nomination window closes on February 7, 2020 at 5:00 PM

- b) Election materials handed out at February ETA Rep Assembly
 - c) Election on March 3, 2020 at all Sites
 - d) If you self nominate there is a box on the form to include your bio
- B. ISBE - [Strategic Plan Meetings](#) - Various dates in February
- 1. Goal 1: Student Learning
 - 2. Goal 2: Learning Conditions
 - 3. Goal 3: Elevating Educators
 - 4. Open to all to attend

VIII. January RA Training - Paychecks and Munis Codes

- A. Confirming your gross pay equals what is in the Elgin Agreement
- B. MUNIS codes for earnings
- C. Rates of pay in Munis
- D. Munis Codes for deductions
- E. Holdback pay
- F. Knowing your sick and personal days

IX. Professional Credits

- A. CPDUs that are earned during DCD days can be input toward earning a professional credit
- B. Make sure you are signing your CPDU sheets before entering them into the Professional Tracking System
- C. CPDU earned by June 30th will count for 2020/2021 school year. Anything earned July 1 or later will apply to 2021/2022
- D. The Salary Credit Oversight Committee (SCOC) is working on putting a document together with information
- E. Committees were locked down for first semester - if you missed the invite and did not make the list
 - 1. Have your admin email Brian Wornock to open up the committee
- F. Once admin has submitted you will get another email to submit the committee for yourself

X. Announcements

- A. Donna Streit has decided that she will not be running in this year's election
- B. BAM Drawing - South Elgin High School

On motion of Dawn Welzien and seconded by Bill Gregarus the ETA adjourned at 6:06 P.M.
Draft for approval

Respectfully submitted,

Donna Kielbasa
ETA Secretary