



## REPRESENTATIVE ASSEMBLY

Feb. 19, 2020

4:30-6:30

Minutes

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### I. Call to Order

The following schools and departments signed in:

**Elementary:** Bartlett Elementary, Centennial, Century Oaks, Clinton, Coleman, Fox Meadow, Glenbrook, Hanover Countryside, Hawk Hollow, Heritage, Highland, Hillcrest, Hilltop, Horizon, Huff, Huff Preschool, Laurel Hill, Liberty, Lord's Park, Lowrie, McKinley, Nature Ridge, Parkwood, Prairieview, Ridge Circle, Spring Trail, Sycamore Trail, Teacher Leaders @ ESC, Timber Trails, Washington, Wayne

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

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

**Departments:** Art, Health Services, Music, Physical Education, Social Workers

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### II. Approval of the Minutes

A. Jan. 15, 2020- The minutes were read and approved.

### III. Approval of Agenda - The agenda was approved as presented.

### IV. New Business - PD Presentation

A. 2019/2020 Representation - how many are presented at this point

1. 3/6 High Schools

a) One member serves as both our secondary SPED rep and SEHS rep

2. 5/9 Middle Schools

3. 30/40 Elementary Schools

4. 1/2 Early Learning Centers

5. 6/12 Additional program/department representatives

B. Members on PD committee serve a 2 year term and are elected by their building

C. Admin needs to be represented

D. Most funds have been used now. If more funds are opened up the application process will be opened up again

E. PD members trained to score the applications

### V. President's Report

A. Central School site exception

1. Site Exception 1 - Middle School Instructional/Supervisory Load

2. Site Exception 2 - Extended instructional time per period

The site exceptions were approved by the RA

B. ETA Spring Elections ETA Members Only

1. Affidavit must be initialed by the person running the box after the voter has signed and given the ballot

2. DO NOT FOLD SCANTRONS

3. MUST USE #2 PENCIL

4. ETA Slate (President, 1st Vice President and 2nd Vice President)

5. Section 2 Elementary Director (Channing, Coleman, Garfield, Huff, Lincoln, Lords Park, McKinley, O'Neal)

6. Section 4 Elementary Director (Glenbrook, Hanover Countryside, Heritage, Hilltop, Oakhill, Ridge Circle, Sunnydale, Timber Trails)

7. Section 2 Secondary Director (Streamwood HS, Canton MS, Tefft MS)
  8. Section 4 Secondary Director (Bartlett HS, Eastview MS)
  9. ETA Minority Director
  10. NEA Delegates
- C. ETA Spring Elections - Non-Member Eligible Elections
1. Special Education Committee - Elementary Position General Education (2)
  2. Instructional Council - Elementary Teacher (2)
  3. Instructional Council - Middle School Teacher (1)
  4. Instructional Council - Special Education Teacher (1)
- D. Committee Appointment
1. William Gregarus - Kenyon Woods Middle School - Retirement committee
  2. Maria Cormier - Middle School - Specialized Education Committee
- E. Transcript Review Update
1. On November 29, 2019, human resources completed 1,200 transcript reviews of 2,700 ETA member files. Since winter break an additional 500 plus files have been completed. The remaining files will be completed in the following priority order:
    - a) Any requests made prior to May 30, 2019 that might have been missed in the first review
    - b) Confirmed 2019-2020 Retirees
    - c) Spring Increment Submissions as aligned with the Elgin Agreement
    - d) All others – this includes requests for a revisit of completed reviews
  2. Transcripts indicating eligible credits achieved prior to the 2019-2020 school year will be retroactive to the first day of school, as stated in the Elgin Agreement, article 27.2. In an email from Ann Chan: We are committed to completing transcript reviews for priority order 1, 2 and 3 on March 27, 2020. We are also currently completing transcript reviews for priority 4. Completed files will also be processed on March 27, 2020. Transcript files not completed for the March 27, 2020 payroll will be reviewed in ETA years of service order; with all files completed by the end of the school year. Additional updates and information will follow after March 27, 2020.
- F. Adequate Housing Survey - should have been completed by February 1st, 2020
- G. MCM Update
1. Safety and Security of teachers in buildings
  2. Administration treatment of teachers
  3. 70/30 Deviation Forms

## **VI. 1st Vice President**

- A. TWE - April 21, 2020 at Larkin High School
1. High School Scholarships
    - a) Letters have been sent to Guidance Counselors.
    - b) Seniors Applications must be submitted no later than February 21, 2020
  2. 6th and 8th grade
    - a) One student from EACH 6th grade class
    - b) THREE 8th grade students from each middle school
    - c) Names must be submitted NO LATER than Wednesday, March 25, 2020
    - d) The 6th & 8th grade Nomination form/link was sent out to personal ETA emails on Feb. 6. It is also posted on the ETA website.
    - e) Please submit student information as soon as possible.
    - f) Invites with the event details will be sent home. Families of those

students chosen will be invited to attend the event.

3. Cubs Tickets Raffle
  - a) More information at the March RA.
  - b) The game we are raffling off is Cubs vs. Orioles - Wednesday, June
  - c) If anyone knows someone with Sox tickets
4. Help needed at the event (organize students, organize certificates, handout programs, etc.)
5. Please email: [ETATHOSEWHOEXCEL@GMAIL.COM](mailto:ETATHOSEWHOEXCEL@GMAIL.COM)
6. Questions? Please ask

**VII. Treasurer's Report**

- A. Budget vs Actual
  1. Had to pay for IEA RA subs this year so more money was spent. Never had to do this before

**VIII. February RA Training - Salary Credit Oversight Committee One-Pager**

- A. Earning Professional Credits - this is NEW with this contract
  1. Members can earn a maximum of 5 Professional Credits per school year.
- B. Earning Academic Credits - what we have always had
  1. Academics credits can be earned without limit each year.
- C. Step and Lane Movement - Max of 3 moves
  1. No matter the number of credits earned, members are only able to make 2 additional step and lane movements per school year (in addition to the one for a year of service).
- D. Link to the Compensation Table:  
<http://theeta.org/wp-content/uploads/2020/02/Compensation-Table-2-19-20.pdf>
- E. 15 CPDUs = 1 PC
- F. Members who earn the maximum of 5 professional credits CANNOT carry over any CPDUs to the next school year. Members who earn 4 or less professional credits CAN carry over CPDUs into next school year.
- G. All CPDUs for the 2019-2020 school year must be earned by June 30, 2020 and entered into the Salary Credit Tracking System by July 31, 2020. CPDUs earned after June 30, 2020 will count for the 2020-2021 school year.  
<http://theeta.org/wp-content/uploads/2020/02/Compensation-Table-2-19-20.pdf>

A motion was made by Donna Kielbasa and seconded by Will Vega to extend the meeting 15 minutes. Motion passed.

**H. Committee Expectations**

1. Committee success depends upon the active participation and engagement of all members.
2. Committee work takes on various forms and if any member deviates from the expectations of the Committee the chairs are expected to have a conversation to affirm the ongoing commitment to the work.
3. The Salary Credit Oversight Committee will be gathering information to inform future guidance pertaining to norms and expectations.

**I. PLC Expectations**

1. Teachers are eligible for professional credits for work that is done in Professional Learning Communities (PLC) outside of the regular school day. Language regarding the structure of a PLC can be found on pages 92 and 93 of the Elgin Agreement. All PLC's must adhere to the following approval criteria:

- a) School District U-46 Strategic Plan goals
  - b) School improvement plan(s)
  - c) Individual professional practice interests
  - d) School District U-46 Curriculum Frameworks
  - e) Research-based
2. In addition, PLC's should be entering meetings and artifacts into the Professional Credit Tracking System. PLC's should follow the following guidance to receive credit for the work:
    - a) The PLC will be teacher driven and directed.
    - b) The PLC shall meet over the course of at least 16 weeks and is not bound by the beginning or end of the semester (a PLC can start at any time). There is no minimum or maximum amount of times the PLC needs to meet during the time period but it should meet regularly.
    - c) A member of the PLC should upload artifacts to the Professional Credit Tracking System to show proof of the work being done (agendas, minutes, work completed, etc.). Not every member needs to upload artifacts.
    - d) The PLC must be acknowledged by your administrator in the Salary Credit Tracking System once all artifacts are uploaded to the Professional Credit Tracking System at the conclusion of 16 weeks.
  3. The Salary Credit Oversight Committee has provided a non-exhaustive list of examples of what the focus of an individual PLC could be:
    - a) The PLC may develop a common lesson plan incorporating the selected strategies and identify the type of student work each teacher will use to demonstrate learning. Teams implement lessons, record successes and challenges, and gather evidence of student learning.
    - b) The PLC may develop activities, common assessments and data review
    - c) The PLC can reflect on a current piece of research through a book study.
    - d) The PLC could work collaboratively in teams to discuss and examine standards-based learning expectations for students.
  4. All professional credits earned during the 2019-2020 school year will be applied to the members total credit account at the start of 2020-2021 school year. If the earning of credits results in a lane or step change, the increase will be paid out on the last check in November.
  5. The Salary Credit Oversight Committee continues to have ongoing discussions around professional expectations, committee eligibility for professional credits, and other activities and professional development receiving CPDUs.
  6. Questions regarding Professional Credit can be directed to [professionalcredit@u-46.org](mailto:professionalcredit@u-46.org)

**IX. Teacher Appraisal Plan**

- A. Dates and times are listed here:

<http://theeta.org/wp-content/uploads/2019/08/Rep-Binder-2019-2020.pdf>

**X. Announcements**

- A. BAM Drawing - Highland

On motion of Barb Bettis the ETA adjourned at 6:45 P.M.  
Draft for approval

Respectfully submitted,

Donna Kielbasa  
ETA Secretary