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**I. Call to Order**

The following schools and departments signed in:

**Elementary:** Bartlett Elementary, Centennial, Century Oaks, Clinton, Coleman, Creekside, Early Education Station, Fox Meadow, Glenbrook, Hanover Countryside, Harriet Gifford, Hawk Hollow, Heritage, Hillcrest, Hilltop, Horizon, Huff, Illinois Park, Independence, Laurel Hill, Liberty, Lord's Park, Lowrie, McKinley, More at 4, Nature Ridge, Ontarioville, Otter Creek, Parkwood, Prairieview, Ridge Circle, Spring Trail, Sunnysdale, Sycamore Trail, Timber Trails, Washington, Wayne, Willard.

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

**HighSchool:** Bartlett, DREAM, Elgin, Larkin, South Elgin, Streamwood, Members Housed @355, Center House, Moving on/SWEP

**Departments:** Art, Diagnosticians, Health Services, Music, Physical Education, Psychologists, Social Workers, Speech & Language

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**I. Acknowledgment of Previous Minutes and Current Agenda**

- A. May 20, 2020 Minutes
- B. Aug. 12, 2020 Agenda

Minutes and agenda were acknowledged.

**II. Meeting Norms**

- A. Limit the chat to questions only
- B. When asking a question state your name and school
- C. Do not share the YouTube link with non-members

**III. Treasurer's Report**

- A. TWE All scholarships have been awarded and sent
- B. TWE and ETA taxes have been filed for 2019
- C. Fiscal year for ETA ends August 31
- D. Budget presentation in September at RA

**IV. Secretary Report**

- A. 171 teachers attended NTO
  - 1. 116 have signed up to become members
  - 2. 28 new teachers signed up before NTO
- B. 12 potential members signed up this summer
- C. 140 more current members to sign up for ETA communication in July signed up
- D. Reaching out to members with no email on file
- E. Reach out to new teachers who haven't signed up yet.
- F. [New Membership Enrollment Form](#)
- G. [How to fill out membership form](#)
- H. [How to Video](#)

**V. 1st Vice President Report**

- A. The ETA Board Divided into Three Teams
  - 1. New Teacher Orientation -How do we sign up new members when we

- cannot meet in person
- 2. Section Director Support- How can we support our Head Reps and Building Reps in a virtual world
- 3. ETA Online Presence and Social Media - How do we ensure that the ETA has an online footprint that works for our members
- B. Section Director Work
  - 1. Section Directors will be reaching out to head reps to complete signup from NTO
  - 2. Section Directors will be reaching out to head reps with lists of potential members to sign up
  - 3. Section Directors will be holding monthly section meetings with the reps in their sections to address concerns and answer questions
  - 4. Section Directors will push out training and resources to help building reps
- C. Online and Social Media
  - 1. ETA is transitioning to Google
    - a) Emails from @theeta.org
    - b) Secure server to store ETA files
    - c) Secure email for sensitive ETA information and emails
  - 2. ETA Social Media
    - a) Managing a forum for members to engage in discussion and ask union related questions
    - b) Creating a forum for ETA to high light our members and what they do to positively impact our community
  - 3. ETA Representative Assembly
    - a) Create opportunities for members to engage and debate virtually
    - b) Create a system where members will be able to vote on the business of the ETA

## **VI. President's Report**

- A. SD training - asynchronous session will be available in Canvas
- B. Two live question and answer sessions will be held
  - 1. Wednesday, August 19, 3-4 PM
  - 2. Thursday, August 20, 10-11 AM
  - 3. Links to both will be available on Canvas Catalog and be emailed to members as well

## **VII. Distance Learning Update**

- A. Goals and Expectations
  - 1. Safety and health of all staff and students
  - 2. Teacher voice in the overall plan and at the building level
  - 3. Design a day that supports the social and emotional needs of students and staff
  - 4. Clear communication and expectations for staff and student
  - 5. Minimize the disruption to current lines for this year
  - 6. Preserve teaching position for the 2021-2022 school year
- B. Timeline

1. Late May - Teams created to reopen schools  
Safety/Operational/Transition
2. Early June - Agreement to bring ETA Members to the discussions of reopening schools
  - a) Criteria for inclusion when selecting members was;
    - (1) Leadership within the ETA (ETA Board, District Contractual Committees)
    - (2) Leadership with buildings (Head reps and reps, SD and SIP representative)
    - (3) A global perspective of the district and our students
3. July 2 - Reopening plans shared with committee members
4. July 8 - Committees meet to discuss plans
5. July 15 - Presentation of recommendations by Committee Chairs
6. July 20 - Official transition to Remote Learning Model and begin weekly report out
7. August 7 - Final presentation of Pre-school, elementary, middle school and high school schedules

C. Committees

1. Early Childhood
2. Elementary
3. Middle
4. High
5. Curriculum and Instruction
6. Specialized Student Services
7. Equity
8. MTSS/SEL
9. Specials
10. Physical Education
11. ELL/DL
12. Human Resources

D. A/B Days

1. Synchronous and Asynchronous schedules
  - a) Pre K will have an AM and PM session
    - (1) AM - 8:00 - 10:30
    - (2) PM - 11:30 - 2:00
  - b) Elementary school will maintain same school times
    - (1) 8:00 - 2:00 or 8:30 - 2:30 (school dependent)
    - (2) Each grade level will have their own schedules based on needs of school
    - (3) Synchronous time is not negotiable on schedule
      - (a) Synchronous instruction (3 hours scheduled to allow for breaks)
        - (i) 20 minutes - Morning Check-In & Social Emotional Learning\*
        - (ii) 60 minutes - Math\*

(iii) 70 minutes - Literacy and Integrated Curriculum\*  
(For Dual Language, 15 minutes for ESL language instruction)

- c) Middle School hours across the district - 9:00 - 3:30
  - (1) 40 minute periods, 5 minutes passing period
  - (2) Attendance taken during synchronous periods only
  - (3) A days - periods 1, 2, 5, 6 synchronous; periods 3, 4, 7, 8 asynchronous, set across district
  - (4) B day - periods 3, 4, 7, 8 synchronous; periods 1, 2, 5, 6 asynchronous, set across district
  - (5) Office hours at the end of the day - 2:55 to 3:30
    - (a) Wednesdays will be Middle School Meetups which focus on MTSS/SEL lessons
    - (b) Will be set up like a homeroom where each teacher will have a group of students
- d) High School - school day starts at 8:30 - 3:30
  - (1) 40 minute periods, 5 minute passing periods
  - (2) A days - periods 1, 2, 5, 6 synchronous; periods 3, 4, 7, 8 asynchronous, set across district
  - (3) B day - periods 3, 4, 7, 8 synchronous; periods 1, 2, 5, 6 asynchronous, set across district

E. Canvas will be the learning platform for the entire district

F. Distance Academy for Students

- 1. Will happen within each building
- 2. Remote teachers will be teaching students from their own buildings
- 3. Distance learning and hybrid learning at each site
- 4. Teachers will maintain their positions that you have
- 5. Buildings will decide who will fill in remote positions if they do not have enough remote

VIII. August 17 is the start of school for teachers

A. Not required to go into buildings before this date - but you may choose to

- 1. Contact principal and follow CDC guidelines
- 2. One teacher - one FOB - do not follow each other in
- 3. You may choose to work in building but there must be regulations for buildings per SD
- 4. You cannot bring your children into the building if you choose to teach from the building
- 5. You may record your lessons but not your students
- 6. Sub plans will be expected to be in Canvas

IX. August 24 - school starts for students

A. There is no timeline for any groups of students going into the buildings

- 1. Not all safety precautions have been put into place
- 2. No groups of students are going to be going into the building for 1st quarter at this time

On motion of Barb Bettis, the ETA adjourned at 4:58 P.M.  
Draft for approval

Respectfully submitted,

Donna Kielbasa  
ETA Secretary