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**I. Call to Order**

The following schools and departments signed in:

Green - in attendance

Yellow - absent

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

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

**HighSchool:** Bartlett, Center House, Central Schools, DREAM, Elgin, Larkin, Moving On, South Elgin, Streamwood, SWEP

**Departments:** Art, Cross Cat/LD/BD/EMH, Diagnosticians, Educational Pathways, ELL, Health Services, Music, Physical Education, Psychologists, Social Workers, Speech & Language, Teacher Leaders @ ESC, TMP

Guests:

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**II. Call to Order**

**III. Moment of Silence**

- A. Dee Gordon
- B. Laura Chandler

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

- A. [Oct. 21, 2020 minutes](#)
- B. Nov. 18, 2020 Agenda  
Consent agenda was approved

**V. Meeting Norms**

- A. Limit the Q & A to questions only
  - 1. Questions should NOT be individual in nature
- B. When asking a question state your name and school
- C. DO NOT share the Zoom registration with non-members
- D. Questions will be answered by the ETA Account. Do not answer questions as an individual.

**VI. President's Report**

- A. Report out Hybrid and Distance Learning
  - 1. School Board meeting on Nov. 16 put an Adaptive Pause on in-person school starting Monday, Nov. 23rd
    - a) Return is set tentatively for Dec. 7
  - 2. Areas of concern and Discussion
    - a) Curriculum Adjustments

(1) [Middle School](#) - no substantial changes

- (2) [High School](#) - no substantial changes
- (3) Hoping to share out at the BOE Dec. 7th meeting
- (4) Curriculum adjustments already occurred for PreK - 2
- (5) Working on curriculum adjustments for grades 3 - 6
- b) PLC and Intervention work
  - (1) 11 buildings had PLCs with interventionists and coaches
  - (2) They have had a job description change, some are subbing, asynchronous resources
- c) Doctor Notes
  - (1) Following ADA guidelines
    - (a) Teachers who are immune-compromised are most likely to receive the accommodation based on the doctor's note
    - (b) Living with someone who is immune-compromised, there are not enough remote positions to accommodate those
    - (c) Priority is working on grades 3-6 and any small groups that are going into the buildings
    - (d) Secondary will be after this
- d) Contact Tracing
  - (1) Walked through the process of what it does, how it works, and the timeline
  - (2) If you believe you are exposed or exhibiting symptoms, contact principal
  - (3) Principal fills out a form to send to HR
  - (4) HR will contact you at some point
  - (5) 6 to 8 week backlog at Kane County with notices
    - (a) District working with Kane to get notices out quicker
    - (b) Hiring more people to help with this
    - (c)
- e) Class Sizes
  - (1) Shift going on as parents request to move kids back to distance learning
  - (2) Aware of class size and equity
  - (3) Aware of PreK - 2 with large classes of 29 or 30
    - (a) District is monitoring this
- f) Health Insurance
  - (1) Large number of people with insurance having COVID and using COVID costs, which is expensive
  - (2) Continue to do wellness checks
  - (3) EAP Available - on the back of your insurance card
  - (4) Flu Shots
  - (5) Insurance Survey
- 3. District and ETA Communication
  - a) Please be reading these - about a 50% open rate in the past 5 emails
  - b) Remind members in your building to check their personal emails
- B. Teacher Appraisal Plan
  - 1. MOU Joint Statement between ETA, District, and TAP
  - 2. Foundation and Benchmark conferences should have been completed
  - 3. SLOs are still required
  - 4. Professional Growth Plans continue

5. All teachers to have an informal observation
    - a) Formative feedback but not considered in a rating this year or any year going forward
    - b) 15 - 20 minutes in length
    - c) Reflective conference within 3 school days using Form D
      - (1) LOP rubric is a reference point
      - (2) Collaborative conversation
      - (3) Upload evidence into the online system
      - (4) No teacher forms associated with this conference
    - d) Completed between Dec. 1 and April 15
  6. No formal observations will be done
  7. No summative conferences will be conducted
  8. All staff in a summative year will receive a Default rating
    - a) **Pre-tenured** staff shall receive an Overall ISBE Summative rating of **Proficient**.
    - b) **Tenured** staff shall receive an Overall ISBE Summative rating of **Proficient**; or **Excellent** if the most recent rating is **Excellent**.
- C. Fall Increment
1. Letters coming out Nov. 25th with any retro pay to the beginning of the school year
- D. Salary Credit Oversight Committee Update
1. Requirements of PLC
    - a) Meet regularly over the course of 16 weeks
    - b) Work should continue between meetings
    - c) Teachers work independently of Admin
    - d) One member of PLC needs to upload evidence from meetings
  2. Teacher Role
    - a) Initiate PLC
    - b) Direct/drive PLC
    - c) Create and upload artifacts (agendas, minutes, work completed, etc.) as proof of work
    - d) Collaborate
    - e) Identify and invite participants to PLC
  3. Admin Role
    - a) Approve a teacher-initiated request in the PCT system for a PLC
    - b) Review Artifacts upon the conclusion of the PLC for submission and PC
  4. Non-Exhaustive List ideas for PLCs
    - a) Teams questioning the status quo and looking to change
    - b) Teams seeking new methods of teaching and learning, test methods, and then reflect on the results.
    - c) Teams building shared knowledge of both current reality and best practice is an essential part of each team's-decision making process.
    - d) Grade/Subject Teams
    - e) Book study AND implementation
  5. Non-Exhaustive List ideas that do not qualify for PLCs
    - a) Committees, subcommittees or steering committees, or anything done during these meetings.
    - b) Trainings
    - c) Curriculum writing teams

- d) Call to committees
- e) Title 1
- f) Administrative driven work
- g) District initiatives
- h) AVID
- i) MTSS Teams
- j) Anything compensated by Stipend(s) or Timesheet(s)

6. SCOC page on Intranet [SCOC page](#)

**VII. Treasurer's Report**

- A. Update on Audit
  - 1. Requested documents submitted to Mueller
  - 2. Waiting for additional requests for clarification if needed
- B. Monthly report

**VIII. Secretary's Report**

- A. Membership update
  - 1. Total of 2668 teachers
  - 2. Total of 2534 members
  - 3. Total of 134 potential members
    - a) Sending names to head reps of each building
- B. IEA Website to join
- C. Print out IEA/NEA card from their website

**IX. Region 24**

- A. Election Update
  - 1. Mail-in ballots - Due by Dec. 1
  - 2. Directions are included on what to do with the ballot
  - 3. Ballot goes in the ballot enclosed envelope and then into the return envelope
    - a) Must complete the information on the back of the return envelope to have it counted

**X. There is no December RA**

On the motion of Barb Bettis, the ETA adjourned at 6:15 P.M.  
The minutes were acknowledged on Jan. 20, 2021

Respectfully submitted,

Donna Kielbasa  
ETA Secretary