



Memo of Understanding (4/18/17)
Optimal Time for Learning-Start Time Initiative, Middle School Advisory
(Colt Time) and High School Advisory (Effective Start 2017-2018 School Year)

The Board of Education of Community Unit School District 220 and the Barrington Education Association (BEA) agree to the changes in contract language as follows:

Article III, Section 14 (School Day for Students): The school day for students will be as follows: High School will be no more than 435 consecutive minutes per day, but no less than 411 (no more than 403 minutes, but no less than 379 on Wednesday); Middle School will be no more than 415 consecutive minutes per day (no more than 385 Minutes on Wednesdays); Elementary School will be no more than 400 consecutive minutes per day (no more than 370 minutes on Wednesdays); Pre-K and Kindergarten will be no more than 150 minutes per AM and PM sessions (no more than 120 minutes on Wednesday PM); and Extended Day Kindergarten will be no more than 340 minutes per day (no more than 310 minutes on Wednesdays). The regularly scheduled day for teachers in the Extended Kindergarten Program will end ten (10) minutes after the end of the regular afternoon kindergarten session. Start and end times will be approved by the Board prior to or at the same meeting in which the Board approves the calendar for the upcoming school year. Start times at any school will not be scheduled before 7:00 or end after 4:00. The Board will maintain like start/stop times for schools of the same level (i.e., all elementary schools or all middle schools). The Board agrees to meet with the BEA to discuss the reasons for the need to vary the start/stop times sixty (60) days prior to the Board meeting in which the calendar for the upcoming school year is approved.

NOTES: The BEA and Administration met on November 9, 2015 to specifically discuss reasons for the need to vary start/stop times. If a change from the current practice above were recommended by Board or Administration, the Board and BEA agree to meet and discuss such recommendations.

Article III, Section 19 (Adjustments in Teacher Day) *(Maintain current language with a note):* Any teacher whose work day is adjusted (scheduled earlier or later) from the normal teacher work day will be given advance notice and the opportunity to decline such a schedule if a less senior, but qualified, teacher is available. No work day schedule will be modified by more than sixty (60) minutes unless approved by the Association. Before any modification of a schedule is made, potential modifications will be discussed with the Association. If it is determined by the Administration and the BEA that the work day for a position is to be modified, the modified position will be posted in the normal prescribed manner.

NOTE: The Board and the BEA agree that Article III, Section 19 does not apply to the change in start times for the 17/18 school year.

Article III, Section 20 (Professional Development Early Release Days)

Pre-K and Elementary Wednesday is an early release for students. The student day will end thirty (30) minutes earlier than the standard day. The certified staff day will end up to seventy (70) minutes after the end of the student day.

Middle School Wednesday is an early release for students. The student day will end thirty (30) minutes earlier than the standard day. The certified staff day will begin up to seventy (70) minutes before the student day each Wednesday of the month, except the second Wednesday. On the second Wednesday of the month, the teacher work day will start ten (10) minutes before the student day and end up to seventy (70) minutes after the end of the student day. Teachers that do not have a professional development meeting after school on the second Wednesday of the month may participate in a before school professional development meeting.

High School The certified staff day will begin up to seventy (70) minutes before the student day each Wednesday of the month, except the second Wednesday. On the second Wednesday of the month, the teacher work day will start ten (10) minutes before the student day and end up to seventy (70) minutes after the end of the student day. Teachers that do not have a professional development meeting after school on the second Wednesday of the month may participate in a before school professional development meeting.

Article VI, Section 9-13 (Middle School Colt Time): Section 9. Colt Time will replace the Advisory period. The Colt Time Program provides an opportunity for support and/or enrichment of students during the school day during the Colt Time period. These activities are based on the teacher's knowledge of the needs and wants of their students. This may include, but is not limited to

- Academic support and/or enrichment
- Social-emotional development;
- Recreational activities;
- Schoolwide business, e.g. bus drills, safety drills, executive functioning activities, technology orientation, district surveys.

All full-time middle school teachers will be assigned five (5) instructional periods and one (1) Colt Time period. Physical education teachers may be assigned six (6) instructional periods, but no Colt Time period. Part-time middle school teachers may be assigned a Colt Time period commensurate with their part-time status (e.g. A .2 FTE may be assigned one (1) Colt Time period per week).

Section 10. Art, vocal music, and physical education teachers employed before the 1991-92 school year hereafter will not be assigned to more than two (2) buildings. Any teacher assigned to two (2) or more buildings in one (1) day will not be given a Colt Time period to compensate for their travel time.

Section 11. The position of team leader in the Middle Schools will be posted. The primary purpose of the team leader is to facilitate communication among the team members, the team council and the administration. Each team may have a leader who is selected by the principal after consultation with the team. The administration will encourage tenured teachers to apply and make every effort to rotate the position of team leader every two (2) years.

Section 12. A joint middle school Colt Time Committee of 10 members will be formed. This shall include the administrator and middle school BEA Vice President. Committee members are jointly selected and agreed upon by each middle school administrator and middle school BEA Vice President. The Committee will serve to facilitate the equal Colt Time implementation at each school. In the event of a 3rd middle school, the committee will be expanded as necessary. The Colt Time Committee will meet at least two (2) times each year and as necessary as need determines. The 1st meeting must be scheduled by the end of the 1st quarter. Minutes from the Committee will be shared with middle school staff and the BEA president.

Section 13.

Sections for Colt Time shall vary in size in relation to the activity structured. The Colt Time Committee shall determine each year the group size limits for Colt Time activities.

Article VII, Section 1 (Teaching Conditions - High School): The teacher work day will consist of no more than 447 consecutive minutes (no more than 473 minutes on all but the second Wednesday of the month), including thirty-five (35) minutes prior to the start of the student day on Monday, Tuesday, Thursday, and Friday. The thirty-five (35) minute period, including a five (5) minute transition, prior to the start of the student day shall have the purpose of maintaining office hours for assisting students and completing teacher determined professional duties. On Wednesdays, except for the second Wednesday of each month, the teacher work day will begin up to seventy (70) minutes prior to the beginning of the student day. Up to sixty-five (65) minutes of this time will be dedicated to District-directed professional development and staff meeting time. On the second Wednesday of the month, the work day will begin ten (10) minutes

prior to the student day and there shall be up to seventy (70) minutes of professional development after the student day ends.

Extended Work Day - Based on student course selection, there may be a need to offer courses prior to and after the standard student day. Only teachers who volunteer for early or late period classes will be required to teach these classes. The work day for early and late period course teachers will be no more than 447 consecutive minutes in length. Early and late courses will only meet on Monday, Tuesday, Thursday, and Friday. Early and late period courses count as one (1) of a full time teacher's five (5) teaching assignments.

NOTE: Consecutive minutes cannot be waived without teacher approval.

Additional regularly scheduled meetings requiring staff attendance, insofar as possible, will be scheduled within the student day. Difficulties in the time of required meetings will be brought to Labor Management. Psychologists' work days will be the same as that of teachers. As a maximum, a teacher will have no more than five (5) teaching assignments and one (1) additional period of student and/or building supervision daily, with the exception of traveling teachers, full-time drivers' education teachers, advisor coordinators, special education teachers and ELL teachers, without a planning and an open period. Such supervision includes corridors, study halls, resource centers, open labs, Advisory Program responsibilities and lunchrooms. The BEA will waive the five (5) class provision for teachers in the Driver's Education Department. However, no driver's education instructor will be assigned more than six (6) classes in substitution for the supervisory assignment as provided in this Section. Every teacher will have the equivalent of one (1) period of preparation time daily.

Volunteers will be sought first for the staffing of positions in the lunchroom during lunch periods which are to be covered by teachers during their seventh period. Teachers may so relinquish their seventh period preparation time for supervisory purposes in the lunchroom. In the event sufficient seventh period volunteers should not be forthcoming to staff lunch supervision positions, volunteers will be sought for the staffing of such positions by teachers as their sixth period student and/or building supervision assignment. In the event sufficient volunteers are still not forthcoming teachers will be assigned such duty on a rotational basis to be

performed as their sixth period student and/or building supervision assignment. Teachers performing lunch supervision on either a voluntary or assigned basis will be paid in accordance with Article XVIII, Section 3.

Teachers to be accepted as volunteers or otherwise utilized for any student and/or building supervisory assignment must be acceptable to the administration in terms of the needs and requirements of any such assignment. Judgment under this paragraph will not be made in an arbitrary or capricious manner.

NOTE: The Board and BEA will meet at least two (2) times each semester, during the 2017-2018 school year, to evaluate the impact of the new start times on the Collective Bargaining Agreement, including the length of class periods, length of passing periods, start and end times, and any other issues that impact the teacher work day.

The Board and BEA agree that the language revisions above will be in effect beginning in the 2017-2018 school year.

AGREED:

**BOARD OF EDUCATION
OF COMMUNITY UNIT
SCHOOL DISTRICT 220**

**BARRINGTON EDUCATION
ASSOCIATION**

By: 
Its President

By: 
Its President

Date: 4/18/17

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