



# **ADOPTING HIGH SCHOOL SCHEDULES FOR THE 2019-20 SCHOOL YEAR**

## **GUIDANCE TO HIGH SCHOOL ADMINISTRATORS, PROFESSIONAL PROBLEMS COMMITTEES, TEACHERS AND STAFF**

*Developed by the Board of Education of the City of Chicago*

*and the Chicago Teachers Union Joint Committee*

*on High School Model Schedules*

*February 18, 2019*

---

## CONTENTS

		Page No.
<b>I.</b>	<b>Introduction</b>	<b>1</b>
<b>II.</b>	<b>Background - The Board-Union Joint Committee</b>	<b>1</b>
<b>III.</b>	<b>The 2019-20 Academic Calendar for CTU Teachers and PSRPs</b>	<b>1-3</b>
<b>IV.</b>	<b>High School Scheduling Options</b>	<b>4-8</b>
	A. School Start and End Time Change Requests	4
	B. Selecting a Daily Schedule	4-8
	1.Consultation with the PPC	4-5
	2.Non-Models (Unique) Schedule Parameters	5
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;"> <i>** Note About Colloquium Schedules</i> </div>	5
	3.Voting	6-8
<b>V.</b>	<b>Using Teacher Flex PD Days</b>	<b>8-9</b>
<b>VI.</b>	<b>Timeliness and Assistance</b>	<b>9</b>
<hr/>		
		Appendix Page No.
<b>Appendix A</b>	<b>2019-20 Academic Calendar</b>	<b>1</b>
<b>Appendix B</b>	<b>High School Schedules</b>	<b>2-8</b>
	Model 1 Regular Contract Model	4
	Model 2 Single Blocks, Shortened Transitions and Unpaid Advisory	5
	Model 3 Single Blocks with Division and Announcement	6

---

Model 4	Single Blocks with Late Start/Early Dismissal Day	7
Model 5	Double Blocks	8
<b>Appendix C</b>	<b>Options for Use of Teachers' Flex PD Days</b>	<b>9-11</b>
Option 1	Full-day increments on days scheduled in the Academic Calendar (the Default Option)	9
Option 2	Full-day increments on Break Days Agreed to by Principals and Individual Teachers	9
Option 3	Hourly increments Used Before or After School Throughout the School Year	9
Option 4	Full Day and Hourly Increments (Combined Option)	9-10
<i>**Note from CPS's Learning Hub regarding PD implementation and tracking</i>		11
<b>Appendix D</b>	<b>High School Model Schedule Voting Forms</b>	<b>12-16</b>
Form 1	Notice of HS Faculty Union Member Schedule Vote	13
Form 2	HS Schedule Vote Ballot	14
Form 3	School Certification of HS Schedule Vote Result	15
Form 4	Union Financial Secretary Certification of Schedule Vote Result After Disputed Ballot Determination (if necessary)	16
<b>Appendix E</b>	<b>High School Model Schedule Waiver Forms</b>	<b>17-21</b>
Form 5	Notice of Union Member Waiver Vote on Non-Model (Unique) Daily Schedule for SY2019-20	18
Form 6	Waiver Vote Ballot on Non-Model (Unique) Daily Schedule for SY2019-20	19
Form 7	School Certification of Waiver Vote on Non-Model (Unique) Schedule for SY2019-20 Result	20

---

Form 8	Union Financial Secretary Certification of Schedule Vote Result After Disputed Ballot Determination (if necessary)	21
<b>Appendix F</b>	<b>High School Flexible PD Use Voting Forms</b>	<b>22-28</b>
Form 9	Notice of Union Member Waiver Vote on User of Teachers' Flexible PD Days for SY2019-20	23
Form 10	Waiver Vote Ballot on Use of Teachers' Flexible PD Days For SY2019-20	24-26
Form 11	School Certification of Waiver Vote on Use of Teachers' Flexible PD Days for SY2019-20	27
Form 12	Union Financial Secretary Certification of Waiver Vote On Use of Teachers' Flexible PD Days After Disputed Ballot (if necessary)	28
<b>Appendix G</b>	<b>Employee Work Schedules</b>	<b>29-34</b>
<b>Appendix H</b>	<b>Sample Waiver Schedule</b>	<b>35</b>
<b>Appendix I</b>	<b>Contact Information</b>	<b>36</b>

---

## **I. Introduction**

The Board of Education (Board) and the Chicago Teachers Union (Union) are providing this Guidance to high school administrators, Professional Problems Committees, union delegates, teachers and staff to assist them in making decisions on their school's 2019-20 daily schedule and the use of the teachers' paid "flex PD days". The Board and the Union agree that these decisions are best made collaboratively between professional staff and administration, after considering the diverse interests and needs of school community members, including teachers, PSRPs, staff, students, parents, local school councils and neighborhood residents. A directory of contacts for assistance in adopting schedules is contained in Appendix I to this Guidance.

## **II. Background – The Joint Board-Union Committees**

The Board approved the 2019-20 academic calendar at its January 23, 2019 meeting. As with last year, the calendar gives schools some discretion over the use of three of the ten teacher paid professional development days. High school administrations and Professional Problems Committees should consider how teachers' flex PD days might be used in developing their daily schedules.

A joint CPS-CTU committee created *model* High School schedules (contained in Appendix B) in Spring 2013. The committee included union representatives, high school teachers, and CPS administrators. Its work was informed by input from CPS principals and teachers from the neighborhood, magnet, and alternative high schools as well as central office administrators responsible for transportation, food service, security, and maintenance.

## **III. The 2019-20 Academic Calendar for CTU teachers and PSRPs**

The 2019-20 academic year calendar is reproduced in Appendix A. The calendar includes 208 paid days for teachers and PSRPs (except for school clerks who have 211 paid days). Those 208 days include:

- 190 work days (193 work days for school clerks) for CTU staff
- 10 paid professional development days for PSRPs
- 10 paid professional development days for teachers, 3 of which are flex PD days
- 10 paid vacation days for teachers and PSRPs
- 8 paid holidays for teachers and PSRPs

*A note about the term “professional development” (PD) day: The Board’s calendar has three types of “professional development” days: Teacher Institute Days, School Improvement Days and Professional Development Days. The Board-CTU collective bargaining agreement (CBA) makes no such distinctions and only refers to PD days, which include all three types. For consistency with the agreement, this Guidance uses the term PD Day to include Teacher Institute Days, School Improvement Days and Professional Development Days. Note that three PD Days are fully teacher-directed under the CBA: August 30, 2019, April 17, 2020, and June 17, 2020. All other PD time is principal-directed.*

A description of how teachers flex PD days may be used and how decisions are made on their use are topics discussed in Section V, *infra*.

Note that employees in bargaining units other than the CTU bargaining unit work fewer days. The days that they will not be scheduled to work in SY2019-20 are set forth in Appendix G.

The calendar for teachers and PSPRs includes the following:

<u>Day</u>	<u>Action/Event</u>	<u>Student Attendance Day</u>
Wednesday, August 21	School Clerks report	No
Monday, August 26 to Tuesday, August 27	Principal-directed Flex PD day (teachers only). PD for PSRPs	No
Wednesday, August 28 to Thursday, August 29	Principal-directed PD days	No
Friday, August 30	Teacher-directed PD Day	No
Monday, September 2	Labor Day (paid holiday)	No
Tuesday, September 3	Students report	Yes
Monday, October 14	Columbus Day (paid holiday)	No
Thursday, November 7	1 <sup>st</sup> Quarter ends	Yes
Friday, November 8	Principal-directed PD Day	No
Monday, November 11	Veterans day (paid holiday)	No
Wednesday, November 13	Elementary & Middle School parent conferences	Elementary & Middle -No High School - Yes

<u>Day</u>	<u>Action/Event</u>	<u>Student Attendance Day</u>
Thursday, November 14	High School parent conferences	Elementary & Middle -Yes High School - No
Wednesday, November 27	Thanksgiving break (Unpaid holiday for Represented Staff)	No
Thursday, November 28	Thanksgiving break (paid holiday)	No
Friday, November 29	Thanksgiving break (paid holiday)	No
Mon., Dec 23 to Fri., Dec 27	Winter break (paid vacation)	No
Mon., Dec 30 to Fri., Jan 3	Winter break (unpaid vacation)	No
Monday, January 20	Martin Luther King Day (paid holiday)	No
Thursday, January 30	2 <sup>nd</sup> Quarter ends	Yes
Friday, January 31	Principal-directed PD Day	No
Monday, February 17	President's Day (paid holiday)	No
Monday, April 6 to Friday, April 10	Spring Break (paid vacation)	No
Thursday, April 16	3 <sup>rd</sup> Quarter ends	Yes
Friday, April 17	Teacher-directed PD Day	No
Wednesday, April 22	Elementary & Middle School Parent conferences	Elementary & Middle -No High School - Yes
Thursday, April 23	High School Parent conferences	Elementary & Middle -Yes High School - No
Monday, May 25	Memorial Day (paid holiday)	No
Tuesday, June 16	Quarter ends, last day of attendance	Yes
Wednesday, June 17	Teacher-directed PD Day	No
Thursday, June 18	Principal-directed Flex PD day (teachers only). PSRP PD Day.	No

**\*\* Please note that the calendar is subject to change.**

#### IV. High School Scheduling Options

High school scheduling requires three decisions:

- (1) start and end time inquiries;
- (2) the daily schedule (number and length of periods); and
- (3) the use of teachers' paid flex PD days.

##### A. School start and end times change requests.

**(Note: Starting and ending times used in this Guidance or in the model schedules are illustrative only.)** The Department of Transportation in consultation with your network will ultimately determine a school's start and end times, consistent with Article 6-1 of the CBA, to ensure that it can efficiently schedule and design bus routes for all schools. You should consult with the Department of Transportation about how transportation considerations affect your scheduling options. To consult about how transportation considerations affect your scheduling options e-mail Leonardo Franco at [lfranco6@cps.edu](mailto:lfranco6@cps.edu). The subject line should indicate School name/SY 2019-20- Bell time inquiry.

##### B. Selecting a Daily Schedule.

Selecting the daily schedule is a three-step process:

- (1) in consultation with the PPC, choose which two (2) models to give faculty to vote on (or choose the default model in which case no vote is necessary);
- (2) conduct any necessary schedule or waiver vote; and
- (3) notify the CTU and the CPS Office of Labor Relations of the school's decision.

##### 1. Consultation between the PPC and School Administration

When considering what choices of schedules to put to a faculty vote, administrators and the school PPC should take into account special needs within your school community including any unique impacts a schedule may have on diverse learners or special educators. The school's decision should be informed by various stakeholders within the school community including the network chief, teachers, staff, administrators, students, parents, and the local school council.



The principal and PPC should attempt to come to a consensus on whether to:

- adopt the contractual default schedule (Model 1),
- elect two models on which faculty who are union members may vote (which may include Model 1),
- create a non-model (unique) schedule that meets legal parameters described below and submit that model to a vote by all teacher union members assigned to the school.

## 2. Non-Models (Unique) Schedule Parameters

If a school wishes to have the union members at the school consider a non-model (unique) daily schedule developed locally, the daily schedule must meet the following parameters:

<u>Element</u>	<u>Parameter</u>
Student credits	Typically students should be able to earn a minimum of 3.5 credits per semester
Students' instructional minutes	No less than 1734 per 5 day week and no less than 300 minutes per day
Student lunches	125 minutes per week (25 minutes per day) minimum
Teacher total on-site minutes	2155-2175 per 5-day week
Teacher total instructional minutes	No more than 1250 per 5 day week
Teachers' self-directed preparation	340-360 per 5-day week
Teachers' principal directed preparation	140-160 per 5-day week
Length of Day	Half-days are not permitted

*Colloquium Schedules: The CPS-CTU joint committee recognizes that Colloquium schedules are of growing popularity among students and teachers. But because those schedules require unique consideration of a variety of conditions within the school community, the sense of the Joint Committee was that they should be adopted using the waiver process. We have included a sample colloquium schedule in Appendix H for schools to consider.*

### 3. Voting

The following process should be observed in voting on a schedule.

- *For the selection of one of the Model Schedules (i.e. a schedule vote).*
  - a. A faculty union member meeting should be conducted at which the school administration and the union delegate describe the alternatives being submitted, express the merits of each, and provide faculty with information on community input.
  - b. The school principal and the union delegate must draft a ballot that will be used in the vote. The ballot must describe the two Model numbers and their descriptive names and the schedules must be attached. *See, Form 2* for a facsimile ballot. The union delegate must send the draft ballot to the CTU. *See, Form 6* for a facsimile ballot.
  - c. The school principal and union delegate should select a date, time and place for conducting the vote and post and deliver notices to the faculty union members of the vote 48-hours in advance of a vote. The Union delegate is responsible for posting and delivery of the notices. *See, Form 1* for a facsimile notice.
  - d. The union delegate must prepare a list of eligible voters from the CTU, i.e., union teacher members.
  - e. On the day of the vote, the union delegate must conduct the vote at the appointed time and place. Voting must be done by secret ballot, by voter completion of the ballot and voter placement of the ballot in the ballot box/envelope. The union delegate must accept ballots from all faculty members who present themselves to vote. If there is an issue regarding a faculty member's union membership, the voter must place that ballot in an envelope with their name and deposit it in a designated a Supplemental Ballot envelope.
  - f. After voting is complete, the union delegate and a school administrator designated by the principal shall count the undisputed ballots and certify the results on a High School Schedule Vote Certification form. (*See, Form 3* for facsimile certification). The completed Certification, ballot and schedule must be sent to the CTU via email at [modelschedulevote@ctulocal1.org](mailto:modelschedulevote@ctulocal1.org) and the Board's Office of Labor Relations via email at [laborrelations@cps.edu](mailto:laborrelations@cps.edu).

- g. If the number of disputed ballots will not affect the results of the vote, the certification is final. If the disputed ballots could change the result, the Union's financial secretary will determine the eligibility of those voters, count their votes and certify the results to the principal. (*See, Form 4 for facsimile certification*).
- ***For the selection of a non-model unique schedule (i.e., a waiver vote)***
    - a. A staff meeting of all CTU-union members at the school should be conducted during the school day as outlined in Appendix C of the CTU collective bargaining agreement (pg. 367) at which the school administration and the Union delegate describe the alternative being submitted, express the merit of each, and provide staff at the meeting with information on community input.
    - b. The school principal and the union delegate must draft a ballot that will be used in the vote, which should state that the union members are waiving the provisions of Article 6-1 and 6-2 and any other applicable provisions and adopting a schedule for the 2019-20 school year which is attached to the ballot. The union delegate must send the draft ballot to the CTU. *See, Form 6 for a facsimile ballot. This ballot is a Yes-No vote on the waiver.*
    - c. The school principal and union delegate should select a date, time and place for conducting the vote and post and deliver notices to the faculty of the vote 48-hours in advance of a vote. The school principal and the union delegate are responsible for posting and delivery of the notices. *See, Form 5 for a facsimile notice.*
    - d. The Union delegate must obtain a list of eligible voters from the CTU, i.e., all union members employed at the school.
    - e. On the day of the vote, the Union delegate must conduct the vote at the appointed time and place. Voting must be done by secret ballot and placed in a ballot box/sealed envelope by the voter. The Union delegate must accept ballots from all staff in CTU-represented titles who present themselves to vote. If there is an issue regarding union membership, the voter must place that ballot in an envelope with their name and deposit it in a designated a Supplemental Ballot envelope.
    - f. After voting is complete, the union delegate and a school administrator designated by the principal shall count the undisputed ballots and certify the results on a High School Schedule Vote Certification form. (*See, Form 3*

for facsimile certification). The completed Certification, ballot and schedule results must be sent to the CTU at [modelschedulevote@ctulocal1.org](mailto:modelschedulevote@ctulocal1.org) and the Board's Office of Labor Relations at [laborrelationshs@cps.edu](mailto:laborrelationshs@cps.edu). **The voting results should be reported on the Google Form located at <https://goo.gl/forms/5ru1eScnY7vo7ad73>.**

- g. If the number of disputed ballots will not affect the results of the vote, the certification is final. If the disputed ballots could change the result, the Union's financial secretary will determine the eligibility of those voters, count their votes and certify the results to the principal. (See, Form 4 for facsimile certification). **The voting results should be reported on the Google Form located at <https://goo.gl/forms/5ru1eScnY7vo7ad73>.**
- h. If the waiver vote is unsuccessful, the school administration in consultation with the PPC may elect to adopt the contractual schedule or a conduct a model schedule vote in which one of the choices is the contractual model (Model 1).

## **V. Using Teachers' Flex PD Days**

Once the school has settled on its daily schedule the school should then consider how to use its flex PD days by following the waiver vote process. August 26, 27, 2019, and June 18, 2020, are designated as flex PD days and may be used in alternative ways as described below.

The following are the choices schools have for use of teachers' flex PD days, which are detailed more fully in Appendix C.

1. Use the flex PD days as they are designated in the calendar.
  - a. Notifying the CTU and CPS of the decision.
    - i. Notification to CPS of the schedule shall be done by Google form which shall be shared with each principal.
    - ii. Notification to CPS by sending forms via email to [laborrelationshs@cps.edu](mailto:laborrelationshs@cps.edu) and CTU via email to [modelschedulevote@ctulocal1.org](mailto:modelschedulevote@ctulocal1.org).
2. Use the flex PD days in hourly increments across the school year before or after school (perhaps in conjunction with a late start/early dismissal schedule - See Appendix B, Model 4).
3. Use the flex PD days in daily increments on break times before the start of the school year or during winter or Spring break.
4. A combination of choices 1-3.

*Note: Half-day PD during the School Year or extension of the school year for students are not options in deciding the use of flex PD days.*

The school administration should consult with the PPC to select one teacher flex PD model choice on which all staff who are union members may vote. The choices are contained in Appendix C in this Guidance. The school principal and the union delegate should conduct a Waiver Vote as outlined in Appendix C of the CTU collective bargaining agreement on whether the school should adopt a teacher flex PD model choice. If the union members reject the choice, the PD shall be used on the days designated in the calendar (i.e., on August 26, 27, 2019, and June 18, 2020).

The school should notify the Labor Relations Office of the choice on the same Google form located at the following link: <https://goo.gl/forms/5ru1eScnY7vo7ad73>.

## **VI. Timeline and Assistance**

High schools should make their daily schedule and flex PD day decisions by **April 5, 2019**. Principals and other members of high school administration should contact CPS offices for assistance. CTU delegates, teachers and PSRPs should contact CTU offices for assistance. A list of contacts is included in Appendix I for your convenience. After the schedule and use of the PD days have been established, high schools should transmit a copy of the schedule and PD usage decision to Labor Relations and the Network Chief.

# Appendix A



Dr. Janice K. Jackson  
Chief Executive Officer

## 2019-2020 CPS CALENDAR ELEMENTARY AND HIGH SCHOOLS

AUGUST					NOVEMBER					FEBRUARY					MAY				
			1	2				7Q	8#	3	4	5	6	7					1
5	6	7	8	9	4	5	6	7Q	8#	10	11	12	13	14	4	5	6	7	8
12	13	14	15	16	11*	12	13ESPT	14HSPT	15	17*	18	19	20	21	11	12	13	14	15
19	20	21▲	22	23	18	19	20	21	22	24	25	26	27	28	18	19	20	21	22
26*	27*	28*	29*	30*	25	26	(27)	28*	29*						25*	26	27	28	29

  

SEPTEMBER					DECEMBER					MARCH					JUNE				
2*	3	4	5	6	2	3	4	5	6	2	3	4	5	6	1	2	3	4	5
9	10	11	12	13	9	10	11	12	13	9	10	11	12	13	8	9	10	11	12
16	17	18	19	20	16	17	18	19	20	16	17	18	19	20	15	16Q	17#	18*	19e
23	24	25	26	27	23/	24/	25/	26/	27/	23	24	25	26	27	22e	23e	24e	25e	26
30					(30)	(31)				30	31				29	30			

  

OCTOBER					JANUARY					APRIL					JULY				
	1	2	3	4		(1)	(2)	(3)			1	2	3			1	2	3	
7	8	9	10	11	6	7	8	9	10	16/	17/	18/	19/	10/	6	7	8	9	10
14*	15	16	17	18	13	14	15	16	17	13	14	15	16Q	17#	13	14	15	16	17
21	22	23	24	25	20*	21	22	23	24	20	21	22ESPT	23HSPT	24	20	21	22	23	24
28	29	30	31		27	28	29	30Q	31#	27	28	29	30		27	28	29	30	31

LEGEND	
Q	End of Quarter
+	Teacher Institute Days
#	School Improvement Days
*	Holiday
	Day of non-attendance for students
	Anticipated Window for Summer Programs
( )	Schools closed—no salary paid
//	Schools closed—salary paid except as provided by budgetary action
HSPT	High School Parent-Teacher Conference Day (Report card pickup)
ESPT	Elementary Parent-Teacher Conference Day (Report card pickup)
e	Emergency day-school in session if student days fall below state requirement
◆	Each school is provided 2 professional development days
▲	School clerks begin working on Wednesday, August 21, 2019

  

*HOLIDAYS			
September 2	Labor Day	January 20	M. L. King Day
October 14	Columbus Day	February 17	President's Day
November 11	Veteran's Day	May 25	Memorial Day
November 28, 29	Thanksgiving Holiday		

Please note: December 25 and January 1 are holidays for the district offices.

NOTES:

- SCHOOL CALENDAR— School clerks begin on August 21, 2019. Teachers and Chicago Teacher's Union (CTU) – represented Paraprofessionals and School-Related Personnel (PSRPs) begin on August 26, 2019.
  - Other school-based employees begin between August 26, 2019 and September 3, 2019.
  - Students begin classes on Tuesday, September 3, 2019 and end on Monday, June 16, 2020. Both days are full days of school for students.
- QUARTERS— Each quarter ends on the following day:
  - Q1 ends November 7, 2019
  - Q2 ends January 30, 2020
  - Q3 ends April 16, 2020
  - Q4 ends June 16, 2020
- PROGRESS REPORT DISTRIBUTION DAYS— Schools will distribute progress reports on the following dates:
  - Q1 on October 4, 2019
  - Q2 on December 13, 2019
  - Q3 on March 6, 2020
  - Q4 on May 22, 2020
- PARENT-TEACHER CONFERENCE DAYS— Parents are asked to pickup report cards and conference with teachers after the first and third quarters. Parent-Teacher conference days are non-attendance days for students. Elementary and high schools are expected to run a Parent-Teacher Conference Day:
  - Elementary
    - Q1 on Wednesday, November 13, 2019
    - Q3 on Wednesday, April 22, 2020
  - High School
    - Q1 on Thursday, November 14, 2019
    - Q3 on Thursday, April 23, 2020
- REPORT CARD DISTRIBUTION DAYS— Please note that report cards for the second and fourth quarters will be sent home:
  - Q2 on February 7, 2020
  - Q4 on June 16, 2020
- TEACHER INSTITUTE DAYS— Teacher institute days are non-attendance days for students. These days are approved by the State Superintendent of Instruction for teacher professional development. Teacher institute days are principal-directed for August 27-29, 2019; August 30, 2019 is teacher-directed. August 27, 2019 may be used flexibly across the year.
  - Days include: August 27, 2019; August 28, 2019; August 29, 2019 and August 30, 2019.
- SCHOOL IMPROVEMENT DAYS— School Improvement Days are non-attendance days for students and are for teachers and staff to review student data, plan instruction, and engage in development aligned to school priorities. They are principal-directed, except April 17, 2020 and June 17, 2020, which are teacher-directed.
  - Days include: November 8, 2019; January 31, 2020; April 17, 2020 and June 17, 2020.
- PROFESSIONAL DEVELOPMENT DAYS— Each school is provided 2 Professional Development Days: August 26, 2019 and June 18, 2020. Professional development days may be used flexibly across the year. They are principal directed.
- VACATIONS— Schools are closed for the following breaks:
  - Winter vacation— Schools are closed from December 23, 2019 to January 3, 2020.
  - Spring vacation— Schools are closed from April 6, 2020 to April 10, 2020.
- GRADUATION DATES— High school graduation ceremonies cannot be held prior to June 6, 2020. Elementary graduations ceremonies cannot be held prior to June 11, 2020.
- ANTICIPATED SUMMER PROGRAMS— Anticipated Summer Programs include Summer Bridge, Bilingual Bridge, English Language Summer Support, Extended School Year, Summer Acceleration and High School Summer Credit Recovery. The anticipated start date for district level Summer Programs is June 29, 2020.

## Appendix B

### The Model High School Schedules

The Board and the Union have agreed on five model schedules for high schools including the contractual model high school schedule.

Please note the following with respect to schedules.

- *Start and end times.* Times used in these models are illustrative. CPS' Department of Transportation will determine/approve start and end times for most schools in order to ensure that it can accommodate busing schedules.
- *Preparation periods.* The collective bargaining agreement requires that high school teachers have ten preparation periods per week, seven of which are self-directed and require no student supervision and three of which are principal directed. Note that one fifty-minute principal directed preparation period per week may be designated as an advisory period for students (*See, advisory periods*).
- *Designation of Lunch Periods.* In each of the models in this section, there is typically one designated lunch break for students and teachers. That is done only for illustrative purposes and from the perspective of individual teachers/students. Schools obviously must schedule lunches over multiple periods and nothing in this Guidance should be construed to restrict that. (*See, section on scheduling teacher lunches.*)
- *Teacher lunch periods.* Teachers' lunches should be scheduled to occur during the periods that students are also having their lunches (*e.g., if student lunches are scheduled for periods 4, 5, 6 and 7, teacher lunches should also be scheduled during those periods*).
- *Advisory Periods.* Advisory periods are used for interventions, RTI work and other guidance of students. They are considered instructional. In addition to being able to include advisory as part of a principal-directed preparation, schools have two other options:

- One is reflected in Model 2, in which instructional time is taken from other periods one day a week and made an advisory. That advisory is unpaid. Transition periods are shortened throughout the week so that teachers have 25-minutes less required on-site time per week.
  - Another model is a 30 minute paid advisory per week in which some of a teachers' preparation one day per week may be used for a paid advisory. In that model, the teacher's day must be extended by 30 minutes. It is not included as one of the model schedules and must be employed as a unique model.
- *Division/home-room.* Division periods are not instruction periods. They are used primarily for attendance, announcements, and distribution of material. Because divisions are cohorts of students maintained over the schedule of a high school career, they provide opportunities for students to develop consistent relationships with faculty and fellow students. Note that Model III has a division period.
  - *Testing Day Schedules.* The Model Schedules included here are general schedules. Both the Union and the Board recognize that during the course of the year, testing day schedules that accommodate testing will have to be employed. The models in this document do not affect those schedules, however, schools must ensure that all teachers are provided lunch on those days.
  - *Intervention.* Intervention periods (sometimes called seminar) are periods of instruction focused on providing either additional instruction in content areas in which students are struggling or providing enrichment opportunities for students in the arts, sports, and other special interests.



**Model 1**  
**The Contractual Model**

Eight 50-minute periods five days per week with seven 5-minute passing periods  
Students have seven instructional periods and one lunch period

Teachers have five instructional periods, two preparation periods, and one lunch period

Start Time	End Time	Minutes	Student Day	Teacher Day
8:00	8:50	0:50	Period 1	Instruction
8:50	8:55	0:05		Transition
8:55	9:45	0:50	Period 2	Prep
9:45	9:50	0:05		Transition
9:50	10:40	0:50	Period 3	Instruction
10:40	10:45	0:05		Transition
10:45	11:35	0:50	Period 4	Instruction
11:35	11:40	0:05		Transition
11:40	12:30	0:50	Period 5	Lunch
12:30	12:35	0:05		Transition
12:35	1:25	0:50	Period 6	Instruction
1:25	1:30	0:05		Transition
1:30	2:20	0:50	Period 7	Prep
2:20	2:25	0:05		Transition
2:25	3:15	0:50	Period 8	Instruction

**Minute Summary For Model 1**

	Student Minutes Per Day	Student Minutes Per Week	Teacher Minutes Per Day	Teacher Minutes Per Week
Instruct	350	1750	250	1250
Prep			100	500
Lunch	50	250	50	250
Transition	35	175	35	175
<b>Total</b>	435	<b>2175</b>	<b>435</b>	<b>2175</b>

## Model 2 Single Blocks with Unpaid Advisory

Students have seven 50-minute instructional periods and one 50-minute lunch four days per week and seven 42-minute instructional periods, one 40-minute advisory and a 42 minute lunch one day period week. Teachers have five 50-minute instructional periods, two 50-minute preparation periods and one 50-minute lunch four days per week and five 42-minute instructional periods, one unpaid 40-minute advisory period, two 42-minute preparations, and one 42-minute lunch one day per week. Teachers end time is shortened by 10 minutes on the shortened lunch day.

### 4 Days Schedule

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:04	0:04		Transition
8:04	8:54	0:50	Period 1	Instruct
8:54	8:58	0:04		Transition
8:58	9:48	0:50	Period 2	Prep
9:48	9:52	0:04		Transition
9:52	10:42	0:50	Period 3	Instruct
10:42	10:46	0:04		Transition
10:46	11:36	0:50	Period 4	Instruct
11:36	11:40	0:04		Transition
11:40	12:30	0:50	Period 5	Lunch
12:30	12:34	0:04		Transition
12:34	1:24	0:50	Period 6	Instruct
1:24	1:28	0:04		Transition
1:28	2:18	0:50	Period 7	Prep
2:18	2:22	0:04		Transition
2:22	3:12	0:50	Period 8	Instruct

### 1 Day

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:06	0:06		Transition
8:06	8:48	0:42	Period 1	Instruct
8:48	8:53	0:05		Transition
8:53	9:33	0:40	Advisory	Advisory
9:33	9:38	0:05		Transition
9:38	10:20	0:42	Period 2	Prep
10:20	10:25	0:05		Transition
10:25	11:07	0:42	Period 3	Instruct
11:07	11:12	0:05		Transition
11:12	11:54	0:42	Period 4	Instruct
11:54	11:59	0:05		Transition
11:59	12:41	0:42	Period 5	Lunch
12:41	12:46	0:05		Transition
12:46	1:28	0:42	Period 6	Instruct
1:28	1:33	0:05		Transition
1:33	2:15	0:42	Period 7	Prep
2:15	2:20	0:05		Transition
2:20	3:02	0:42	Period 8	Instruct

### Minute Summary:

	Student Mins/ Day (4 Days)	Student Mins/Day (1 Day)	Total Student Minutes	Teacher Mins/ Day (4 Days)	Teacher Mins/day (1 Day)	Total Teacher Mins
Instruct	350	334	1734	250	250	1250
Prep				100	84	484
Lunch	50	42	242	50	42	242
Transition	32	46	174	32	46	174
<b>Total</b>	432	422	<b>2150</b>	432	422	<b>2150</b>

### Model 3 - Single Blocks plus Division and Announcements

Students have seven 50-minute instructional periods, one 50-minute lunch period four days per week with announcements occurring during the transition. Students have seven 49-minute instructional periods, one 49-minute lunch and a 10-minute division one day per week.

Teachers have five instructional periods of 50 minutes, two 50-minute preparations and one 50-minute lunch four days per week, and five 49-minute instructional periods, two 49-minute preparations, one 11 minute division and one 49-minute lunch one day per week.

#### 4-Days Schedule

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:50	0:50	Period 1	Instruct
8:50	8:54	0:04		Transition
8:54	9:44	0:50	Period 2	Prep
9:44	9:48	0:04		Transition
9:48	10:38	0:50	Period 3	Instruct
10:38	10:41	0:03	Announcements	Announcements
10:41	10:45	0:04		Transition
10:45	11:35	0:50	Period 4	Instruct
11:35	11:39	0:04		Transition
11:39	12:29	0:50	Period 5	Lunch
12:29	12:33	0:04		Transition
12:33	1:23	0:50	Period 6	Instruct
1:23	1:27	0:04		Transition
1:27	2:17	0:50	Period 7	Prep
2:17	2:21	0:04		Transition
2:21	3:11	0:50	Period 8	Instruct
3:11	3:15	0:04		Transition

#### 1-Day Schedule

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:10	0:10	Division	Division
8:10	8:14	0:04		Transition
8:14	9:03	0:49	Period 1	Instruct
9:03	9:07	0:04		Transition
9:07	9:56	0:49	Period 2	Prep
9:56	10:00	0:04		Transition
10:00	10:49	0:49	Period 3	Instruct
10:49	10:53	0:04		Transition
10:53	11:42	0:49	Period 4	Instruct
11:42	11:46	0:04		Transition
11:46	12:35	0:49	Period 5	Lunch
12:35	12:39	0:04		Transition
12:39	1:28	0:49	Period 6	Instruct
1:28	1:32	0:04		Transition
1:32	2:21	0:49	Period 7	Prep
2:21	2:25	0:04		Transition
2:25	3:14	0:49	Period 8	Instruct

#### Minute Summary:

	Student Minutes Per Day (4 days)	Student Minutes Per Day (1 Day)	Total Student Minutes	Teacher Minutes Per Day (4 days)	Teacher Minutes Per Day (1 day)	Total Teacher Minutes
Instruct	350	343	1743	250	245	1245
Prep				100	98	498
Lunch	50	49	249	50	49	249
Announcements	3	0	12	3	0	12
Division	0	10	10	0	10	10
Transition	32	32	160	32	32	160
<b>Total</b>	<b>435</b>	<b>434</b>	<b>2174</b>	<b>435</b>	<b>434</b>	<b>2174</b>

## Model 4 Single Blocks with Late Start/Early Dismissal Day

Students have seven 51-minute instructional periods, one 51-minute lunch four days per week and seven 44-minute instructional periods and one 44-minute lunch period one day per week, which starts later or ends earlier than the other four scheduled days.

Teachers have five 51-minute instructional periods, two 51-minute preparation periods and one 51-minute lunch four days per week and five 44-minute instructional periods, two 44-minute preparation periods and one 44-minute lunch one day per week. Use of Teachers' Flex PD Time on Late Start/Early Dismissal Days: This is an excellent model with which to use flex PD time. Section V supra and Appendix C to this Guidance.

### 4-Days

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:51	0:51	Period 1	Instruct
8:51	8:56	0:05		Transition
8:56	9:47	0:51	Period 2	Prep
9:47	9:52	0:05		Transition
9:52	10:43	0:51	Period 3	Instruct
10:43	10:48	0:05		Transition
10:48	11:39	0:51	Period 4	Instruct
11:39	11:44	0:05		Transition
11:44	12:35	0:51	Period 5	Lunch
12:35	12:40	0:05		Transition
12:40	1:31	0:51	Period 6	Instruct
1:31	1:36	0:05		Transition
1:36	2:27	0:51	Period 7	Prep
2:27	2:32	0:05		Transition
2:32	3:23	0:51	Period 8	Instruct

### 1-Day

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:44	0:44	Period 1	Instruct
8:44	8:48	0:04		Transition
8:48	9:32	0:44	Period 2	Prep
9:32	9:36	0:04		Transition
9:36	10:20	0:44	Period 3	Instruct
10:20	10:24	0:04		Transition
10:24	11:08	0:44	Period 4	Instruct
11:08	11:12	0:04		Transition
11:12	11:56	0:44	Period 5	Lunch
11:56	12:00	0:04		Transition
12:00	12:44	0:44	Period 6	Instruct
12:44	12:48	0:04		Transition
12:48	1:32	0:44	Period 7	Prep
1:32	1:36	0:04		Transition
1:36	2:20	0:44	Period 8	Instruct

BELOW IS EXAMPLE OF HOW FLEX PD TIME MAY BE USED WITH THIS SCHEDULE  
NOTE THAT THIS SCHEDULE MAY BE USED WITH OR WITHOUT THAT OPTION

2:20	2:25	0:05		Trans
2:25	3:25	1:00	PD	18 wks*

### Minute Summary:

	Student Mins (4 Days)	Student Mins (1 Day)	Total Student Mins	Teacher Mins (4-Days)	Teacher Mins (1-Day)	Total Teacher Mins
Instruct	357	308	1736	255	220	1240
Prep				102	88	496
Lunch	51	44	248	51	44	248
Transition	35	28	168	35	28	168
<b>Total</b>	<b>443</b>	<b>380</b>	<b>2152</b>	<b>443</b>	<b>380</b>	<b>2152</b>

## Model 5 Double Blocks Schedule

Students have 3 full 100-minute double periods of instruction, one 50-minute instructional period and one 50-minute lunch period five days per week.

Teachers have two 100-minute periods of instruction and one 50-minute period of instruction, one 100-minute preparation period and one 50-minute lunch five days per week.

Start Time	End Time	Minutes	Student Day	Teacher Day
8:00	8:07	0:07		Transition
8:07	8:57	0:50	Period 1/2	Instruct
8:57	9:47	0:50	Period 1/2	Instruct
9:47	9:54	0:07		Transition
9:54	10:44	0:50	Period 3/4	Prep
10:44	11:34	0:50	Period 3/4	Prep
11:34	11:41	0:07		Transition
11:41	12:31	0:50	Period 5/6	Instruct
12:31	1:21	0:50	Period 5/6	Lunch
1:21	1:28	0:07		Transition
1:28	2:18	0:50	Period 7/8	Instruct
2:18	3:08	0:50	Period 7/8	Instruct
3:08	3:15	0:07		Transition

### Minute Summary:

	Student Minutes Per Day	Total Student Minutes	Teacher Minutes Per Day	Total Teacher Minutes
Instruct	350	1750	250	1250
Prep			100	500
Lunch	50	250	50	250
Transition	35	175	35	175
<b>Total</b>	<b>435</b>	<b>2175</b>	<b>435</b>	<b>2175</b>

## APPENDIX C

### Options for Use of Teachers' Flex PD Days

There are three paid HS teacher flex PD days of 7 hours and 15 minutes, which includes a 50-minute duty-free lunch. That is a total of 19 hours and 15 minutes or 1,155 minutes of teacher PD. They are scheduled in the academic calendar for August 26, 27, 2019, and June 18, 2020. Faculty at high schools who are union members may be given the option of using these days in different ways through a waiver vote. If the faculty rejects that option, the days will be used as scheduled. The following are the options that may be offered to staff.

- Option 1      Use all 3 Flex Days as Scheduled (No vote required)
- Option 2      Move all 3 Flex Days to Break Days
- Option 3A     All 3 Flex Days converted to 33 weeks of 35 minute PD before or after school
- Option 3B     All 3 Flex Days converted to 21 weeks of 55 minute PD before or after school
- Option 3C     All 3 Flex Days converted to 15 weeks of 77 minute PD before or after school
- Option 3D     All 3 Flex Days converted to 11 weeks of 105 minute PD before or after school
- Option 4A     Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 22 weeks of 35 minute PD before or after school
- Option 4B     Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 14 weeks of 55 minute PD before or after school
- Option 4C     Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 11 weeks of 70 minute PD before or after school
- Option 4D     Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 7 weeks of 110 minute PD before or after school
- Option 4E     Use 2 Flex Days either as scheduled or on breaks day and convert 1 Flex Day to 11 weeks of 35 minute PD before or after school

Option 4F Use 2 Flex Days either as scheduled or on breaks day and convert 1 Flex Day to 7 weeks of 55 minute PD before or after school

Option 4G Use 2 Flex Days either as scheduled or on breaks day and convert 1 Flex Day to 3 weeks of 128 minute PD before or after school

*A note about new teachers: teachers newly hired to the district cannot use a full flex PD day before August 26, 2019.*

**\*\*PLEASE NOTE: If you are choosing options 2, 3, or 4, please use the attached school calendar (Appendix A) to indicate on which days the teachers will use their flex PD time. For example, circle or put an "X" through the date on which the flex PD time will be used.**

**NOTE FROM CPS' Learning Hub on Tracking and Implementation for Options 2, 3, and 4 above.**

*Requirements to implement and track the PD on flex days used through Options 2, 3, and 4 above are as follows:*

- *All professional development occurring on the Flex PD Days must be configured (loaded) as unique activities in CPS' Learning Hub by a designated member(s) of the school staff.*

*All activities scheduled on a given day/hourly increment must be configured uniquely if the topics vary (rather than the configuration of one generic, all-day activity titled "PD").*

*The configuration of professional development in CPS' Learning Hub is required for the district scheduled days (August 26, 27, 2019, and June 18, 2020) or any day(s) used in lieu of those dates (full-days and hourly increments before and after school).*

- *Teacher attendance at the professional development must be marked in CPS' Learning Hub by the school designee in accordance with established policies and deadlines.*
- *Teachers must complete the required online evaluation in CPS' Learning Hub for all Flex PD Day activities.*
- *Teachers fulfilling the required Flex PD Day hours during break times are expected to swipe in and out, documenting their attendance via KRONOS.*

*The combination of KRONOS and CPS' Learning Hub data (swipes, activity details, and attendance status) will be used to calculate teacher and PSRP fulfillment of the required 18.75 hours of professional development for which they are being compensated.*



## Appendix D

### Forms for High School Model Schedule Voting

**FORM 1**  
**NOTICE OF FACULTY SCHEDULE VOTE**  
**FOR 2019-20 SCHOOL YEAR AT**  
**(INSERT SCHOOL NAME) SCHOOL**

A FACULTY VOTE ON THE (INSERT SCHOOL NAME) DAILY SCHEDULE WILL BE CONDUCTED ON (INSERT DATE) AT (INSERT TIME) IN (INSERT LOCATION WITH SCHOOL).

**ELIGIBLE VOTERS ARE ALL TEACHERS REGULARLY ASSIGNED TO THE SCHOOL WHO ARE DUES PAYING MEMBERS OF THE CHICAGO TEACHERS UNION.**

**TEACHER UNION MEMBERS WILL BE ASKED TO VOTE ON THE FOLLOWING QUESTION:**

**DAILY SCHEDULE:**

**I want the school to adopt the following daily schedule for the 2019-20 school year (select only one):**

\_\_\_\_\_ Model \_\_\_\_\_ – (Schedule attached)      **OR**

\_\_\_\_\_ Model \_\_\_\_\_ – (Schedule attached)

**FORM 2  
BALLOT ON SCHEDULE  
FOR 2019-20 SCHOOL YEAR AT  
(INSERT SCHOOL NAME) SCHOOL**

I want the school to adopt the following daily schedule for the 2019-20 school year (select only one):

\_\_\_\_\_ **(Insert Model Number and description from above)**

\_\_\_\_\_ **(Insert Model Number and description from above)**

\_\_\_\_\_  
School delegate Initial

**FORM 3**  
**SCHOOL CERTIFICATION OF VOTE ON SCHEDULE**  
**FOR 2019-20 SCHOOL YEAR AT**  
**(INSERT SCHOOL NAME) SCHOOL**

The Union delegate counted the undisputed ballots on the **(insert school name)** 2019-20 schedule vote in the presence of a designated representative of **(insert school name)** on **(insert date)**. The following were results of the faculty vote:

<u>Type of Ballot</u>	<u>Number</u>
For <b><u>(insert Model number and description and attach)</u></b>	_____
For <b><u>(insert Model number and description and attach)</u></b>	_____
Spoiled (attached)	_____
Disputed (Unopened and Uncounted)	_____
Total	_____

**Strike the inapplicable paragraph below:**

The number of disputed ballots will not affect the results of the vote even if counted and therefore we certify the results as final.

**OR**

The number of disputed ballots may affect the results of the vote if counted and therefore, we are transmitting the uncounted and unopened disputed ballots to the Union's financial secretary for a determination of which, if any, of the disputed ballots will be counted and for certification of the vote.

**CERTIFICATION**

We certify that the foregoing representation of the results of the schedule vote is true and accurate.

_____	_____	_____
Union Delegate	School Administrator	Witness
_____	_____	_____
Title	Title	Title
Date: _____	Date: _____	Date: _____

CTU Delegate must e-mail Certification, ballot and schedule results to CTU @ [modelschedulevote@ctulocal1.org](mailto:modelschedulevote@ctulocal1.org)  
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ [Laborrelationshs@cps.edu](mailto:Laborrelationshs@cps.edu)

**FORM 4**  
**UNION FINANCIAL SECRETARY AMENDED**  
**CERTIFICATION OF VOTE ON SCHEDULE FOR 2019-20**  
**SCHOOL YEAR AT**  
**(INSERT SCHOOL NAME) SCHOOL**

The Financial Secretary counted the disputed ballots on the **(insert school name)** 2019-20 schedule vote in the presence of a designated representative of **(insert school name)** on **(insert date)**. The following are amended certified results of the faculty vote:

<u>Type of Ballot</u>	<u>Number</u>
For <b><u>(insert Model number and description and attach)</u></b>	_____
For <b><u>(insert Model number and description and attach)</u></b>	_____
Spoiled (attached)	_____
Ineligible voters	_____
Total	_____

**CERTIFICATION**

I certify that the foregoing representation of the results of the schedule vote is true and accurate.

**WITNESS:**

\_\_\_\_\_  
 Union Financial Secretary

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Title

Date:\_\_\_\_\_

Date:\_\_\_\_\_

CTU Delegate must e-mail Certification, ballot and schedule results to CTU @ [modelschedulevote@ctulocal1.org](mailto:modelschedulevote@ctulocal1.org)  
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ [Laborrelationshs@cps.edu](mailto:Laborrelationshs@cps.edu)

**APPENDIX E**  
**FORMS FOR HIGH SCHOOL WAIVER VOTE ON**  
**SCHEDULE (APPENDIX C WAIVER VOTE)**

**FORM 5**  
**NOTICE TO ALL CTU UNION MEMBERS**  
**OF WAIVER VOTE**  
**FOR 2019-20 SCHOOL YEAR DAILY SCHEDULE AT**  
**(INSERT SCHOOL NAME) SCHOOL**

A CTU-MEMBER VOTE ON THE **(INSERT SCHOOL NAME)** DAILY SCHEDULE WILL BE CONDUCTED ON **(INSERT DATE)** AT **(INSERT TIME)** IN **(INSERT LOCATION WITH SCHOOL)**.

**ELIGIBLE VOTERS ARE ALL CTU UNION MEMBERS REGULARLY ASSIGNED TO THE SCHOOL WHO ARE DUES PAYING MEMBERS OF THE CHICAGO TEACHERS UNION.**

**UNION MEMBERS WILL BE ASKED TO VOTE ON THE FOLLOWING QUESTION:**

**YES. I wish to waive the provisions of Article 6-1 and adopt the daily high school schedule for the 2019-20 school year in the following way **(modify language, as needed, to reflect the daily schedule changes)**:**

The high school day may begin and end at different times from school to school as determined at the local school level following discussion between the principal and local school faculty, but shall not exceed 435 minutes in length for a high school teacher. The high school teacher is to be in his or her room with the class ready to teach at the time designated on the teacher's schedule. The regular school day shall consist of eight fifty-minute periods, including five teaching periods, and up to thirty-five minutes of passing periods. Any special bell schedule that involves teacher supervision of students shall deduct time spent supervising students from the regular class periods. High school teachers shall have a continuous lunch period of fifty minutes with no work responsibilities, except that, if the regular lunch period is shortened to less than fifty minutes, the teacher's school day shall be shortened an equal number of minutes. Teachers' lunch shall not be scheduled before the first scheduled student lunch period and shall not be scheduled after the last scheduled student lunch period. Each teacher's schedule shall include seven fifty-minute duty-free, self-directed preparation periods per week. Each teacher's schedule shall include three principal-directed preparation periods per week, which shall be used only for staff development, teacher collaboration, advisory (one per week), department meetings, subject area team meetings and other professional preparation activities.

**NO. I DO NOT wish to waive the provisions of Article 6-1.**

**A copy of the proposed schedule is attached to this ballot.**

\_\_\_\_\_  
**School delegate Initial**

**FORM 6**  
**BALLOT ON WAIVER VOTE**  
**FOR 2019-20 SCHOOL YEAR SCHEDULE AT**  
**(INSERT SCHOOL NAME) SCHOOL**

\_\_\_\_\_ **YES. I wish to waive the provisions of Article 6-1 and adopt the daily high school schedule for the 2019-20 school year in the following way (modify language, as needed, to reflect the daily schedule changes):**

The high school day may begin and end at different times from school to school as determined at the local school level following discussion between the principal and local school faculty, but shall not exceed 435 minutes in length for a high school teacher. The high school teacher is to be in his or her room with the class ready to teach at the time designated on the teacher's schedule. The regular school day shall consist of eight fifty-minute periods, including five teaching periods, and up to thirty-five minutes of passing periods. Any special bell schedule that involves teacher supervision of students shall deduct time spent supervising students from the regular class periods. High school teachers shall have a continuous lunch period of fifty minutes with no work responsibilities, except that, if the regular lunch period is shortened to less than fifty minutes, the teacher's school day shall be shortened an equal number of minutes. Teachers' lunch shall not be scheduled before the first scheduled student lunch period and shall not be scheduled after the last scheduled student lunch period. Each teacher's schedule shall include seven fifty-minute duty-free, self-directed preparation periods per week. Each teacher's schedule shall include three principal-directed preparation periods per week, which shall be used only for staff development, teacher collaboration, advisory (one per week), department meetings, subject area team meetings and other professional preparation activities.

\_\_\_\_\_ **NO. I DO NOT wish to waive the provisions of Article 6-1.**

**A copy of the proposed schedule is attached to this ballot.**

\_\_\_\_\_  
**School delegate Initial**



**FORM 7**  
**SCHOOL CERTIFICATION OF WAIVER VOTE ON DAILY SCHEDULE FOR**  
**2019-20 SCHOOL YEAR AT**  
**(INSERT SCHOOL NAME) SCHOOL**

The Union delegate counted the undisputed ballots on the **(insert school name)** waiver vote for the 2019-20 schedule vote in the presence of a designated representative of **(insert school name)** on **(insert date)**. The following were results of the union members' vote:

<u>Type of Ballot</u>	<u>Number</u>
YES	_____
NO.	_____
Spoiled (attached)	_____
Disputed (Unopened and Uncounted)	_____
Total	_____

**Strike the inapplicable paragraph below:**

The number of disputed ballots will not affect the results of the vote even if counted and therefore we certify the results as final.

**OR**

The number of disputed ballots may affect the results of the vote if counted and therefore, we are transmitting the uncounted and unopened disputed ballots to the Union's financial secretary for a determination of which, if any, of the disputed ballots will be counted and for certification of the vote.

**CERTIFICATION**

We certify that the foregoing representation of the results of the schedule vote is true and accurate.

_____	_____	_____
Union Delegate	School Administrator	Witness
_____	_____	_____
Title	Title	Title
Date: _____	Date: _____	Date: _____

CTU Delegate must e-mail Certification, ballot and schedule results to CTU @ [modelschedulevote@ctulocal1.org](mailto:modelschedulevote@ctulocal1.org)  
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ [Laborrelationshs@cps.edu](mailto:Laborrelationshs@cps.edu)

**FORM 8  
 UNION FINANCIAL SECRETARY AMENDED  
 CERTIFICATION OF WAIVER VOTE ON SCHEDULE FOR  
 2019-20 SCHOOL YEAR AT  
 (INSERT SCHOOL NAME) SCHOOL**

The Financial Secretary counted the disputed ballots on the (insert school name) 2019-20 schedule vote in the presence of a designated representative of (insert school name) on (insert date). The following are amended certified results of the union member vote:

<u>Type of Ballot</u>	<u>Number</u>
YES.	_____
NO.	_____
Spoiled (attached)	_____
Ineligible voters	_____
Total	_____

**CERTIFICATION**

I certify that the foregoing representation of the results of the schedule vote is true and accurate.

**WITNESS:**

\_\_\_\_\_  
 Union Financial Secretary

\_\_\_\_\_

\_\_\_\_\_  
 Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

CTU Delegate must e-mail Certification, ballot and schedule results to CTU @ [modelschedulevote@ctulocal1.org](mailto:modelschedulevote@ctulocal1.org)  
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ [Laborrelationshs@cps.edu](mailto:Laborrelationshs@cps.edu)

## **APPENDIX F**

# **FORMS FOR HIGH SCHOOL VOTE ON USE OF TEACHERS' FLEXIBLE PROFESSIONAL DEVELOPMENT DAYS**

**FORM 9**  
**NOTICE TO ALL CTU UNION MEMBERS**  
**OF WAIVER VOTE**  
**ON USE OF FACULTY FLEXIBLE PROFESSIONAL DE-**  
**VELOPMENT DAYS AT**  
**(INSERT SCHOOL NAME) SCHOOL**

A CTU-MEMBER VOTE ON THE **(INSERT SCHOOL NAME)** Flexible Professional Development Days WILL BE CONDUCTED ON **(INSERT DATE)** AT **(INSERT TIME)** IN **(INSERT LOCATION WITH SCHOOL)**.

**ELIGIBLE VOTERS ARE ALL CTU UNION MEMBERS REGULARLY ASSIGNED TO THE SCHOOL WHO ARE DUES PAYING MEMBERS OF THE CHICAGO TEACHERS UNION.**

**UNION MEMBERS WILL BE ASKED TO VOTE ON THE FOLLOWING QUESTION:**

\_\_\_\_\_ YES. I wish to waive the provisions of Article 19-1 in the following way (**modify language, as needed, to reflect the change in the scheduling of the PD Days**):

19–1. Professional Development Days. The BOARD shall provide bargaining unit employees with ten paid professional development days per year, which shall be scheduled during or contiguous with the school year. The BOARD may schedule professional development days in full or half-day increments.

(Note that this does not affect the scheduling of PSRP PD days)

\_\_\_\_\_ NO. I DO NOT wish to waive the provisions of Article 19-1. I understand that if a majority of voters choose this option the teachers' flexible PD days will be scheduled on August 26, 27, 2019, and June 18, 2020.

**A copy of the proposed schedule is attached to this Notice.** *(The attachment should be in accordance with the options set forth in Appendix C of this Guidance)*

## FORM 10

### BALLOT ON WAIVER VOTE FOR 2019-20 SCHOOL YEAR USE OF TEACHERS' FLEX PD DAYS AT (INSERT SCHOOL NAME) SCHOOL

\_\_\_\_\_ YES. I wish to waive the provisions of Article 19-1 in the following way (modify language, as needed, to reflect the change in the scheduling of the PD Days):

19-1. Professional Development Days. The BOARD shall provide bargaining unit employees with ten paid professional development days per year, which shall be scheduled during or contiguous with the school year. The BOARD may schedule professional development days in full or half-day increments.

(Note that this does not affect the scheduling of PSRP PD days)

\_\_\_\_\_ NO. I DO NOT wish to waive the provisions of Article 19-1. I understand that if a majority of voters choose this option the teachers' flexible PD days will be scheduled on August 26, 27, 2019, and June 18, 2020.

**A copy of the proposed schedule is attached to this Notice.** *(The attachment should be in accordance with the options set forth in Appendix C of this Guidance)*

**A copy of the proposed Flex PD Day Option Being Voted on is contained in the attachments.**

---

School delegate Initial

**FORM 10  
ATTACHMENT  
USE OF TEACHERS' FLEX PD DAYS AT  
**(INSERT SCHOOL NAME)** SCHOOL**

The school is voting on the option indicated below:

(Attach **one** of the choices on the following page)

**Options for Use of Flex PD Days. Choose one to attach to Waiver Ballot and Specify Dates**

Option 1	Use all 3 Flex Days as Scheduled (No vote required)
Option 2	Move all 3 Flex Days to Break Days
Option 3A	All 3 Flex Days converted to 33 weeks of 35 minute PD before or after school
Option 3B	All 3 Flex Days converted to 21 weeks of 55 minute PD before or after school
Option 3C	All 3 Flex Days converted to 15 weeks of 77 minute PD before or after school
Option 3D	All 3 Flex Days converted to 11 weeks of 105 minute PD before or after school
Option 4A	Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 22 weeks of 35 minute PD before or after school
Option 4B	Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 14 weeks of 55 minute PD before or after school
Option 4C	Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 11 weeks of 70 minute PD before or after school
Option 4D	Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 7 weeks of 110 minute PD before or after school
Option 4E	Use 2 Flex Days either as scheduled or on breaks day and convert 1 Flex Day to 11 weeks of 35 minute PD before or after school
Option 4F	Use 2 Flex Days either as scheduled or on breaks day and convert 1 Flex Day to 7 weeks of 55 minute PD before or after school
Option 4G	Use 2 Flex Days either as scheduled or on breaks day and convert 1 Flex Day to 3 weeks of 128 minute PD before or after school

**FORM 11**  
**SCHOOL CERTIFICATION OF WAIVER VOTE ON 2019-20 SCHOOL**  
**YEAR USE OF TEACHERS' FLEXIBLE PD DAYS AT (INSERT SCHOOL**  
**NAME) SCHOOL**

The Union delegate counted the undisputed ballots on the (insert school name) waiver vote for the 2019-20 school year use of the teachers' flexible PD days in the presence of a designated representative of (insert school name) on (insert date). The following were the results of the union members' vote:

<u>Type of Ballot</u>	<u>Number</u>
YES.	_____
NO.	_____
Spoiled (attached)	_____
Disputed (Unopened and Uncounted)	_____
Total	_____

**Strike the inapplicable paragraph below:**

The number of disputed ballots will not affect the results of the vote even if counted and therefore we certify the results as final.

**OR**

The number of disputed ballots may affect the results of the vote if counted and therefore, we are transmitting the uncounted and unopened disputed ballots to the Union's financial secretary for a determination of which if any of the disputed ballots will be counted and for certification of the vote.

**CERTIFICATION**

We certify that the foregoing representation of the results of the schedule vote is true and accurate.

Union Delegate	School Administrator	Witness
Title	Title	Title
Date: _____	Date: _____	Date: _____

CTU Delegate must e-mail Certification, ballot and schedule results to CTU @ [modelschedulevote@ctulocal1.org](mailto:modelschedulevote@ctulocal1.org)  
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ [Laborrelationshs@cps.edu](mailto:Laborrelationshs@cps.edu)



**FORM 12**  
**UNION FINANCIAL SECRETARY CERTIFICATION**  
**OF WAIVER VOTE ON USE OF TEACHERS' FLEXIBLE**  
**PD DAY FOR THE 2019-20 SCHOOL YEAR**  
**AT (INSERT SCHOOL NAME) SCHOOL**  
*(if necessary)*

The Financial Secretary counted the disputed ballots on the (insert school name) 2019-20 wavier vote on the use of teachers' flexible PD in the presence of a designated representative of (insert school name) on (insert date). The following are amended certified results of the union member vote:

<u>Type of Ballot</u>	<u>Number</u>
YES.	_____
NO.	_____
Spoiled (attached)	_____
Ineligible voters	_____
Total	_____

**CERTIFICATION**

I certify that the foregoing representation of the results of the schedule vote is true and accurate.

**WITNESS:**

\_\_\_\_\_  
 Union Financial Secretary

\_\_\_\_\_

\_\_\_\_\_  
 Title

Date:

Date: \_\_\_\_\_

CTU Delegate must e-mail Certification, ballot and schedule results to CTU @ [modelschedulevote@ctulocal1.org](mailto:modelschedulevote@ctulocal1.org)  
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ [Laborrelationshs@cps.edu](mailto:Laborrelationshs@cps.edu)

# APPENDIX G EMPLOYEE SCHEDULES

## 2019-2020 REGULAR CALENDAR FOR SCHOOL-BASED UNION EMPLOYEES

The CPS regular academic calendar has a maximum of 211 days, a maximum of 193 of which are workdays, 178 of which are student attendance and 15 of which are non-student attendance days. As set forth below, the total number of days varies by employee group.



Title(s)	Total Days Paid	Total Workdays	Start Date	End Date	Student Attendance Days Scheduled to Work	Non-student Attendance Days Scheduled to Work	Days NOT Scheduled to Work
<b>School Clerks</b>	211	193	Aug 21 (W)	June 18 (Th)	178	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 8 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (Th) <u>June 18 (F)</u> Total: 15	None
<b><u>Teachers</u> (Appointed and Assigned)  and  CTU PSRPs (IAs, TAs, SAs, School Community Reps, School Clerk Assistants etc.)</b>	208	190	Aug 26* (M)	June 18* (Th)	178	Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 8 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (W) <u>June 18 (Th)*</u> Total: 12	Aug 21 (W) Aug 22 (Th) <u>Aug 23 (F)</u> Total: 3

\*Teachers start and end dates may vary depending on how Flex Days are used. Flex Days apply only to teachers

\*\*Please note: Parent Teacher Conference Days are non-attendance for students.

\*\*\*Lunchroom employees will be called in for professional development in August 2019 (date to be determined in the future)

**2019-2020 REGULAR CALENDAR FOR SCHOOL-BASED UNION EMPLOYEES**

Title(s)	Total Days Paid	Total Workdays	Start Date	End Date	Student Attendance Days Scheduled to Work	Non-student Attendance Days Scheduled to Work	Days NOT Scheduled to Work
<b>Cadre Substitutes</b>	186	178	Sept. 3 (Tu)	June 16 (Tu)	178	None	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 8 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (Th) June 18 (F) Total: 15
<b>Day-to-Day Substitutes (All Classes)</b>	Up to 178	Up to 178	Sept. 3 (Tu)	June 16 (Tu)	Up to 178	None	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 8 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (Th) June 18 (F) Total: 15

\*Teachers start and end dates may vary depending on how Flex Days are used. Flex Days apply only to teachers

\*\*Please note: Parent Teacher Conference Days are non-attendance for students.

\*\*\*Lunchroom employees will be called in for professional development in August 2019 (date to be determined in the future)

**2019-2020 REGULAR CALENDAR FOR SCHOOL-BASED UNION EMPLOYEES**

Title(s)	Total Days Paid	Total Workdays	Start Date	End Date	Student Attendance Days Scheduled to Work	Non-student Attendance Days Scheduled to Work	Days NOT Scheduled to Work
<b>Special Education Classroom Assistants **</b>	204	186	Aug 28 (W)	June 16 (Tu)	178	Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 8 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) Total: 8	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) June 17 (W) <u>June 18 (Th)</u> Total: 7
<b>Bus Aides (Note that these are Central Office positions)</b>	201	183	Aug 26 (M)	June 16 (Tu)	178	Aug 26 (M) Aug 29 (Th) Aug 30 (F) Nov 8 (F) <u>April 17 (F)</u> Total: 5	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 27 (Tu) Aug 28 (W) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (W) <u>June 18 (Th)</u> Total: 10
<b>Parent Worker - Bus Monitors (Note that these are Central Office positions)</b>	201	183	Aug 29 (Th)	June 16 (Tu)	178	Aug 29 (Th) Aug 30 (F) Nov 8 (F) Jan 31 (F) <u>April 17 (F)</u> Total: 5	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (W) <u>June 18 (Th)</u> Total: 10

\*Teachers start and end dates may vary depending on how Flex Days are used. Flex Days apply only to teachers

\*\*Please note: Parent Teacher Conference Days are non-attendance for students.

\*\*\*Lunchroom employees will be called in for professional development in August 2019 (date to be determined in the future)

**2019-2020 REGULAR CALENDAR FOR SCHOOL-BASED UNION EMPLOYEES**

Title(s)	Total Days Paid	Total Workdays	Start Date	End Date	Student Attendance Days Scheduled to Work	Non-student Attendance Days Scheduled to Work	Days NOT Scheduled to Work
<b>Security Officers</b>	203	185	Aug 28 (W)	June 16 (Tu)	178	Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or <u>April 23 (HSPT) (Th)</u> Total: 7	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Nov 8 (F) June 17 (W) <u>June 18 (Th)</u> Total: 8
<b>Senior Security Officers</b>	203	185	Aug 28 (W)	June 16 (Tu)	178	Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or <u>April 23 (HSPT) (Th)</u> Total: 7	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Nov 8 (F) June 17 (W) <u>June 18 (Th)</u> Total: 8
<b>Lunchroom Managers***</b>	203	186	Aug 26 (M)	June 17 (W)	178	Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Aug 29 (Th) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) April 22 (ESPT) (W) or <u>April 23 (HSPT) (Th)</u> <u>June 17 (W)</u> Total: 7	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 30 (F) Nov 8 (F) Jan 31 (F) April 17 (F) <u>June 18 (Th)</u> Total: 8

\*Teachers start and end dates may vary depending on how Flex Days are used. Flex Days apply only to teachers

\*\*Please note: Parent Teacher Conference Days are non-attendance for students.

\*\*\*Lunchroom employees will be called in for professional development in August 2019 (date to be determined in the future)

**2019-2020 REGULAR CALENDAR FOR SCHOOL-BASED UNION EMPLOYEES**

Title(s)	Total Days Paid	Total Workdays	Start Date	End Date	Student Attendance Days Scheduled to Work	Non-student Attendance Days Scheduled to Work	Days NOT Scheduled to Work
<b>Associate Lunchroom Managers***</b>	202	185	Aug 26 (M)	June 17 (W)	178	Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Aug 29 (Th) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) <u>June 17 (W)</u> Total: 6	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 30 (F) Nov 8 (F) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) <u>June 18 (Th)</u> Total: 9
<b>Lunchroom Attendants/Porters***</b>	202	185	Aug 26 (M)	June 17 (W)	178	Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Aug 29 (Th) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) <u>June 17 (W)</u> Total: 6	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 30 (F) Nov 8 (F) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) <u>June 18 (Th)</u> Total: 9
<b>Cooks***</b>	202	185	Aug 26 (M)	June 17 (W)	178	Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Aug 29 (Th) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) <u>June 17 (W)</u> Total: 6	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 30 (F) Nov 8 (F) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) <u>June 18 (Th)</u> Total: 9

\*Teachers start and end dates may vary depending on how Flex Days are used. Flex Days apply only to teachers

\*\*Please note: Parent Teacher Conference Days are non-attendance for students.

\*\*\*Lunchroom employees will be called in for professional development in August 2019 (date to be determined in the future)

**2019-2020 REGULAR CALENDAR FOR SCHOOL-BASED UNION EMPLOYEES**

Title(s)	Total Days Paid	Total Workdays	Start Date	End Date	Student Attendance Days Scheduled to Work	Non-student Attendance Days Scheduled to Work	Days NOT Scheduled to Work
<b>Parent Workers</b>	186	178	Sept. 3 (Tu)	June 16 (Tu)	178	None	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 8 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (Th) June 18 (F) Total: 15
<b>Part-time Aides</b>	Varies	Varies	Sept. 3 (Tu)	June 16 (Tu)	Varies	None	Aug 21 (W) Aug 22 (Th) Aug 23 (F) Aug 26 (M) Aug 27 (Tu) Aug 28 (W) Aug 29 (Th) Aug 30 (F) Nov 8 (F) Nov 13 (ESPT) (W) or Nov 14 (HSPT) (Th) Jan 31 (F) April 17 (F) April 22 (ESPT) (W) or April 23 (HSPT) (Th) June 17 (Th) June 18 (F) Total: 15

\*Teachers start and end dates may vary depending on how Flex Days are used. Flex Days apply only to teachers

\*\*Please note: Parent Teacher Conference Days are non-attendance for students.

\*\*\*Lunchroom employees will be called in for professional development in August 2019 (date to be determined in the future)

## APPENDIX H

### SAMPLE WAVIER SCHEDULE

#### Colloquium Model Plus Double Blocks

Students have three 100-minute instructional periods, one 50-minute instructional and one 50-minute lunch four days per week. Students have a 30-minute advisory, two 45-minute intervention periods and a 188-minute colloquium one day per week.

Teachers have three 100-minute instructional periods, one 54-minute preparation and one 50-minute lunch four days per week; and, a 76 minutes of preparation, 216 minutes of instruction, and a 50-minute lunch one day per week.

Note that this Model may only be adopted via a waiver vote.

#### 4-days

Start Time	End Time	Min	Student Day	Teacher Day
8:00	8:15	0:15		Transition
8:15	9:57	1:42	Period 1/2	Instruct
9:57	10:05	0:08		Transition
10:05	10:56	0:51	Period 3/4	Instruct
10:56	10:57	0:01		Instruct
10:57	11:48	0:51	Period 3/4	Instruct
11:48	11:56	0:08		Transition
11:56	12:47	0:51	Period 5/6	Lunch
12:47	12:48	0:01		Transition
12:48	1:39	0:51	Period 5/6	Instruct
1:39	1:47	0:08		Transition
1:47	3:29	1:42	Period 7/8	Prep

#### 1-Day

Start Time	End Time	Mins	Student Day	Teacher Day
8:00	8:03	0:03		Transition
8:03	8:33	0:30	Advisory	Instruct
8:33	8:40	0:07		Transition
8:40	9:27	0:47	Colloquium	Instruct
9:27	10:14	0:47	Colloquium	Instruct
10:14	11:01	0:47	Colloquium/Lunch	Instruct
11:01	11:48	0:47	Colloquium/Lunch	Instruct
11:48	12:35	0:47	Colloquium/Lunch	Lunch
12:35	12:42	0:07		Transition
12:42	1:27	0:45	Intervention	Prep
1:27	1:34	0:07		Transition
1:34	2:19	0:45	Intervention	Instruct

Principal prep mins are used for 30 min advisory

#### Minute Summary:

	Student Minutes Per Day 4-days	Student Minutes Per day 1-day	Total Student Minutes	Teacher Minutes Per Day 4-days	Teacher Minutes Per Day 1-day	Total Teacher Minutes
Instruct	358	308	1740	256	216	1240
Prep				102	92	500
Lunch	51	47	251	51	47	251
Transition	40	24	184	40	24	184
<b>Total</b>	<b>449</b>	<b>379</b>	<b>2175</b>	<b>449</b>	<b>379</b>	<b>2175</b>



## APPENDIX I

### Directory for Assistance in Adopting Schedules

#### BOARD Contacts

<u>Name</u>	<u>Department</u>	<u>E-mail</u>	<u>Telephone</u>
Miguel Perretta	Law	<a href="mailto:mjperretta@cps.edu">mjperretta@cps.edu</a>	773-553-1529
Kevin McGuire	Transportation	<a href="mailto:kpmcguire@cps.edu">kpmcguire@cps.edu</a>	773-553-2895
Phillip Jackson	Teaching & Learning	<a href="mailto:pajackson2@cps.edu">pajackson2@cps.edu</a>	773-553-5070
Mayra Leon	Teaching & Learning	<a href="mailto:mleon3@cps.edu">mleon3@cps.edu</a>	773-553-5066
Jadine Chou	Safety & Security	<a href="mailto:jpchou@cps.edu">jpchou@cps.edu</a>	773 553-3030

#### CTU Contacts

<u>Name</u>	<u>E-mail</u>	<u>Telephone</u>	<u>Facsimile</u>
Sara Echevarria	<a href="mailto:SaraEchevarria@ctulocal1.org">SaraEchevarria@ctulocal1.org</a>	312-329-6230	312-329-6203
Zeidre Foster	<a href="mailto:ZeidreFoster@ctulocal1.org">ZeidreFoster@ctulocal1.org</a>	312-329-6241	312-329-6203
Lois Jones	<a href="mailto:LoisJones@ctulocal1.org">LoisJones@ctulocal1.org</a>	312-329-6245	312-329-6203
Annette Rizzo	<a href="mailto:AnnetteRizzo@ctulocal1.org">AnnetteRizzo@ctulocal1.org</a>	312-329-6236	312-329-6203