



**ADOPTING ELEMENTARY SCHOOL
SCHEDULES
FOR THE 2020-21 SCHOOL YEAR**

**GUIDANCE TO ELEMENTARY 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 Elementary School Model Schedules*

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I. Introduction

The Board of Education (Board) and the Chicago Teachers Union (Union) are providing this Guidance to elementary administrators, Professional Problems Committees, union delegates, teachers and staff to assist them in making decisions on their school's 2020-21 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 2020-2021 academic calendar at its February 26, 2020 meeting. As with last year, the calendar gives schools some discretion over the use of three so-called "flex professional development days." Elementary 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* Elementary School schedules (contained in Appendix B) in February 2017 to accommodate *the twice-weekly (71 times per year) 15-minute early morning preparation for teachers*. The committee included union representatives, Elementary School teachers, and CPS administrators. Its work was informed by input from CPS principals and teachers from the neighborhood, and magnet Elementary Schools as well as central office administrators responsible for transportation, food service, security, and maintenance.

III. The 2020-21 Academic Calendar for CTU teachers and PSRPs

The 2020-21 academic year calendar is linked 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 two types of "professional development" days: Teacher Institute Days and School Improvement

Days. The Board-CTU collective bargaining agreement makes no such distinctions and only refers to PD days, which include both Teacher Institute Days and School Improvement Days. For consistency with the agreement, this Guidance uses the term PD Day to include both Teacher Institute Days and School Improvement Days. Note that three PD Days are fully teacher directed: September 4, 2020, April 16, 2020, and June 23, 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 calendar for teachers and PSRPs includes the following:

<i><u>Day</u></i>	<i><u>Action/Event</u></i>	<i><u>Student Attendance Day</u></i>
Wednesday, August 26	School Clerks report	No
Monday, August 31 to Tuesday, September 1	Principal-directed Flex PD day (teachers only). PD for PSRPs	No
Wednesday, September 2 to Thursday, September 3	Principal-directed PD days	No
Friday, September 4	Teacher-directed PD Day	No
Monday, September 7	Labor Day (paid holiday)	No
Tuesday, September 8	Students report	Yes
Monday October 12	Indigenous Peoples’ Day (paid holiday)	No
Thursday, November 5	1 st Quarter ends	Yes
Friday, November 6	Principal-directed PD Day	No
Wednesday, November 11	Veteran’s Day (paid holiday)	No
Wednesday, November 18	Elementary & Middle School parent conferences	Elementary & Middle -No HS - Yes

Thursday, November 19	High School parent conferences	Elementary & Middle -Yes HS - No
Wednesday, November 25	Thanksgiving break (Unpaid holiday for Represented Staff FY20 only)	No
Thursday, November 26	Thanksgiving break (paid holiday)	No
Friday, November 27	Thanksgiving break (paid holiday)	No
Mon., Dec. 21 to Fri., Dec 25	Winter break (paid vacation)	No
Mon., Dec. 28 to Fri., Jan 1	Winter break (unpaid vacation)	No
Monday, January 18	Martin Luther King Day (paid holiday)	No
Thursday, February 8	2 nd Quarter ends	Yes
Friday, February 9	Principal-directed PD Day	No
Monday, February 15	President's Day (paid holiday)	No
Mon, March 29 to Fri., April 2	Spring Break (paid vacation)	No
Thursday, April 15	3 rd Quarter ends	Yes
Friday, April 16	Teacher-directed PD Day	No
Wednesday, April 21	Elementary and Middle School Parent Conferences	Elementary & Middle -No HS - Yes
Thursday, April 22	High School Parent Conferences	Elementary & Middle -Yes HS - No
Monday, May 31	Memorial Day (paid holiday)	No
Tuesday, June 22	Quarter ends, last day of attendance	Yes
Wednesdays, June 23	Teacher-directed PD Day	No
Thursday, June 24	Principal-directed Flex PD day (teachers only). PSRP PD Day.	No

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

IV. Elementary School Scheduling Options

Elementary scheduling requires five decisions:

1. whether the school will maintain the current (2019-2020) school schedule for the 2020-2021 school year;
2. whether the school principal will ask the Department of Transportation and the Network to change its start and end times;
3. selection of the daily schedule (number and length of periods);
4. whether the school will select an alternative option via a waiver vote for the two fifteen minute preps per week; and
5. 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 Articles 4-3 and 5-3 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. Email Leonardo Franco at lfranco6@cps.edu. The subject line should indicate: School name/SY 2020-21-Bell time inquiry

B. Selecting a Daily Schedule.

1. The 15-minute Early Morning Preparation Period.

Note that elementary and middle-grade schedules must include a twice weekly early morning preparation period of at least 15 minutes for teachers. The models developed are intended to guide schools on ways to provide the 15 minute period.

2. Voting for a daily schedule

Selecting the daily schedule is a three-step process:

STEP 1. Consultation with PPC which should result in one of the following:

- a. **Consensus on adopting Model 1 school schedule, in which case no schedule vote is required.**

A Note about Breakfast After the Bell and the 15-minute Preparation Period.

The district has consulted with ISBE and teachers may be granted this during the period for breakfast after the bell (formerly breakfast in the classroom) by having an administrator, PSRP/ESP, volunteer supervise instructional activities determined by or in consultation with the teacher during the 15 minute period allocated for breakfast after the bell. Nutrition Support Services provides guidance on breakfast after the bell. The locations and method of providing breakfast after the bell must be in accordance with NSS guidance.

[Cite your source here.]

- b. Consensus on two model options which will be submitted to the faculty for a schedule vote (See voting Section below).
- c. Consensus on a unique model which will be submitted to the faculty and staff for a waiver vote (See voting section below).

STEP 2. Conduct any necessary schedule or waiver vote; and

STEP 3. Notify the CTU and the CPS Office of Labor Relations of the school's decision.

Voting

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

- ***For the selection of one of the Model Schedules.***
 - a. A virtual 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.
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- b. The school principal and the union delegate must draft a ballot that will be used in the vote. The ballot must describe the Model numbers and its descriptive name 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 and time for conducting the vote and electronically 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 email 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 an Elementary School Schedule Vote Certification form. (*See*, Form 3 for facsimile certification). The completed Certification, ballot and schedule must be sent to the CTU at modelschedulevote@ctulocal1.org and the Board's Office of Labor Relations at laborrelationses@cps.edu. **The voting results should be reported on the Google Form located at [2020-21 Elementary School Schedule Responses](#).** *Note Certification directions are pending update, to be shared very shortly.
- 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 [2020-21 Elementary School Schedule Responses](#).** *Note Certification directions are pending update, to be shared very shortly.

- *For the selection of a non-model unique schedule (i.e., a waiver vote)*
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- 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 in-put.
 - 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 4-1 or 5-1 and 4-2 or 5-2 and any other applicable provisions and adopting a schedule for the 2020-21 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.
 - 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 an Elementary School Schedule Vote Certification form (*See*, Form 7 for facsimile certification). The completed Certification, ballot and schedule must be sent to the CTU at modelschedulevote@ctulocal1.org and the Board's Office of Labor Relations at laborrelationses@cps.edu. *Note Certification directions are pending update, to be shared very shortly.
 - g. Upon completion of the waiver vote at the local school, copies of the notice, the sample ballot with the schedule and the certification should be given to the school administration, the Chicago Teachers Union at modelschedulevote@ctulocal1.org and the Board's Office of Labor Relations at laborrelationses@cps.edu. *Note Certification directions are pending update, to be shared very shortly.
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- h. 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 8 for facsimile certification). *Note Certification directions are pending update, to be shared very shortly.
- i. If the waiver vote is unsuccessful, the school administration in consultation with the PPC may elect to adopt the contractual schedule or conduct a model schedule vote in which one of the choices is the contractual model (Model 1) in accordance with Section VI.D.1.

Teachers' paid flex PD day options are discussed in Section V, *infra*.

C. Alternatives to Two Fifteen Minute Early Morning Preparation (Selected via waiver vote)

Schools may either schedule the 15-minute prep twice per week (71 separate periods or 1065 minutes for the year) or work with their PPC to develop another option that schools may adopt via a waiver vote (See Appendix F for facsimiles of Waiver Voting Forms). Some options are as follows:

- Extend the teacher lunch period by 5 minutes every workday (190 days or 950 minutes) and convert two principal directed preparations to teacher-directed preparations (120 minutes).
- Convert 3 principal directed PD days to Teacher directed PD days (1125 minutes). **Note that Principals may use August 31, September 1, and/or February 5 for that purpose. No other principal-directed PD may be used.**
- Use a combination of extended lunch, converted principal-directed preparations and converted principal-directed PD days to get to a minimum of 1165 minutes (e.g., extend lunch 1 day per week by 5 minutes (190 minutes), convert 1 principal-directed PD day to teacher-directed (375 minutes) and convert 10 principal directed preparations (600) minutes to teacher-directed preparations.

D. Professional Development and Options for 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 31, September 1, 2020, and June 24, 2021**, are designated as teachers 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 (*See, Appendix C for greater detail*):

1. Use the flex PD days as they are designated in the calendar. No waiver vote necessary for this choice.
2. Use the flex PD days in hourly increments across the school year before or after school.
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 to this Guidance. If the union members reject the choice, the PD shall be used on the days designated in the calendar (i.e., on August 31, September 1, 2020, and June 24, 2021). The school should notify the Labor Relations Office of the choice on the same shared Google form shared with principals.

V. Timeline and Assistance

Elementary schools should make their daily schedule and flex PD day decisions by June 5, 2020. Principals and other members of elementary 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, elementary schools must transmit a copy of the schedule and PD usage decision to the Board's Office of Labor Relations and the Network Chief.

Appendix A

[CPS SY 2020-2021 Academic Calendar](#)

Appendix B

The Model Elementary School Schedules

The Board and the Union have agreed on the following Models for granting full-time teachers at elementary/middle schools a minimum of 15 minutes of preparation at the beginning of the school day for a minimum of 71 student attendance days (twice weekly). Please note the following with respect to Models.

- **Start and end times.** Times used in these models are illustrative. CPS' Department of Transportation will determine/approve start and end times in order to ensure that it can accommodate busing schedules.
- **Instructional Minutes:** The Instructional Minutes illustrated in all models reflect *The Daily Guidelines for Minimum Instructional Minutes per Subject* as found in CPS' [Elementary School Planning Guidance Document](#).
- **Daily Teacher Preparation:** The CBA requires that elementary/middle school teachers receive a daily 60 minute, duty-free preparation period. This is reflected in each Model.
- **Daily Lunch:** The CBA requires that elementary/middle school teachers receive a daily 45 minute, duty-free lunch period. This is reflected in each Model.
- **Daily Non-Classroom Supervision:** The CBA requires that elementary/middle school teachers receive 15 minutes of Non-Classroom Supervision each day. This is reflected in each Model.
- **Testing/Special 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 and other special day schedules that accommodate testing and special events 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.** The opportunity for intervention should be built into the chosen schedule.

Model 1

Non-Classroom Supervision

At some elementary/middle schools, teachers' 15 minutes of Non-Classroom Supervision is *blocked* and used to perform a non-instructional task (such as breakfast at the beginning of the school day). In such instances, Non-Classroom Supervision may be covered by any other staff and teachers awarded 15 minutes of morning preparation.

The minute breakdown and SAMPLE schedule for this model are:

Subject/Content Area	Grades K-2		Grades 3-5		Grades 6-8	
<i>* AM Prep</i>	N/A	15	N/A	15	N/A	15
Literacy	120		120		60	
Math	90		90		60	
Science	40		50		60	
Social Science	30		30		60	
Academic Enrichment/Intervention	20		10		60	
Prep	60					
Lunch	45					
<i>*Non-Classroom Supervision</i>	15	N/A	15	N/A	15	N/A
*TOTAL MINS/INSTRUCTIONAL MINS	420/300					
<i>*NOTE: On two student attendance days each week, Non-Classroom Supervision will be replaced with preparation time at the start of the school day.</i>						

MODEL 1 - SAMPLE 4 th Grade Teacher		
Time Block	3 days/week	2 days/week
8:00am – 8:15am	Breakfast (15 mins)	AM Prep (15 mins)
8:15am – 10:15am	Literacy (120 mins)	
10:15am – 11:15am	Daily Prep (60 mins)	
11:15am – 12:45pm	Math (90 mins)	
12:45pm – 1:30pm	Daily Lunch & Recess (45 mins)	
1:30pm – 2:20pm	Science (50 mins)	
2:20pm – 2:50pm	Social Science (30 mins)	
2:50pm – 3:00pm	Academic Enrichment/Intervention (10 mins)	

Model 2

Academic Enrichment/Intervention

Embedded within CPS' Guidelines for Minimum Instructional Minutes is time for Academic Enrichment/Intervention.

- In grades K-2 and 6-8, 15 minutes of Academic Enrichment/Intervention may do in the morning by other *properly certificated* staff and teachers awarded morning preparation.
- In grades 3-5, only 10 minutes is allocated for Academic Enrichment/Intervention. In this grade band, 5 additional minutes must be taken from elsewhere in the day to award teachers morning preparation.

The minute breakdown and SAMPLE schedule for this model is:

Subject/Content Area	Grades K-2		Grades 3-5		Grades 6-8	
*AM Prep	N/A	15	N/A	15	N/A	15
Literacy	120		120		60	
Math	90		90		60	
Science	40		50		60	
Social Science	30		30		60	
Prep			60			
Lunch			45			
Non-Classroom Supervision			15			
*Academic Enrichment/Intervention	20	5	10	0	60	45
*TOTAL MINS/INSTRUCTIONAL MINS	420/300	420/285	420/300	420/285	420/300	420/285
*NOTE: On two student attendance days per week, 15 minutes of Academic Enrichment/Intervention time will be replaced with preparation time and moved to the start of the school day. For the Grades 3-5 Grade Band, a total of five (5) additional instructional minutes must be taken away from the remaining Subject/Content Areas.						

MODEL 2 - SAMPLE 4th Grade Teacher			
Time Block	3 days/week	Time Block	2 days/week
8:00am – 10:00am	Literacy (120 mins)	8:00am – 8:15am	AM Prep (15 mins)
10:00am – 10:03am	Transition (3 mins)	8:15am – 10:00am	Literacy (105 mins)
10:03am – 11:03am	Daily Prep (60 mins)	10:00am – 10:03am	Transition (3 mins)
11:03am – 11:06am	Transition (3 mins)	10:03am – 11:03am	Daily Prep (60 mins)
11:06am – 12:36pm	Math (90 mins)	11:03am – 11:06am	Transition (3 mins)
12:36pm – 12:39pm	Transition (3 mins)	11:06am – 12:36pm	Math (90 mins)
12:39pm – 1:24pm	Daily Lunch & Recess (45 mins)	12:36pm – 12:39pm	Transition (3 mins)
1:24pm – 1:27pm	Transition (3 mins)	12:39pm – 1:24pm	Daily Lunch & Recess (45 mins)
1:27pm – 2:17pm	Science (50 mins)	1:24pm – 1:27pm	Transition (3 mins)
2:17pm – 2:47pm	Social Science (30 mins)	1:27pm – 1:42pm	Literacy (15 mins)
2:47pm – 2:57pm	Academic Enrichment/Intervention (10 mins)	1:42pm – 2:27pm	Science (45 mins)
2:57pm – 3:00pm	Transition (3 mins)	2:27pm – 2:57pm	Social Science (30 mins)
		2:57pm – 3:00pm	Transition (3 mins)

Model 3

Early Start with Early Dismissal

Twice a week, elementary/middle schools may opt to add 15 minutes of preparation before teachers' regular Start Times and subtract 15 minutes from teachers' regular End Times. Class coverage must be provided during the last fifteen minutes on days that teachers leave early. The minute breakdown for teachers in this model is:

Subject/Content Area	Grades K-2		Grades 3-5		Grades 6-8	
<i>* AM Prep</i>	N/A	15	N/A	15	N/A	15
Literacy	120		120		60	
Math	90		90		60	
Science	40		50		60	
Social Science	30		30		60	
Academic Enrichment/Intervention	20		10		60	
Prep	60					
Lunch	45					
<i>Non-Classroom Supervision</i>	15					
TOTAL MINS/**INSTRUCTIONAL MINS	420/300 (**Instructional Minutes may decrease based upon the end of day activity)					
<i>*NOTE: On two student attendance days per week, teachers receive 15 minutes of preparation time before the school's Start Time and are dismissed 15 minutes before its End Time.</i>						

Model 3 - SAMPLE 4 th Grade Teacher			
Time Block	3 days/week	Time Block	2 days/week
8:00am – 8:15am	Breakfast (15 mins)	7:45am – 8:00am	AM Prep (15 mins)
8:15am – 10:15am	Literacy (120 mins)	8:00am – 8:15am	Breakfast (15 mins)
10:15am – 11:15am	Daily Prep (60 mins)	8:15am – 10:15am	Literacy (120 mins)
11:15am – 12:45pm	Math (90 mins)	10:15am – 11:15am	Daily Prep (60 mins)
12:45pm – 1:30pm	Daily Lunch & Recess (45 mins)	11:15am – 12:45pm	Math (90 mins)
1:30pm – 2:20pm	Science (50 mins)	12:45pm – 1:30pm	Daily Lunch & Recess (45 mins)
2:20pm – 2:50pm	Social Science (30 mins)	1:30pm – 2:15pm	Science (45 mins)
2:50pm – 3:00pm	Academic Enrichment/Intervention (10 mins)	2:15pm – *2:45pm	Social Science (30 mins)
<i>*Teacher dismissed at 2:45pm</i>			

Model 4

Unique Schedule

Schools have the flexibility to create a Unique Model. Unique Models require a Waiver Vote and must include a minimum of 360 total student instructional minutes per day.

One sample of a unique schedule that was used by at least one school during the pilot program is an early start, banked-time model by which teacher-directed PD days are released and repurposed for early a.m. preparation. It works as follows.

CPS' SY2020-21 School Calendar includes three teacher-directed PD days on September 4, 2020, April 16, 2021, and June 23, 2021. In this sample unique model elementary/middle schools bank that time (1165 minutes), release teachers from work on those days, and have teachers report for early morning preps on 77 school days (1165/15=77.6) throughout the school year. Unlike the other Models, this one entails changes to Professional Development Days. As such, it requires a Schedule Vote AND Waiver Vote and use of the School Calendar to indicate which days the Banked PD Time will be used. The minute breakdown for teachers in this model is:

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 Flex Professional Development Days.* This Guidance uses PD Day to include *Teacher Institute Days, School Improvement Days, and Flex Professional Development Days.*

Subject/Content Area	Grades K-2		Grades 3-5		Grades 6-8	
* AM Prep	N/A	15	N/A	15	N/A	15
Literacy	120		120		60	
Math	90		90		60	
Science	40		50		60	
Social Science	30		30		60	
Academic Enrichment/Intervention	20		10		60	
Prep			60			
Lunch			45			
Non-Classroom Supervision			15			
*TOTAL MINS/INSTRUCTIONAL MINS	420/300	435/300	420/300	435/300	420/300	435/300
*NOTE: On two student attendance days per week, teachers receive 15 minutes of preparation time before the start of the school day.						

MODEL 4 - SAMPLE 4 th Grade Teacher			
Time Block	3 days/week	Time Block	2 days/week
8:00am – 8:15am	Breakfast (15 mins)	7:45am – 8:00am	AM Prep (15 mins)
8:15am – 10:15am	Literacy (120 mins)	8:00am – 8:15am	Breakfast (15 mins)
10:15am – 11:15am	Daily Prep (60 mins)	8:15am – 10:15am	Literacy (120 mins)
11:15am – 12:45pm	Math (90 mins)	10:15am – 11:15am	Daily Prep (60 mins)
12:45pm – 1:30pm	Daily Lunch & Recess (45 mins)	11:15am – 12:45pm	Math (90 mins)
1:30pm – 2:20pm	Science (50 mins)	12:45pm – 1:30pm	Daily Lunch & Recess (45 mins)
2:20pm – 2:50pm	Social Science (30 mins)	1:30pm – 2:20pm	Science (50 mins)
2:50pm – 3:00pm	Academic Enrichment/Intervention (10 mins)	2:20pm – 2:50pm	Social Science (30 mins)
		2:50pm – 3:00pm	Academic Enrichment/Intervention (10 mins)

APPENDIX C

Options for Use of Teachers' Flex PD Days

There are three paid ES teacher flex PD days of 7 hours, which includes a 45-minute duty-free lunch and 375 minutes of PD. That is a total of 18 hours and 45 minutes of teacher PD. They are scheduled in the academic calendar **for August 31, 2020, September 1, 2020 and June 24, 2021**. Faculty at elementary 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 36 weeks of 30 minute PD before or after school
- Option 3B All 3 Flex Days converted to 27 weeks of 40 minute PD before or after school
- Option 3C All 3 Flex Days converted to 18 weeks of 60 minute PD before or after school
- Option 3D All 3 Flex Days converted to 12 weeks of 90 minute PD before or after school
- Option 3E All 3 Flex Days converted 9 weeks of 120 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 24 weeks of 30 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 12 weeks of 60 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 8 weeks of 90 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 6 weeks of 120 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 12 weeks of 30 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 6 weeks of 60 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 120 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 31, 2020.

****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's 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 University (CPSU) 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 CPSU is required for the district scheduled days (August 31, 2020, September 1, 2020 and June 24, 2021) 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 CPSU by the school designee in accordance with established policies and deadlines.*
- *Teachers must complete the required online evaluation in CPSU 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 CPSU 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 Elementary School Model Schedule Voting

FORM 1
NOTICE OF FACULTY SCHEDULE VOTE
FOR 2020-21 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 2020-21 school year (select only one):

_____ Model _____ – (Schedule attached) OR

_____ Model _____ – (Schedule attached)

**FORM 2
BALLOT ON SCHEDULE
FOR 2020-21 SCHOOL YEAR AT
(INSERT SCHOOL NAME) SCHOOL**

I want the school to adopt the following daily schedule for the 2020-21 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 2020-21 SCHOOL YEAR AT
(INSERT SCHOOL NAME) SCHOOL

The Union delegate counted the undisputed ballots on the (insert school name) 2020-21 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 (insert Model number and description and attach)	_____
For (insert Model number and description and attach)	_____
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

CTU Delegate must e-mail Certification, ballot and schedule results to CTU @ modelschedulevote@ctulocal1.org
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ Laborrelationses@cps.edu

Date: _____

Date: _____

Date: _____

FORM 4
UNION FINANCIAL SECRETARY AMENDED
CERTIFICATION OF VOTE ON SCHEDULE FOR 2020-21
SCHOOL YEAR AT
(INSERT SCHOOL NAME) SCHOOL

The Financial Secretary counted the disputed ballots on the (insert school name) 2020-21 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 <u>(insert Model number and description and attach)</u>	_____
For <u>(insert Model number and description and attach)</u>	_____
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
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ Laborrelationshs@cps.edu

APPENDIX E

FORMS FOR ELEMENTARY SCHOOL WAIVER VOTE ON SCHEDULE (APPENDIX C WAIVER VOTE)

FORM 5
NOTICE TO ALL CTU UNION MEMBERS
OF WAIVER VOTE
FOR 2020-21 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 4-1 in the following way (modify the language, as needed, to reflect changes to the schedule):**

The regular school day for early childhood and elementary school teachers shall not exceed seven hours with a continuous lunch period of forty-five minutes with no work responsibilities. 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 day shall be comprised of no more than 300 minutes of instruction, 15 minutes of non-classroom supervision and 60 minutes of continuous duty-free preparation. Four days each week the teacher's preparation time shall be self-directed; one day each week this period shall be principal-directed.

_____ **NO. I DO NOT wish to waive the provisions of Article 4-1 and adopt the daily elementary school schedule for the 2020-21 school year attached to this ballot**

A copy of the proposed schedule is attached to this Notice.

FORM 6
BALLOT ON WAIVER VOTE
FOR 2020-21 SCHOOL YEAR SCHEDULE AT
(INSERT SCHOOL NAME) SCHOOL

_____ **YES.** I wish to waive the provisions of Article 4-1 and adopt the daily elementary school schedule for the 2020-21 school year in the following way (**modify the language, as needed, to reflect changes to the schedule**) :

The regular school day for early childhood and elementary school teachers shall not exceed seven hours with a continuous lunch period of forty-five minutes with no work responsibilities. 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 day shall be comprised of no more than 300 minutes of instruction, 15 minutes of non-classroom supervision and 60 minutes of continuous duty-free preparation. Four days each week the teacher's preparation time shall be self-directed; one day each week this period shall be principal-directed.

_____ **NO.** I DO NOT wish to waive the provisions of Article 4-1 and adopt the daily elementary school schedule for the 2020-21 school year attached to this ballot

A copy of the proposed schedule is attached to this Notice.

School delegate Initial

FORM 7
SCHOOL CERTIFICATION OF WAIVER VOTE ON DAILY SCHEDULE FOR
2020-21 SCHOOL YEAR AT
(INSERT SCHOOL NAME) SCHOOL

The Union delegate counted the undisputed ballots on the (insert school name) waiver vote for the 2020-21 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
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ Laborrelationses@cps.edu

FORM 8
UNION FINANCIAL SECRETARY AMENDED
CERTIFICATION OF WAIVER VOTE ON SCHEDULE FOR
2020-21 SCHOOL YEAR AT
(INSERT SCHOOL NAME) SCHOOL

The Financial Secretary counted the disputed ballots on the **(insert school name)** 2020-21 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
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ Laborrelationses@cps.edu

APPENDIX F

FORMS FOR ELEMENTARY 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
DEVELOPMENT DAYS AT
(INSERT SCHOOL NAME) SCHOOL

A CTU-MEMBER VOTE ON THE **(INSERT SCHOOL NAME) FACULTY 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 the language, as needed, to reflect the change to the use of 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.

_____ 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 31, 2020, September 1, 2020, and June 24, 2021.

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 2020-21 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 the language, as needed, to reflect the change to the use of 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.

_____ 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 31, 2020, September 1, 2020, and June 24, 2021.

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

School delegate Initial

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

The school is voting on the Flex PD option indicated below: (Attach one of the following choices)

- | | |
|-----------|--|
| 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 36 weeks of 30 min PD before/after school |
| Option 3B | All 3 Flex Days converted to 27 weeks of 40 min PD before/after school |
| Option 3C | All 3 Flex Days converted to 18 weeks of 60 min PD before/after school |
| Option 3D | All 3 Flex Days converted to 12 weeks of 90 min PD before/after school |
| Option 3E | All 3 Flex Days converted 9 weeks of 120 min PD before/after school |
| Option 4A | Use 1 Flex Day either as scheduled or on breaks day and convert 2 Flex Days to 24 weeks of 30 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 12 weeks of 60 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 8 weeks of 90 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 6 weeks of 120 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 12 weeks of 30 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 6 weeks of 60 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 120 minute PD before or after school |

FORM 11
SCHOOL CERTIFICATION OF WAIVER VOTE ON 2020-21 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 2020-21 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
 Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ Laborrelationshs@cps.edu

FORM 12
UNION FINANCIAL SECRETARY CERTIFICATION
OF WAIVER VOTE ON USE OF TEACHERS' FLEXIBLE PD
DAY FOR THE 2020-21 SCHOOL YEAR
AT (INSERT SCHOOL NAME) SCHOOL
(if necessary)

The Financial Secretary counted the disputed ballots on the (insert school name) waiver 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
Principal must e-mail Certification, ballot and schedule results to the Office of Labor Relations @ Laborrelationses@cps.edu

APPENDIX G

Non-CTU Employee Work Schedules- Pending

APPENDIX H

Directory for Assistance in Adopting Schedules

BOARD Contacts

<u>Name</u>	<u>Department</u>	<u>E-mail</u>	<u>Telephone</u>
Kaitlyn Girard	Law	kgirard@cps.edu	773-553-1785
Kevin McGuire	Transportation	kpmcguire@cps.edu	773-553-2895
Phillip Jackson	Teaching & Learning	pajackson2@cps.edu	773-553-5070
Mayra Leon	Teaching & Learning	mleon3@cps.edu	773-553-5066
Jadine Chou	Safety & Security	jpchou@cps.edu	773 553-3030

CTU Contacts

<u>Name</u>	<u>E-mail</u>	<u>Telephone</u>	<u>Facsimile</u>
Sara Echevarria	SaraEchevarria@ctulocal1.org	312-329-6230	312-329-6203
Zeidre Foster	ZeidreFoster@ctulocal1.org	312-329-6241	312-329-6203
Adriana Cervantes	AdrianaCervantes@ctulocal1.org		312-329-6203