

Appendix D

Forms for High School Model Schedule Voting

FORM 1
NOTICE OF FACULTY SCHEDULE VOTE
FOR 2021-22 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 2021-22 school year (select only one):

_____ **Model _____** – (Schedule attached) **OR**

_____ **Model _____** – (Schedule attached)

**FORM 2
BALLOT ON SCHEDULE
FOR 2021-22 SCHOOL YEAR AT
(INSERT SCHOOL NAME) SCHOOL**

I want the school to adopt the following daily schedule for the 2021-22 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 2021-22 SCHOOL
YEAR AT (INSERT SCHOOL NAME) SCHOOL

The Union delegate counted the undisputed ballots on the (insert school name) 2021-22 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
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 4
UNION FINANCIAL SECRETARY AMENDED
CERTIFICATION OF VOTE ON SCHEDULE FOR 2021-22
SCHOOL YEAR AT (INSERT SCHOOL NAME) SCHOOL

The Financial Secretary counted the disputed ballots on the (insert school name) 2021-22 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 (insert Model number and description and attach)	_____
For (insert Model number and description and attach)	_____
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

 Signature

 Title

 Printed Name

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 HIGH SCHOOL WAIVER VOTE ON
SCHEDULE (APPENDIX C WAIVER VOTE)

FORM 5
NOTICE TO ALL CTU UNION MEMBERS
OF WAIVER VOTE
FOR 2021-22 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 2021-22 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 2021-22 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 2021-22 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
2021-22 SCHOOL YEAR AT (INSERT SCHOOL NAME) SCHOOL

The Union delegate counted the undisputed ballots on the (insert school name) waiver vote for the 2021-22 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 @ Laborrelationshs@cps.edu

FORM 8
UNION FINANCIAL SECRETARY AMENDED
CERTIFICATION OF WAIVER VOTE ON SCHEDULE FOR
2021-22 SCHOOL YEAR AT
(INSERT SCHOOL NAME) SCHOOL

The Financial Secretary counted the disputed ballots on the (insert school name) 2021-22 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

 Signature

 Title

 Printed Name

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 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
DEVELOPMENT 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 23, August 24, and June 16.

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 2021-22 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 23, August 24, and June 16.

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 2021-22 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 2021-22 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 2021-22 SCHOOL YEAR
AT (INSERT SCHOOL NAME) SCHOOL
(if necessary)

The Financial Secretary counted the disputed ballots on the (insert school name) 2021-22 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

 Signature

 Title

 Printed Name

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**