

Implementation Procedures

ELEARNING ACADEMY USE OF TIME
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The eLearning Academy has a unique instructional program that leads to an untraditional staffing situation and use of time for certificated employees. The current parameters of the collective bargaining agreement will remain in place, with the exception of the configuration of Assigned Time and meeting times.

The Edmonds eLearning Academy will arrange their administrative-led staff meetings and District/Building time as follows:

1. The time of Wednesday administrative/staff meeting time will be decided upon by the principal at the beginning of the year and will remain the same for the entirety of the school year, to be changed only through the use of the building's Draft 5 decision making procedure. All certificated staff assigned to Edmonds eLearning Academy for the majority of their assignment with the District will attend Wednesday administrative meetings except in cases of conflict with their scheduled instructional time at other sites.
2. District/Building Time on early release Fridays and non-student days will be served according to the district calendar in addition to the principal directed time each week.
3. Certificated staff who have the majority of their contract at other sites and attend administrative led meetings at other schools will be time-sheeted for their attendance at eLearning staff meetings, if they choose to attend, and if the meetings occur outside of their contract day.

The Edmonds eLearning Academy configuration of assigned time is as follows:

1. Time will be measured on a weekly basis as determined by certificated staff through the building Draft 5 decision-making process.
2. The principal directed time is scheduled time which includes on-site time, time on a virtual platform where staff are actively available to students and other staff, student and family orientations, and required state test proctoring. Based on a five day week, 1.0 FTE schedule the weekly principal directed time is as follows:

FTE	WEEKLY PRINCIPAL DIRECTED TIME
1.0	15 hours
.8	12 hours
.6	9 hours
.4	6 hours
.2	3 hours

Time is prorated for PT staff or shortened weeks.

3. All other assigned and unassigned time is flexible, to be completed by certificated staff members at their professional discretion based on the needs of students. Despite professional discretion at scheduling contracted time, staff are expected to complete their professional duties and be available to assist students within a reasonable timeframe.

/Rob Baumgartner/

/Andi Nofziger-Meadows/

Edmonds School District

Edmonds Educational Association

8/3/23

8/1823

Date

Date