

MEMORANDUM OF UNDERSTANDING STAFF DEVELOPMENT TEACHING

This Memorandum of Understanding (“MOU”) between the Board of Education of Community High School District 94, DuPage County (“Board”), and the West Chicago High School Teachers Association, Inc. (“WCHSTA”) is effective June 1, 2018 and shall be subject to the terms and provisions of the parties’ 2017-2021 Contractual Agreement (the “Collective Bargaining Agreement” or “CBA”). This MOU defines and clarifies when a Member of the Bargaining Unit will be paid for staff development teaching pursuant to Article 8.G of the CBA (“Article 8.G”). The terms of the MOU are as follows:

1. Staff development teaching done outside the normal work day or year (i.e., before or after work hours, weekends, or breaks) will be paid at the rate defined in Article 8.G. A member of the bargaining unit’s “normal work day” and “normal work year” shall be as determined pursuant to the CBA.
2. During the normal work day, pay as defined in Article 8.G will only be granted to a member of the bargaining unit for staff development teaching that is:
 - A. delivered to persons outside of the division to which the member is assigned;
 - B. done at the request of the Administration;
 - C. done on an institute day, staff development day, late start day, or ½ day school improvement day.

“Staff development teaching” means, at a minimum, a lesson or presentation to other members of the bargaining unit or adults of at least 45 minutes for which there is a defined objective or objectives, a coherent lesson plan or agenda, and some form of materials, PowerPoint, or slide deck is provided.

Members of the bargaining unit who request to deliver staff development teaching will not be paid pursuant to Article 8.G for such staff development teaching. If the Staff Development committee asks for proposals or presenters, and the Administration engages a member of the bargaining unit to do staff development teaching based on that solicitation, such staff development teaching will be considered as being done at the request of the Administration, and the member will be paid pursuant to Article 8.G for such staff development teaching.

3. Members of the bargaining unit who serve the whole school (e.g., Nurse, Counselor, Social Worker, Psychologist, LRC, etc.) will not be paid pursuant to Article 8.G for staff development teaching done at the request of the Administration on a topic that is within the normal scope of their job duties. For example, the Administration requests that the School Psychologist or Social Worker do staff development teaching on the impact of trauma on student learning; this is considered staff development teaching within his or her discipline for which he or she would not be paid pursuant to Article 8.G. If members of the bargaining unit who serve the whole school are asked to perform staff development teaching that they or the Administration believe is "above

and beyond" their regular job duties either party may request in advance that the staff development teaching be considered for pay under Article 8G. Such request is to be made in writing to the Assistant Principal for Teaching and Learning with reasons to support the request and the response will also be provided in writing

4. Notwithstanding anything in this MOU to the contrary, members of the bargaining unit who are sent by the District to obtain training with the purpose of "bringing the training back to the staff" (i.e., doing staff development teaching regarding the training received) will not be paid pursuant to Article 8.G for such staff development teaching. For example, a member of the bargaining unit who is sent by the District for CRISS certification provides staff development teaching regarding the training obtained through that certification; the member would not be paid for such staff development teaching pursuant to Article 8.G.

This MOU has been duly approved by each of the parties and has been executed by authorized representatives of the WCHSTA and the Board.

BOARD OF EDUCATION OF COMMUNITY
HIGH SCHOOL DISTRICT 94, DUPAGE
COUNTY

BY: _____

President

Date: 6/19/2018

WEST CHICAGO HIGH SCHOOL
TEACHERS ASSOCIATION, INC.

BY: _____

President

Date: 5/25/2018