

**ELECTION TO WORK AGREEMENT AND
WAIVER OF CONTINUED RIGHT TO EXTENDED WORK YEAR
SPPS ONLINE SCHOOL**

For the 2021-2022 school year, the SPPS Online School will implement the SPPS Online School components of:

- A flexible school schedules
- Teacher cohorts
 - Teachers will follow their assigned learning coach group (Advisory) through their high school years with additional students added at grade level to ensure balanced distribution of students.
- Standards-based grading
- Project-based learning
- UDL
- Design thinking
 - Continuous improvement with stakeholder input
- Online course delivery
 - Hardware
 - Software
 - Best practices
- Building strong relationships
 - Best practices in an online environment

For the 2021-22 school year, the Online School will serve grades 9 through 12. The ETWA will be for all staff for the 2021-2022 school year.

Online Teacher Expectations

1. In order for SPPS Online School to successfully implement these components, they will follow the class size limits for the top 30 SPPS sites with the highest F/R% for the duration of this ETWA.
2. Teachers will be required to provide 19.5 hours of synchronous time which includes teaching and student contact time per week.
3. Teachers will get eighty-five minutes (85) of preparation time per day for creating online school lessons that are accessible and engaging for all students.
4. The staff hours will be:
 - a. 8:15am-3:15pm, The school day will run from 8:30-3:00, or
 - b. 12:15pm to 7:15pm. The school day will run from 12:30pm-7:00pm (see below schedule).
5. Daily teacher schedules:

Work Day Choice

1. Providing a student-centered school day for students who require a flexible workday to meet life needs and schedules. Each staff member will work a schedule similar to one of the options below. Each staff member will adhere to one consistent schedule for each semester. Staff will be provided an opportunity to request their preferred schedule. Teachers will be provided a schedule of the predicted courses. All staff will be provided with their work shifts by 8/15/2021. Shifts will not change mid-year, unless staff and the principal come to mutual agreement with the support of a union steward or organizer. Administration will communicate assignments for second semester to staff prior to Winter Break 2021. For the following school year, every attempt will be made to assign staff to their shift preference and to inform teachers of their assignments for fall semester by the end of the school year.

Schedule #1 - 7-hour day - 8:15-3:15

Time	Task Time	Task
8:15-8:30	15 minutes (Prep Minutes)	Teacher prep work - check email, review upcoming day, etc.
8:30-8:40	10 minutes (Synchronous)	Class #1; Open up live virtual content lesson and greet students as they log on
8:40-9:40	60 minutes (Synchronous)	Class #1; Teach live lesson, start groups working on assignments/projects, etc.
9:40-9:50	10 Minutes (Synchronous)	Class #2; Open up live virtual content lesson and greet students as they log on
9:50-10:50	60 minutes (Synchronous)	Class #2; Teach live lesson, start groups working on assignments/projects, etc.
10:50-12:00	70 minutes (Prep Minutes)	Teacher Prep
12:00-12:30	30 Minutes	Lunch
12:30-1:00	30 Minutes (Synchronous)	Learning Coach Student Support (SEL Delivery)
1:00-2:00	60 minutes (Synchronous)	Virtual content area support - available to students online, support students in any grade that logs on for help
2:00 – 3:00	60 minutes	Meet with team (grade level, department, sped, etc.) to collaborate and talk about curriculum, projects, lessons development, student concerns, problem solving, Staff Meetings, PLC's
3:00 - 3:15	15 minutes	PLC Check-ins/team and individual/Teacher Support

Schedule #2 – 7-hour day – 12:15pm-7:15pm

Time	Task Time	Task
12:15-12:30	15 minutes (Prep Minutes)	Teacher prep work - check email, review upcoming day, etc.
12:30-1:00	30 minutes (Synchronous)	Learning Coach Student Supports (SEL Delivery)
1:00-2:00	60 minutes (Synchronous)	Virtual content area support - available to students online, support students in any grade that logs on for help
2:00-3:00	60 Minutes	Meet with team (grade level, department, sped, etc.) to collaborate and talk about curriculum, projects, lessons development, student concerns, problem solving, Staff Meetings, PLC's
3:00-3:15	15 minutes (Synchronous)	PLC Check-ins/team and individual/Teacher Support
3:15-3:25	10 minutes (Synchronous)	Class #1; Open up live virtual content lesson and greet students as they log on
3:25-4:25	60 Minutes (Synchronous)	Class #1; Teach live lesson, start groups working on assignments/projects, etc.
4:25-4:35	10 Minutes (Synchronous)	Class #2; Open up live virtual content lesson and greet students as they log on
4:35-5:35	60 Minutes (Synchronous)	Class #2; Teach live lesson, start groups working on assignments/projects, etc.
5:35-6:05	Lunch	Lunch
6:05-7:15	Prep Time	Teacher Prep

Technology and Work Location Expectations

1. The district will provide all staff (licensed and non-licensed) a laptop and headset with microphone. Staff will have access to the following at a designated location, printer, document camera, monitor.
2. Staff have the flexibility to work from home or from a space provided by SPPS.
3. Work space provided by SPPS will be at X location.

Leadership and School Development Team for the Online School

1. The online school will use the following model for a leadership team and to discuss the ongoing development of the Online School:
 - a. The Leadership Team consists of at least the principal (the Chair), counselor, a support professional (EA or School Community Service Professional (SCSP), and teacher representatives from each academic department (English, math, social studies, science, electives, special education).
 - b. The Leadership Teams purpose it to provide input and direction for continuous improvement regarding school design, schedules, professional development needs, technology needs, staffing needs, standards-based grading, project-based learning plans, importance of SEL in student development and student success, and school budget.
 - c. Members of the Leadership Team will meet for 3 days (21 total hours) in the summer to plan for next year. In 2021, these days will occur between July 26 and 28.
 - d. During the school year, the Leadership Team meets on at least a bi-weekly basis, according to a schedule posted to all members at the start of the school year. Other meetings may be called on an ad hoc basis to deal with emergency issues as needed. When possible, these ad hoc meetings will take place during weekly all-staff meetings. Required Leadership Team meetings may not exceed 6 meetings per month.

Professional Development and Curriculum Development Expectations:

1. All Educational Assistant, School and Community Service Professional, and Licensed staff will participate in a **2-day Team Building Retreat on July 20 and 21, 2021**. Staff will engage in team building activities to develop a positive culture and climate. **The leadership team will be decided at this retreat.**
2. Teaching staff will participate in **7 days of Professional Development on August 2-6, August 9-10**. Staff will engage in PD directed at managing a flexible schedule, the teacher cohort model, standards-based grading, project-based learning course design, UDL, online course design, design thinking, instructional hardware, instructional software, developing strong relationships through the application of a learning coach (SEL) model.
3. Non-licensed staff will have the option to participate in the professional development with licensed staff that the leadership team determines to be useful for their role in the school, such as PD on instructional hardware and software, managing a flexible schedule, and developing strong relationships.
4. Licensed staff will participate in **one hour of Professional Development each week, September 2021 through May 2022**. Non-licensed staff will participate weekly Professional Development as it pertains to their role. A professional development schedule for the semester will be provided opening week for first semester and before winter break for second semester. This schedule will identify what PD is for non-licensed staff. Staff will engage in:
 - Developing empathy interview skills, identifying student unmet needs, designing solutions to address the unmet needs.
 - Additional PD as necessary directed at managing a flexible schedule, the teacher cohort model, standards-based grading, project-based learning course design, UDL, online course design, design thinking, instructional hardware, instructional software, developing strong relationships.

Staff who participate in the summer Leadership meeting days and/or Professional Development days and duty year professional development hours will be compensated per section A and B below.

Section A. Licensed Staff

- A.1. The daily rate of pay will be equal to the base teacher salary divided by 187.**
- A.2. Pay for four hours or less of training during the summer will be paid at one-half the daily rate.**
- A.3. A day of summer training that is comprised of more than 4 hours up to 8 hours will be paid at a full day's rate per A.1 above.**
- A.4. If a summer training day extends beyond 8 hours; teachers will be paid for each additional hour of training. The hourly rate will be determined by dividing the daily rate by 8.**
- A.5. Pay for evening training during the duty year will be paid at the hourly rate for each hour of training. The hourly rate will be determined by dividing the daily rate by 8.**

Section B. School and Community Service Professionals and Educational Assistants

- B. 1. The rate of pay will be the employees' regular hourly rate of pay for each hour of training and leadership meetings. The hourly rate of pay for SCSPs is reflected on their paycheck.**

By checking the appropriate box indicating your commitment to this Election to Work agreement, you are agreeing to all of the terms and conditions set forth in this agreement. By committing, you understand that you give up your right to claim a continuing right to additional duty days in years subsequent to the 2021-2022 school year.

If you do not desire to commit to this Election to Work Agreement, check the box marked, "I submit my name for transfer". Your name will then be placed on the placement list, and you will be reassigned under the contract provisions governing transfers.

Election to Work Agreement – SPPS Online School

This form must be received by the SPPS Online School Principal no later than June 1st, 2021.

I commit to this Election to Work Agreement at the SPPS Online School and accept this opportunity. I understand that my signature constitutes a waiver of claim to an extended work year. I further understand that I am not guaranteed a position and that I remain subject to administrative transfer, placement process, layoff and probationary non-renewal procedures.

Signature

[Employee Name Printed] Date

[Employee Signature]