

LETTER OF UNDERSTANDING

Professional Learning Communities

The Board of Education (the "Board") of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") and the Unit Five Education Association-IEA/NEA ("UFEA") recognize the need to provide bargaining unit members with opportunities for professional collaboration and with time to complete important work such as analyzing and using data in instruction and assessment. Therefore, the Parties agree to the following:

Definition:

A PLC is a group of professionals engaged in action research focused on improving student outcomes.

Administration agrees not to use PLC time to:

- Distribute information about district initiatives or programs, etc.
- Assign book studies.
- Create tasks to be completed prior to, or following, scheduled PLC meetings.
- Hold faculty meetings.

For Building PLC groups Administration and UFEA will collaborate to establish:

- Teams
- Timelines
- Goals and projected outcomes

The District PLC Committee will consist of the following members:

- Superintendent or Designee, Co-Chair
- President of Unit Five Education Association or Designee, Co-Chair
- Six (6) Administrators to be appointed by the Board
- Six (6) UFEA Bargaining Members appointed by the Association

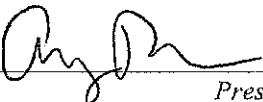
The District PLC Committee will:

- Develop training as needed
- Review the process at least annually
- Consider the interests of the District and of bargaining unit members and, with the goal of making PLC time as effective as possible, will explore alternative scheduling options. While the committee may explore a number of scheduling options, they will specifically look at options which would move PLC time to the end of the day, with early dismissal, allowing for them to occur less often but for longer periods of time. They should consider any impact such a change would have and will present the results of their discussions, including any recommendations, to the Board and UFEA so that any changes could be approved, integrated by the Calendar Committee, and communicated in plenty of time to stakeholders.

Calendar and Schedule:

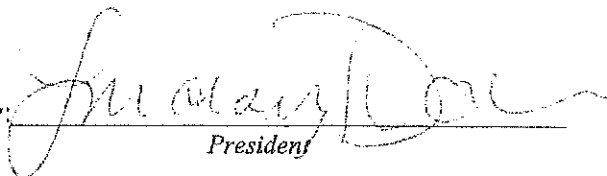
- All schools except early learning programs will start an hour late up to twelve (12) Wednesdays during the school year. Due to the half day schedule for early learning programs, it is not possible to have PLC time during late starts and still count a.m. student attendance on those days. Accordingly, PLC time for early learning programs shall be held on early learning non-student attendance days throughout the school year (i.e. the early learning program has a shortened student attendance year of 165 days). Late start days will be specifically identified and communicated to bargaining members and the public as soon as possible, but no later than the first day of school.
- Buses will follow the late-start schedule, dropping off students to the school an hour later than their normally scheduled day.
- Bargaining unit members will flex their time on late-start days and be at school for a full one and one half hours prior to student attendance.
- The one and one half hours on late-start days will be used for District-wide implementation of professional development in the form of Professional Learning Communities.
- Schedules at the Elementary, Middle and High Schools will be adjusted accordingly to make the late-starts possible:
 - At the High School level, classes will begin one hour later than usual and be shortened to accommodate the late start.
 - At the Middle School level, classes will begin one hour later than usual and be shortened to accommodate the late start.
 - At the Elementary level, classes will begin one hour later than usual and Building Principals will make every effort when constructing Area Schedules to minimize the impact on individual bargaining unit member plan time and to maximize student access to area classes and instruction. Unless the District would be required to hire an additional employee to teach an area class due to a scheduling conflict of the area teacher, area classes other than P.E. will not be scheduled during the first hour on Wednesdays.
- Consideration will be given to consistency in scheduling between buildings and levels, as well as the schedules of bargaining unit members who travel between buildings and the potential impact on instruction and time.
- In addition to the late-start days, there may be time allotted for Professional Learning Community activities on each of the 5 district-wide school improvement days.
- The Parties agree to use information gathered through Professional Learning Community late-starts as a basis to discuss improving scheduling.

**BOARD OF EDUCATION OF COMMUNITY
UNIT SCHOOL DISTRICT NO. 5, MCLEAN
AND WOODFORD COUNTIES, ILLINOIS**

By:  _____
President

Date: 3-5-21

UNIT FIVE EDUCATION ASSOCIATION IEA/NEA

By:  _____
President

Date: 3.1.21