



# Illinois State Board of Education

## e-Learning Program Verification Form

According to Section 10-20.56 of the School Code [105 ILCS 5/10-20.56], school districts may, by adopted resolution, utilize "e-learning days" in lieu of emergency days. The number of e-learning days may not exceed the number of emergency days in the approved school calendar. The district's e-learning program must be verified by the regional office of education or Intermediate service center for the school district prior implementation. Before adoption, the school board must hold a public hearing for initial proposal or renewal of e-learning program by:

- District Name: Central A&M CUSD #21
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing  
Date of Publication: 9/26/19 & 10/3/19
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district  
Date of Notification: 9/27/19
- Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit  
Date of Notification: 9/25/19
- The school board's approval of a district's initial e-learning program and renewal of the e-learning program shall be for a term of 3 years  
Date of Public Hearing: 10/7/19 Date of Board Meeting/Resolution: 10/7/19

Specifically, the regional office of education or Intermediate service center for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program
- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day
- Review and revise the program as implemented to address difficulties confronted
- Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day

Dr. DeAnn Heck

Verified by: School Dist. Superintendent (printed)

Signature\*

Date

Dr. Kyle Thompson

Verified by: Regional Superintendent (printed)

Signature

Date

\*Supporting documentation for any/all items listed may be required by the regional office of education or Intermediate service center.

TO: Collective Bargaining Unit  
FROM: Superintendent  
RE: MOU- eLearning Days  
DATE: October 21, 2019

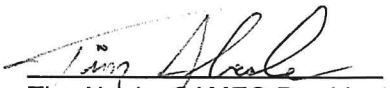
As previously discussed, Section 4.1 of the current CBA reads as follows and will need to be addressed as part of our collaborative effort to design and carry out eLearning in Central A&M Community Unit #21 District.

Teachers recognize that a day of work may involve more than the time spent in student instruction and that their professional responsibilities may extend beyond the classroom and beyond the normal school day. The designated workday for full-time teachers shall be seven (7) hours and thirty (30) minutes of continuous time, including a duty-free lunch period of not less than thirty (30) minutes. In some cases, it may be necessary for classes to be scheduled beyond the limits of the normal workday. Such shall be allowed, provided that the parties involved are in agreement.


The signatures below indicate a mutual understanding that when an e-Learning Day is utilized according to the Board-approved plan for such days of instruction and student attendance teachers are in fact required to report for duty as directed. The signatures below also indicate a mutual understanding that the Board of Education and Collective Bargaining Unit will identify the Section 4.1 of the current CBA, and the topic of eLearning in general, as part of the next collective bargaining negotiations. Furthermore, signatory parties acknowledge that any Board of Education approval of an eLearning plan for the 2019-20 school year shall remain in place for a 3-year period according to School Code provided that annual review of the program is expected and revisions as implemented may be required to address findings.

Furthermore, on an e-Learning Day\*, the 7 hour and ~~45~~<sup>30</sup>-minute workday for teachers shall be scheduled as follows unless otherwise directed (or a variation of the schedule as discussed with building administrator):

- 8:00 a.m. - 8:30 a.m. - Planning/ preparation
- 8:30 a.m. - Learning modules posted and period of availability, student engagement, instruction, supervision and support as needed begins
- 8:30 a.m. - 1 :30 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring and support as needed
- 1 :30 p.m. - 2:00 p.m. - Duty Free
- 2:00 p.m. - 3:30 p.m. - Verification/assessment of student work/engagement; planning/ prep. (e-Learning). Planning/preparation, professional responsibilities.

  
Tim Aberle, CAMEO President

10-21-19  
Date

  
Josh Burgener, CAM Board President

10-21-19  
Date

## **RESOLUTION ADOPTING ELEARNING PROGRAM**

**WHEREAS**, the Board of Education of Central A&M Community Unit School District #21, Counties of Shelby, Christian and Macon, State of Illinois, has determined to adopt an eLearning program in the School District;

**WHEREAS**, in accordance with Section 5/10-20.56 of The School Code, the Board of Education may adopt a research-based program or programs for use of eLearning days district-wide that permits student instruction to be received electronically while students are not physically present in lieu of the school district's scheduled emergency days;

**WHEREAS**, the Board is required to hold a public hearing related to the initial proposal for an eLearning program during a regular or special meeting of the Board, during which the terms of the proposal must be substantially presented and an opportunity for public comment must be provided;

**WHEREAS**, the Board must provide prior notice of said public hearing of at least ten (10) days by publication in a newspaper of general circulation in the school district; and written or electronic notice designed to reach parents or guardians of all students enrolled in the school district; and written or electronic notice designed to reach any exclusive collective bargaining representative of school district employees and those employees not in a collective bargaining unit;

WHEREAS, notice of the public hearing was published in a newspaper of general circulation in the school district on October 9, 2019;

WHEREAS, written notice of the public hearing was provided to parents or guardians of all students in the school district by district email and social media on October 9, 2019;

**WHEREAS**, written notice of the public hearing was provided to the Central A&M Teachers Association and all employees of the school district not in a collective bargaining unit by electronic mail on October 7, 2019;

**WHEREAS**, the Board held a public hearing related to the initial proposal for an eLearning program on October 21,2019; and

**WHEREAS**, the Board of Education has determined that the adoption of the research-based eLearning program described during the hearing be adopted is in the best interests of the school district pursuant to Section 5/10-20.56 of The School Code.

**NOW, THEREFORE**, Be It Resolved by the Board of Education of Central A&M Community Unit School District No. 21, Counties of Shelby, Christian, and Macon, State of Illinois, as follows:

**Section 1:** That the Board adopt the Central A&M E-Learning Program, a research-based eLearning program that:

- May utilize the internet, telephones, texts, chatrooms, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners;
- Ensures and verifies the required clock hours of instructions or school work for each student participating in an eLearning day;
- Ensure access from home or other appropriate remote facility for all students participating in the program, including availability of non-electronic materials to students who do not have access to the required technology or to the participating teachers or students who are prevented from accessing the required technology;
- Ensure appropriate learning opportunities for students with special needs;
- Ensure the monitoring and verification of each student's electronic participation;
- Addresses the extent to which student participation is within the student's control as to time, pace, and means of learning;
- Provides effective notice to students and their parents or guardians on the particular days for eLearning;
- Provides staff and students with adequate training for eLearning days' participation;
- Ensure an opportunity for any collective bargaining negotiations that would be legally required;
- Reviews the program as implemented to address difficulties confronted through revision or otherwise;
- Ensures that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, students, and parents at least 30 days prior to utilization;
- Ensures all teachers and staff who may be involved in the provision of eLearning have access to any and all hardware and software that may be required for the program;
- Will be verified by the Regional Office of Education for the school district to ensure access for all students;

- Will be implemented for a period of 3 years (2019-20, 2020-21, 2021-22) prior to renewal.

**Section 2:** That the Superintendent or her designee are hereby authorized and directed to send a copy of this Resolution and the research-based eLearning program adopted by the Board to the Regional Office of Education for purposes of timely verification as described in Section 5/10-20.56 of The School Code.

**Section 3:** That this Resolution shall be in full force and effect forthwith upon its passage.

**ADOPTED** this 21st day of October, 2019, by the following vote:

AYES: 7

NAYS: 0

ABSENT: 0



Josh Burgener, President, Board of Education

ATTEST  


Tim Dowd, Secretary, Board of Education