

* 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.

For the 2016-17 school year, eLearning will arrange their administrative-led staff meetings and collaboration time as follows:

1. Administrative time and collaborative time will be scheduled at 10:00 a.m. on Wednesdays. All certificated staff assigned to eLearning Academy for the majority of their assignment with the District will attend both administrative and collaboration meetings every Wednesday, even if Wednesday is a day the certificated employee is not scheduled to work on site.
2. The administrative and collaborative time will follow the guidelines established in the Use of Additional Time Implementation Procedures.
3. One (1) administrative-led meeting per quarter will be scheduled so eLearning Academy certificated staff who attend administrative meetings and collaboration time at different schools may attend, if they so desire. Certificated staff who attend administrative-led meetings at other schools will be time sheeted for their attendance at quarterly eLearning meetings, if they choose to attend, and if the meetings occur outside of their contract day.

For the 2016-17 school year the eLearning 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 balance of on-site lab time and virtual instruction time is as follows:

FTE	ON-SITE LAB TIME	VIRTUAL INSTRUCTION TIME
1.0	16 hours	9 hours
.8	12 hours 48 minutes	7 hours 12 minutes
.6	9 hours 36 minutes	5 hours 24 minutes
.4	6 hours 24 minutes	3 hours 36 minutes
.2	3 hours 12 minutes	1 hour 48 minutes

3. Based on student attendance in lab, on-site lab time may be flexed for office time after consultation with administrator and/or other on-site certificated staff members.
4. The District and the EEA agree to meet with the eLearning administrator and building representatives in January 2017 to determine if any changes need to be made to the configuration of assigned time for the remainder of the school year.

/Debby L. Carter/

/Andrea Nofziger-Meadows/

For the District

For the EEA

Date: 5/20/16

Date: 5/19/16