



To: Harlem School District Board of Education
FROM: Michelle Erb, Assistant Superintendent for Curriculum and Instruction
RE: Memorandum of Understanding (MOU)- Start Times 21-22
DATE: June 13, 2021

During the pandemic, we had to make several changes to our processes and procedures to keep students safe. Some of these changes we have found to be beneficial for a variety of reasons and we would like to continue regardless of any limitation placed on school districts by the Illinois School Board of Education (ISBE), Illinois Department of Public Health (IDPH), or Winnebago County Health Department (WCHD).

One change that we would like to continue is to have students enter their classroom and have the opportunity to have breakfast each day in their classroom. By going directly to the classroom, students came to class ready to learn and taking advantage of the opportunity to have breakfast. Don West and the Transportation Department did an excellent job of working with the buildings to drop off students when the bell rings and then left to pick up their second route. Due to the fact the Harlem School District along with ISBE would like to see as many students in-person as possible, Mr. West and the Transportation Department need ten additional minutes between routes to continue this practice. In order to provide our drivers with the time needed we need to change our elementary teacher day to 7:30 am - 3:00 pm and the secondary teacher day to 8:25 am - 3:55 pm.

Article 6, Section A of the Harlem Federation of Teachers Collective Bargaining Agreement states that *nothing prohibits the Administration from adjusting these schedules by up to fifteen (15) minutes as long as the Administration notifies the staff and the Union President by April 1 prior to the commencement of the school year in which the change will take place.* The administration met with Union leadership and was in agreement with these changes; however, it was after April 1. Due to that reason, I am bringing the MOU forward.



A Community of Leaders

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