Hinsdale Township
High School District 86
5500 S. Grant Street, Hinsdale, IL 60521

Job Action
Contingency Plan

DRAFT
DIRECTORY

Include phone tree of administrators with home and cell numbers??

DISTRICT EXTENSIONS
Superintendent

SCHOOL EXTENSIONS
Principal’s office
Nurse
Switchboard
Facilities B&G

POLICE NON-EMERGENCY
Hinsdale
Darien
Westmont
Clarendon Hills

FIRE DEPARTMENT NON-EMERGENCY
Hinsdale
Darien
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day One “Notice of Intent to Strike” Communication Tasks</td>
<td>4</td>
</tr>
<tr>
<td>Licensed Staff</td>
<td>4</td>
</tr>
<tr>
<td>Co-curricular Non-HHSTA Stipend People</td>
<td>4-5</td>
</tr>
<tr>
<td>Department Chairs</td>
<td>5</td>
</tr>
<tr>
<td>Non-Certified Staff</td>
<td>5</td>
</tr>
<tr>
<td>Parents and Students</td>
<td>5-6</td>
</tr>
<tr>
<td>Athletics and Activities</td>
<td>6</td>
</tr>
<tr>
<td>DHH (LADSE) and Private Placements</td>
<td>6</td>
</tr>
<tr>
<td>Transition Center</td>
<td>7</td>
</tr>
<tr>
<td>Community</td>
<td>7</td>
</tr>
<tr>
<td>Feeder Schools</td>
<td>7</td>
</tr>
<tr>
<td>Day Three “Notice of Intent to Strike” Staffing Tasks</td>
<td>7</td>
</tr>
<tr>
<td>Once Job Action Date is Identified</td>
<td>8</td>
</tr>
<tr>
<td>After Job Action Activities</td>
<td>8</td>
</tr>
<tr>
<td>Day One: Administrative Planning</td>
<td>8</td>
</tr>
<tr>
<td>Day Two: New Staff Preparation</td>
<td>9</td>
</tr>
<tr>
<td>Day Three: School Resumes</td>
<td>9</td>
</tr>
<tr>
<td>Period Schedule</td>
<td>9</td>
</tr>
<tr>
<td>Academic Day</td>
<td>9</td>
</tr>
<tr>
<td>Attendance Procedures</td>
<td>9</td>
</tr>
<tr>
<td>Dealing with Protest</td>
<td>10</td>
</tr>
<tr>
<td>Starting Back after the Job Action</td>
<td>10</td>
</tr>
<tr>
<td>Communication Basics</td>
<td>10</td>
</tr>
</tbody>
</table>
Day One “Notice of Intent to Strike” Communication Tasks

“Notice of Intent to Strike” starts the ten-day clock

A. Licensed Staff

1. **Message:** Letter/email goes to teachers to inform them that the District needs to instigate a hiring process in order to continue providing education for the students

2. **Decision Window:** teachers are given two business days to make decision to come to work or to support the job action, should it occur.
   i. Contact the Director of HR via email
   ii. Midnight of the second business day

3. **Compensation for Continuing to Work:**
   i. Pay, health, dental, vision, short and long-term disability, and life insurance benefits will continue.
   ii. This commits you to coach or sponsor if you are currently assigned, as well.
   iii. Your decision will be kept as a private personnel matter between you and the Board until the job action becomes reality.

4. **Disadvantages of Supporting the Job Action:**
   i. Pay, health, dental, vision, short and long-term disability, and life insurance benefits will stop.
   ii. Returning to work at a later time will reinstate pay and benefits; however, you may not be paid retroactively for days you missed during the job action while school was in session.
   iii. Should you choose not come to work during the job action, please be aware of the following:
      1. Your laptop and keys, which are District property, must be turned before you leave on the day before the job action. These items are essential tools needed for the continuation of school; therefore, the District will consider unreturned property stolen and take the necessary steps to retrieve its property.
      2. All teacher editions of textbooks and log-in information for computer-based curriculum, College Board, etc. must be submitted to the Department Chair prior to leaving on the day before the job action.
      3. You must provide access to your gradebook, lesson plans, and other district resources that require a password.
      4. All District and school parking will be reserved exclusively for working staff, official visitors, and students.

5. **Additional Considerations:**
   i. The letter will include formal notice that during this ten-day window between the notice and job action there can be no disruption to the educational process. Union members are prohibited from discussing negotiations with students or within the hearing range of students during paid working hours.
   ii. If you commit to work during the job action but consistently don’t show up to fulfill your job responsibilities, it could be considered job abandonment. **Get advice from legal (could have a Blue flu)**
   iii. Federal law states that intellectual property created by an employee in the scope of his or her employment belongs to the employer and not the individual employee.

B. Co-curricular Non-HHSTA Stipend People

1. **Message:** Letter/email goes out to them to inform them that the HHSTA filed an *intent to strike* notice.
i. Clarify that the District will continue to provide athletic and activity programs.
ii. Explain the need to instigate a hiring process in order to continue providing co-curricular activities, practices and contests for the students

2. **Decision Window:** provide two business days to commit to coming in to sponsor or coach or to support the job action, should it occur.
   i. Contact the Director of HR via email
   ii. Midnight of the second business day

3. **Additional Considerations:** If you choose not to provide services to our students during this time, it will be the administration’s discretion whether or not to reinstate you to your position after the job action, should it occur.

C. **Department Chairs**

1. **Message:** Principals personally connect with you, reminding you of the need for your leadership to ensure the education of the students.
2. **Decision Window:** You will need to connect with your department members who may not get the letter/email in order to make sure each person has the full two days to make his/her decision.
3. **Academic Oversight:**
   i. You will need to assess where each course is in its unit sequence at the time of the job action.
   ii. You will need to gather the instructional materials to cover the courses in the modified master schedule.
   iii. You will need to secure the AP curriculums that have been approved by the College Board
   iv. You need to identify courses that need a computer-based curriculum, such as APEX, PLATO, Khan Academy, etc.
   v. You may be assigned to teach 4 -5 classes a day.

D. **Non-Certified Staff**

1. **Message:** Send a letter/email to explain that school will stay open during the job action and you are expected to show up to work
2. **Provide:** The new bell schedule and master schedule plan
3. **Clarify:** Your job expectations remain in place
4. **Decision Window:** Ask Paraprofessionals if they are interested in undertaking a teaching role at the long-term substitute rate of pay if they have a current, valid teaching license ($257/day, BA1) They have two business days to express interest in this option.
   i. This assignment is at the Principals’ discretion.
   ii. Remaining in a teaching role or being re-assigned to paraprofessional role after the job action will be at the Principals’ discretion.
   iii. We must include statutory language that a strike is in progress (Ray will provide).

E. **Parents and Students**

1. **Message:** Superintendent will immediately communicate via multiple modalities, including robo calls, eblast, letters and website that notice to strike has been given and the District’s contingency plan ensures that school, athletics, and activities will continue in the event of a strike.
2. **Instruction During Job Action:**
   i. The modified daily schedule will be included in the letter/email.
   ii. Individual student schedules will be shared if the job action takes place.
iii. Valuable Enrichment work will be provided in the core content areas, PE, and in most AP courses
   1) Academic and enrichment work will be graded
   2) The grade earned will be entered into the relevant departmental course after the job action ends
   3) Students who miss school will be required to make up the work or take a zero

3. Compulsory Attendance Laws
   i. Students are required to be in school when it is in session
   ii. Attendance rules and truancy laws will continue to be enforced

4. Lack of Disruption to Educational Process: Reassure families that during the time between the notice and job action, the educational process will not be disrupted. Teachers have been informed that negotiations cannot be discussed during in-listening range of students during paid work hours.

5. Arrival and Dismissal:
   i. Students will be able to enter and exit school unobstructed – clarify what entrances will be open
   ii. Picket lines and press must be off property - on sidewalks
   iii. Security will be at crosswalks to assist students who walk to school
   iv. Police assistance will be available

6. Informational Updates: Direct families to the website for real-time information

F. Athletics and Activities
1. Message: Athletic Directors and Activity Directors contact their participants and parents to inform them of which athletics and clubs/activities are continuing. They will explain the reasons why others may not be able to continue during the job action due to safety and supervision issues.
   i. Address concerns regarding IHSA rules about contests (51% attendance when school is in session)
   ii. Reassure athletes concerned about recruiting, scholarships, etc.

2. Informational Meeting Details: Families will be invited to a meeting within the 10-day timeline to explain the plan to continue practices, events, and contests.
   i. On Day 4 after strike notice is given, the Principals and Directors will meet as a full group in the Auditorium to reassure families and share the plan
   ii. Each Fall sport meets separately to introduce existing and new coaching staff
   iii. The same will occur for activities that are continuing.

3. Informational Updates: Direct families to the website for real-time information

G. DHH (LADSE) and Private Placements
1. Message: Assistant Superintendent for Special Education will facilitate letters being sent to private placements, the Executive Director of LADSE, and all DHH partner schools that the contracted services will continue during a job action, should one occur.
   i. The school year will not be lengthening.
   ii. Transportation services will continue as usual.
   iii. The DHH program will follow its normal schedule; however, students who attend HS classes may have altered schedules. DHH will communicate these changes to families.

2. Informational Updates: Direct families to the website for real-time information
H. Transition Center
1. **Message:** Assistant Superintendent for Special Education will send a letter to families, explaining that two contingency plans are ready to be enacted in order to continue educational services to their students.
   i. Plan A – if enough qualified staff will be available, the center will continue to be open and to operate as normal
   ii. Plan B – if there aren’t enough staff to keep the center open, the students will receive services at their original home school
2. **Informational Meeting Details:** Families will be invited to a meeting within the 10-day timeline to explain the final plan.
3. **Informational Updates:** Direct families to the website for real-time information.

I. Community
1. **Message:** The Board and/or Superintendent will disseminate information to the community to inform them that contingency plans are in place to continue providing a quality educational experience for our students.
   i. Police Chiefs
   ii. Mayors/Village Presidents
   iii. Press Release
   iv. News Conference
2. **Media Contact:** All media inquiries must go through the Public Relations Specialist, who will arrange interviews, keep a log of all contacts, write or approve all press releases, etc.
3. **Negative comments made to the press will be reviewed on a case-by-case basis.**

J. Feeder Schools
1. **Message:** Superintendent will inform all feeder Superintendents about our contingency plans.
2. **Middle School Students:** Principals will communicate with feeder Principals about keeping school open and what will happen with their students who take courses at the high schools.

Day Three “Notice of Intent to Strike” Staffing Tasks

A. **Determine Available Staff**
1. By the second day, the commitments to return to work will be in.
2. On the third business day after the notice to strike is given, the administration will meet to determine hiring needs in the following areas: English, Math, Science, Social Studies, PE, Special Education, and World Language.

B. **Staffing Decisions**
1. Provide the number of teachers and paraprofessional needed to start the interviewing process
2. Authorize the hiring of additional security.
3. Send people immediately for fingerprinting since it can take up to four days to get results. Appointment is contingent on passing.
4. **Verify employees in the statewide Sex Offender Database and Murderer and Violent Offender Against Youth Database**
Once Job Action Date is Identified

A. Staff Meeting
   1. Provide people with Do's and Don'ts during the

B. Onboarding Process Begins:
   1. Director of HR coordinates with outside agency –
      a. new hire paperwork
      b. Background checks are conducted
      c. Physical exam stating that certifies employees are free from communicable disease
   2. Get New Employee Technology Checklist for all newly hired subs
      a. Technology Department to set up accounts but not make them live yet.
      b. Global Compliance Network training accounts will be set up for blood-borne pathogens,
         diabetes, seizures, etc. if the job action extends past several weeks.

On the Day Before the Job Action Starts

A. Collect Computers, Keys, etc.
   1. Technology Department is given a list of striking teachers to disable accounts.

“Job Action” (JA) starts a new day count

After Job Action Activities

DAY ONE: Administrative Planning
1. Academic Plan – finalize master schedule
2. Clerical – get copies of schedules, etc.
3. Security and Safety Planning- camera in lot, extra people to guard lot
4. Building Operations – preparing a list of subs with keys, key cards
5. Technology –
6. Media Protocols
7. Prepare standardized message for switchboard operators, clerical staff at District and buildings
8. Food Service meeting
9. Busing - Letter of new end time
DAY TWO: New Staff Preparation
1. Substitute Training-
   a. States Attorney provides 20 minutes of DCFS Mandated Training session – sign in sheets created
   b. Technology – DC and APO will train subs on Day 2
2. Meeting regarding revised period schedule, class schedule,
3. Distribution of keys
4. Temporary parking stickers
5. Take IDs for new staff
6. Robo call to families that school will start tomorrow.

DAY THREE: School Resumes

A. Period Schedule

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<thead>
<tr>
<th>Emergency Action Plan Schedule</th>
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</thead>
<tbody>
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<td><strong>Period</strong></td>
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<tr>
<td>Period 1</td>
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<td>Period 2</td>
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<td>Period 3/Lunch</td>
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<td>Period 4/Lunch</td>
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<td>Period 5/Lunch</td>
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<tr>
<td>Period 6/Lunch</td>
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B. Academic Day
1. 5 hours instruction required by ROE:
   a. English
   b. Math
   c. Science
   d. Social Science
   e. P.E.
2. 6th period is lunch
   a. World Language, AP courses only
   b. Electives, if possible
   c. Special Education Resource
3. All staff meet for communal planning during 7th period and a 60 minute lunch.

C. Attendance Procedures
1. Teachers and subs will take attendance on paper
2. Sheets will be turned into Deans’ Office and clerical staff will enter the absence twice:
   a. In the test data base for actual period missing
   b. In the actual data base so the absence will correspond to the true course
3. Subs will NOT work in TAC (thus, they will not need to be added to the active directory)
**D. Dealing with Protest**
If the job action results in a protest:
1. Contact Superintendent/Designee.
2. Superintendent/Designee talks to the lead representative of the protesters.
3. Discuss that protests cannot occur inside the school buildings.
4. Protesters should be on the sidewalks but cannot block access to school entrances.
5. Staff should be posted at entrances to report if any entrances are being blocked or protesters are entering the building.
6. Contact police if needed.
7. Prepare media statement and determine who will speak to the media.
8. Have a designated area for protesters.

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**Starting Back after the Job Action**

- Two Days after
- Daily Schedule
- Robo call, Eblast, Letter to families

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**COMMUNICATION BASICS**
If a job action occurs, the key communication tasks involve:
- Notifying administrators, DCs, and staff of known facts of the event and what first steps they are to take;
- Keeping stakeholders informed as additional information becomes available and response plans evolve;
- Engaging appropriate community resources to assist in ensuring safety, providing support, and restoring equilibrium;
- Providing students with accurate information, countering rumors and misinformation;
- Providing parents with accurate information about the event, the school’s response, and suggestions and resources for appropriate response; and
- As appropriate, provide media with accurate information about the event and the school’s response.

**COMMUNICATION METHODS**
Different types of communication methods may be used to disseminate information. The superintendent will decide which of the following will be used to communicate information:

- Emergency staff meeting
- School-wide P.A system announcement
- Memos in staff mailboxes
- Small-group assembly
- School-wide assembly
- Email staff
- Eblast
- Automated dialer message to every home of our students
- Parent meetings
- Marquee
- Walk to every classroom within the building
- Security personnel contacts staff members individually-school radios used to disseminate information
- Cell phones
- Phone feeder schools

**CONTINGENCY PLANNING**

**SUPERINTENDENT/DESIGNEE**
- Direct all activities of school staff in the management of the job action.
- Stay in contact with the building leaders
- Connect with the law enforcement agencies and security firms protecting people and property during the job action.
- Authorize the release of information to the public.
- Keep School Board informed of status of academic and co-curricular programs.
- Collect and disseminate information to the media.
- Create and disseminate press releases.
- Coordinate information to be shared with administration and personnel during and after the job action.