*Revised August 2012*

**Calendar for Building Representatives**

**August**

* While most new staff hires are signed up at NTO, you may need to have some late hires fill out membership form and submit to Kathy Difatta. Make sure all new staff knows you are a ETA Rep. (Kathy.Difatta@ieanea.org)
* Teachers should each have a lockable space at their building: *Lockable Spaces 6.9*
* Your building should have full ETA Representation. Submit names of your building reps, including the Head Rep to your Section Director and Kathy Difatta.
* Create a plan for sharing all ETA communications with your members.

**September**

* Make sure you have a complete representation on School/Department Committees and School Improvement Committees for your building: *School Department 2.54 Composition, School Improvement Committee 15.1*
* Establish ETA time for every faculty meeting this year and that the meetings are jointly led. *Faculty meeting time 2.44, Teacher Collaborative Time 6.5*
* Conduct your first housing survey with building administration to determine adequate housing for all members and communicate with SD: *Adequate Housing 6.11*

**October**

* Members should submit an *unopened* transcript for recently acquired credit hours to HR and receive a receipt: *Academic Credits 27.52,* ***10/15deadline***
* Ask your members to make sure ETA dues are being deducted so that they will not have to double payments later.
* Your School/Department committee should receive a copy of building/department budget *monthly* and have been given any Overload updates: *School Department 2.54.3, Excessive Teaching Loads 8.1*

**November**

* Remind members of the insurance selection timeline.
* Your building should have received and posted second semester district positions for transfer from HR: *Transfer Selection Procedure12.64*
* Check to see that your building Parent/Teacher conference plan follows contract language: *Parent Conferences 15.22/15.23*

**December**

* Hold ETA/Region 24 elections for IEA RA in spring.
* Members should have received notice of second semester assignment transfers or reassignments: *Notification Transfer or Reassignment 12.8*

**January**

* Arrange with Administration to complete the second housing survey and share results at School Department: *Adequate Housing 6.11/6.9*
* Members should have received their first semester stipends as stated in Appendix F: *Extra Pay for extra duty 27.3*

**February**

* School Department should be receiving the first staffing report for the following school term: *Scope of Activity 2.54.2*
* To receive retirement incentive, eligible members must give notice by March 1st: *Eligibility and Application 27.10.2a*
* Members should submit an *unopened* transcript for recently acquired credit hours to HR, 2/15deadline***,*** and receive a receipt: *Academic Credits 27.5*

**March**

* Hold ETA/Region 24 elections for leadership and committee positions.
* School/Department will develop a tentative list of committees/events for the next year: *School Department 2.54.2*

**April**

* Recruit new ETA/School Department/SIP reps for the next school year; hold elections as per ETA Bylaws.

**May**

* School Department should be receiving an updated staffing report for the following school term: *Scope of Activity 2.54.2*
* May Representative Assembly for outgoing and site reps for next school term.

**June**

* All teachers should be notified of their assignments for next fall by June 1st.
* Members should receive their second semester Appendix F stipends: *Pay for extra duty 27.3*