

CONTRACTUAL CALENDAR

AUGUST

Date Contract reference

- 2.54.1 Teachers in each school/dept. and Special Services dept shall elect representatives to a School/Department Committee
- 6.5 Itinerant staff need to declare a home school
- 6.9 Every teacher shall be provided a lockable space at every site s/he is assigned.

SEPTEMBER

- 6.11 Joint rep & admin survey to determine adequate housing for teachers to be completed by 10/1

Secondary PE class sizes exceeding staffing guidelines by more than 10% will be offered 1 or more para-pros.

Elementary class size & SpEd caseloads will be evaluated 15 days after the start of each semester to determine the need for para-pros, para-educators or additional teaching staff.
 - 10.33 After 15 days of continuous employment in the same position substitutes will be considered a LTS. Long Term Subs have Association representation rights consistent w/ all ETA members.
- 10th-30th Foundational Conferences held for teachers in years 1 & 2 of TAP
- 30th Benchmark conferences or PD Sharing must be completed (TAP)

OCTOBER

- 1st 14.3 Orientation of all teachers who are to be appraised shall be completed (TAP)
- 1st 1st day informal observations may begin (TAP)
- 1st 1st day of formal observations for any/all staff (TAP)
- 15th 27.52 Official transcripts submitted for additional academic credits resulting in salary adjustments are due

DECEMBER

- 1st 17.18 Teachers shall submit written confirmation of the intent to return from unpaid leave for leaves scheduled to end with the following semester.
- 1st 17.5 Confirmation of intent to return from maternity or adoptive leave shall be given in writing to HR for teachers intending to start at the beginning of Spring semester
- 15th 17.6
- 15th 12.8 Teachers who have requested transfer or reassignment for 2nd semester shall be notified of administration's action in writing.

JANUARY

- 1st 12.4 All teachers shall be given written notice of any change in their school or schools, grade level &/or subject area assignments for 2nd semester.
- 1st 26.1 Any change requested by employees to their medical insurance during open enrollment becomes effective.
- 8.1 School/Department Committee will be made aware of any requests by members for evaluation of excessive teaching loads 2nd semester.
- 27.3 Teachers who held Extra Duty positions that extend thru the entire school year will receive their 1st installment of pay (for 1st semester work).

FEBRUARY

- 2.54 Staffing report will be given at monthly SD meeting, in addition to all appeals from January (see 8.1)
- 1st 17.18 Teachers shall submit written confirmation of the intent to return from leave for leaves scheduled to end with the following semester.
- 15th 27.52 Official transcripts submitted for additional academic credits resulting in salary adjustments are due

MARCH

- 1st 27.10.2 Teachers wishing to file an intent to retire shall provide the Director of HR written notice.
- 1st 17.92 Participants in job sharing positions requesting a leave shall submit an application and proposed plan to HR the year preceding the leave.
- 1st 17.97 Participants in job sharing positions on leave shall submit written notice of their intent to return to full-time employment
- 1st Teachers in their 2nd year in district must submit their TAP portfolios
- 15th Last day of informal and formal observations for pre-tenured staff (TAP)
- 15th Last day for summative conference for pre-tenured staff (TAP)

APRIL

- 15TH Last day of informal and formal observations for tenured staff (TAP)
- April & May 6.6 SD cmte will determine with the principal the plan for member access to buildings for hours when school is not in session.
- April & May 15.11 SIP cmte will develop and communicate a tentative list of committees/events for the next school year.
- April & May 2.54 SD cmte will develop & communicate a tentative list of committees/events for the next school year.

MAY

- 1ST 17.5 Confirmation of intent to return from maternity or adoptive leave shall be given in writing to HR for teachers intending to start at the beginning of Fall semester
- 1st 17.6
- 1st 17.12 Applications for Professional Improvement or Teacher Exchange Program Leave must be submitted to HR.
- 2.54.2 Staffing report for the following school year will be given at monthly SD meeting
- 15th 10.45 Tentative notification of employment will be given to summer school teachers.
- 15.1 Teachers in each school elect representatives to their SIP cmte
- 30th Last day for summative conference for tenured staff (TAP)

JUNE

1st

- 12.4 All teachers will be given written notice of any changes to their school(s), grade level &/or subject area assignments for the 1st semester of the following school year.
- 27.3 Teachers who held Extra Duty positions that extend thru the entire school year will receive their 2nd installment of pay (for 2nd semester work).
Benchmark conferences or PD Sharing may be completed for TAP for the following school year anytime between summative conferences and September 30th.