

## Work Calendar for Certified Staff 2021-22

*Taking into account student contact days, work days during/after the school year, and legal holidays, certified staff will serve 184 days of their contractual obligation of 190 days (191 for new certified staff). The information below is an attempt to provide clarification about days #185-190.*

### **Pre-School Year Calendar, 2021-22**

<b>Mon. 8/30</b> <i>Orientation for new certified staff</i>	<b>Tues. 8/31</b> <b>Day #185</b> <i>District "welcome back" in the morning</i>	<b>Wed. 9/1</b> <b>Day #186</b>	<b>Thurs. 9/2</b> <b>Day #187</b>	<b>Fri. 9/3</b>
<b>Mon. 9/6</b> <i>Holiday</i>	<b>Tues. 9/7</b> <i>(Do not schedule family activities on this date due to Rosh Hashanah)</i>	<b>Wed. 9/8</b> <i>First day of school for students</i>	<b>Thurs. 9/9</b>	<b>Fri. 9/10</b>

- **Tuesday, 8/31-Thursday, 9/2 = Days # 185, 186, and 187.** All certified staff members are expected to be in attendance these days.
- All site administrators are required by the Collective Bargaining Agreement (CBA) to set aside one full work day (7.5 hours) for certified staff **during Days #185-187**. This can be two half-day work times or one full-day work time. Certified staff cannot be required to attend any meetings during this time. Site administrators can use the remainder of the time on Days #185-187 for site in-service activities, if desired.
- **Day #188 is the second pre-school year WORK DAY required by the CBA.** In order to give teachers flexibility over the Labor Day Holiday weekend, teachers may choose to complete **Day #188** on any of the following dates, provided they are not attending a required in-service activity on that date: Monday, 8/30 (except for new teachers); Friday, 9/3; or Tuesday, 9/7.
- **Day #189 is an IN-SERVICE day** that *may be* directed by the district, *or* the site administration if a certified staff member is not required to attend a district-directed activity. **ANY District-scheduled or school-scheduled** in-service activities for **Day #189** will be scheduled on EITHER Friday, 9/3, OR Tuesday, 9/7. (Teachers required to attend in-service activities on these dates obviously need to choose another date for their work day #188.) Some certified staff members may have the

**option** of serving **Day #189** before the start of the contracted work year. **If a certified staff member is not required by the district or by his/her site administrator to attend a Day #189 activity, Day #189 may be considered an additional personal choice in-service day. In this circumstance, a certified staff member would have a total of 15 hours (Day #189 + Day #190) of required in-service hours beyond the calendar work day/work year.**

**DISTRICT-REQUIRED DAY #189 ACTIVITIES, 2021-22**

- ELL department staff are required to attend an inservice activity Friday, 9/3, 8:00-4:00.
  
- **Day #190 is a personal choice IN-SERVICE “day”** (7.5 hours, which can be divided into shorter segments) that certified staff can serve any time **outside their contracted work hours** between June 21<sup>st</sup>, 2021, and June 17<sup>th</sup>, 2022. *Note: This is not an “extra” day for staff: their paychecks reflect 190-day contracts.* Below is a list of some examples of appropriate use of these hours:
  - ✓ Multi-day trainings in mathematics or literacy
  - ✓ Innovative Teaching and Learning Conference
  - ✓ AP, pre-AP or IB training
  - ✓ Action research class
  - ✓ Instructional technology classes
  - ✓ Special education training or classes
  - ✓ Safe Schools training (four hours maximum)
  - ✓ Four 2-hour sessions with department teachers to create common assessments
  - ✓ Two half-day planning sessions with a grade level team to embed strategies to support English language learners within a *Wonders* unit
  - ✓ Eight one-hour meetings of a building equity team
  
- **Day #191 (for new certified staff only) = orientation Monday, 8/30.**