

DATES TO REMEMBER

LWSD / LWEA CONTRACT

August 29, 2016—AUGUST 31, 2017

August

- Teachers will work 5 scheduled LEAP days on **August 29-31, and September 1-2**. Activities will include building meetings and classroom preparation.
- LWEA building reps should be elected and names submitted to the LWEA office.
- The voluntary transfer list expires at the end of the work day on August 31.

September

- By **September 15**, a group meeting will be held between each school principal and certificated staff to review and discuss the evaluation process.
- By **September 30**, all staff will complete the district-determined evaluation self-assessment.
- By **September 30**, individual employees must file with Human Resources educational credits for advancement on the salary schedule.

October

- By **October 1**, building principals will seek input from interested staff regarding the building budget.
- By **October 1**, each building's leadership team, principal, and specialists will create a plan for predictable and equitable assignments when no substitutes are available during teacher absences.
- By **October 1**, the Special Education director and representatives from each special education specialist group will develop a plan for coverage for all special education specialists incurring absences of more than 10 consecutive school days.
- By **October 1**, a committee of teachers chosen by the staff and teachers designated as leaders (e.g. leadership team and/or staff representatives) will meet with the principal to provide input regarding the scheduling, duration, and content of staff meetings. This information will be shared with all staff.
- By **October 1**, the Wednesday LEAP plan will be

October—continued

developed in collaboration with the district, building principals, teacher leaders, and school staffs using the building's decision-making model. (Note: 4 days per year will be designated as district-wide days for specialists to meet—these dates are **September 21, January 12, March 15, and April 26.**)

- On the **first school day of October**, remedies are calculated for elementary split classes and elementary and secondary classes that exceed the class size limits and Sp Ed Pre-12, ELL, and OT/PT/SLP caseloads that exceed the specified limits. Remedies go into effect the following Monday.
- Half-day elementary conferences will be held on **October 17, 18, and 20**.
- By **October 15**, at least 3 opportunities will be scheduled during the school year for Sp. Ed. staff to collaborate with Regular Ed teachers regarding selected students identified at the building level.
- By **October 15**, a plan will be developed by the principal or designee and the guidance team regarding coverage of IA and para-educator absences.
- By **October 15**, certificated employees will have determined how they will use the Professional Fund money.

Fall

- New employees will be observed by their evaluators within the first 90 calendar days of employment.
- In secondary schools, each building will use their building's decision-making model to determine the use of the 30 minutes of IA time per week generated per FTE classroom teacher.
- Library media specialists will identify and prioritize resources needed to support the building's continuous improvement process (CIP). Representatives from secondary and elementary library media specialists will meet with their district level supervisor annually to prioritize requests that will be presented to SALT. Approved funds will augment current building funds.



November

- By **November 1**, the building administrator and guidance team will present to all staff members at a faculty meeting specific information regarding Special Services.
- By **November 1**, evaluators will meet individually with employees regarding the Professional Growth and Evaluation (PGE) system.
- By **November 1**, collaborative PGE support teams are formed.
- Secondary grades are due at the end of the work day on **November 15**.
- By **November 15**, high schools will submit plans for approval for funding for support of Level 5 graduation requirements.
- By **November 15**, copies of the final building budget and carryover funds will be presented to interested staff for discussion.

December

- On the **first school day of December**, remedies are calculated for elementary split classes and elementary and secondary classes that exceed the class size limits and Sp Ed Pre-12, ELL, and OT/PT/SLP caseloads that exceed contractual limits.

January

- In **January**, the building's Wednesday LEAP Day plan will be reviewed by the building staff. Changes will be made as needed by using the building's decision-making model.
- Elementary grades are due by the end of the work day on **January 18**.
- Half-day elementary conferences will be held on **January 24, 26 and 27**.

February

- On the **first school day of February**, remedies are calculated for elementary and secondary classes, and for ELL, OT/PT/SLP, and Sp Ed caseloads that exceed contractual limits.
- Secondary grades are due by the end of the work day on **February 3**.
- By **February 15**, requests for transfers or reassignments, leaves of absence, and job shares are due in HR. Specialists' requests for transfer to a different specialty or regular classroom position are also due.

April

- On the **first school day of April**, remedies are calculated for elementary and secondary classes, and for ELL, OT/PT/SLP, and Sp Ed caseloads that exceed the contractual limits.
- Secondary grades are due at the end of the work day on **April 21**.

May

- Positions not filled by the district by **May 15** with continuing contracts will be considered vacant positions for the purpose of transfers for the following year.

June

- By **June 1**, Professional Fund forms and receipts must be returned to Accounts Payable.
- Elementary grades are due by the end of the work day on **June 14**. Secondary grades are due by the end of the work day on **June 21**.
- By **June 30**, teachers wishing to carry over unused annual leave must contact Payroll in order to prevent an automatic cash-out of remaining days.
- **June Running Start** monies (based on enrollment) will be distributed to high schools. Counselors and building administrators will determine the best use of these funds to support the counseling center.
- To be released from a signed contract, a letter of resignation must be received in Human Resource by **June 30**. After **July 1**, an employee may only be released when a replacement can be obtained.

For additional information and actual contract language, go to either the LWSD Portal (portal.lwsd.org) or the LWEA website (lakewashingtonea.org).