

**ARTICLE 5:
WORK YEAR**

Section A - Calendar

It is recognized that the Board has the responsibility to set the annual school calendar. Prior to the adoption of the calendar; however, a proposed calendar will be referred **to the Calendar Committee which will contain Association designees, including a licensed specialist and Association representatives from the elementary, middle and high school levels, in addition to an equal number of designees from administration. This committee shall be responsible for the final calendar recommendation to the** ~~the Association for review and comment 14 days prior to the submission to the School Board.~~

Section B - Work Year

1. The professional educator work year shall be ~~190~~ **192** contract days.
 - a. New professional educators to the District shall have an additional 1.5 days for new professional educator orientation at the district and building level. Such days shall be scheduled contiguous with the work year unless mutually agreed upon between the District and the Association.
 - b. Educators in the first three years of their education careers will be offered up to 40 hours of paid professional learning opportunities. These opportunities are optional and may be district-provided or through an approved online program. These additional hours are considered extended contract hours and will be paid at their per diem rate.**

2. The professional educator work year shall include the following:
 - a. 174.5 student days**

 - b.a.** Five (5) Paid Holidays: Labor Day, Veteran's Day, Thanksgiving Day, ~~President's Day~~ **Martin Luther King Jr Day,** and Memorial Day

 - c.b.** Two (2) Classroom Preparation Days: The District will provide at least two (2) classroom preparation days prior to the start of the school year for teacher

preparation. Of those two days, **one must be 7.5 consecutive hour long teacher preparation day, and** up to **3.75 hours** ~~one half of one~~ day may be set aside for district and/or building level meeting time to prepare for the start of school. **No meetings or trainings/professional development may be requested or required of professional educators during the 11.25 hours of professional educator preparation time, excluding IEPs and 504s.**

~~d.c. Two and one half (2 ½)~~ **Four and one half (4.5)** Grading Days: The District shall provide a minimum of one **full** ~~half~~ grading day without students at the end of the first, second, ~~and third,~~ **and fourth** quarter grading periods and one **half full** day ~~without students for grading and~~ **for** check-out at the end of the school year. **The check out day will be combined with the half day final contact day with students. The final half day student contact day will be in the morning and the check out period will be in the afternoon.** No meetings involving McEA members may be scheduled ~~by administrators~~ during scheduled grading **or check out** time. **No administrative required meetings will occur during the week of grading with the exception of IEP/504 meetings.**

~~e.d.~~ Parent Conference Days: When the District schedules parent conference days, it may schedule conference days as one full day or two half days. "Half-days" shall mean, for this purpose, at least three and a three-quarter (3.75) hours without students. If parent conferences are scheduled in the evening, a designated dinner time **of a minimum of 30 minutes** shall be scheduled for professional educators.

Elementary educators may exercise their professional judgment and schedule their conferences in a manner that is most beneficial to their students and their students' families. If an elementary educator will be creating a schedule different from the adopted school conference schedule, they will share their schedule with their administrator prior to the start of conferences. Elementary educators will be responsible for scheduling in a dinner period and adjusting their work week by reducing their hours proportionately on the Friday of conference week, if appropriate.

Professional educators shall be released from duty (1/2) day for each half-day evening parent conference scheduled. Professional educators may schedule IEP/504 or other meetings during conference weeks. No administrative required meetings will occur during parent teacher conference weeks.

f. Two (2) District Professional Development Days. One of these days shall be scheduled in the fall and the other shall occur after the end of first semester but before the beginning of second semester. The District and Association agree to the importance of improving student outcomes. A key component of achieving this is through meaningful professional learning opportunities for professional educators. To this end, the content of these professional development days shall be collaboratively determined, and shall involve leaders from building Site Councils, McEA Building Representatives and Building Administrators in order to meet District Strategic Goals.

g.e. With the exception of new teacher orientation days, all other work beyond the work year shall be voluntary.

Section C - Late Start/Early Release/School Closure

Inclement Weather And Emergency Situations

1. **The District will make weather decisions as early as possible consistent with developing weather information. Efforts will be made to notify educators and the public of a late start or school closure due to weather or other emergency situation before 6AM.**

2. In the event of an unanticipated late start, professional educators are expected to report to work (as road conditions allow) before the students arrive at school. Professional educators have a responsibility to notify their supervisor or designee if they are going to be delayed beyond the start of school. If they are not able to attend work due to inclement weather conditions, leave must be reported using the leave system.

3. **When a weather delay or closure is not published before 6AM, professional educators will be paid for 2 hours (or actual time worked, whichever is greater).**
 - a. **In addition, should a late start delay convert to a full day school closure, professional educators shall be compensated for 2 hours or actual time worked, whichever is greater.**

- b. The District may schedule up to a total of three make-up days for school closures. Days not scheduled in advance on the District school calendar may not be required make up days. With thirty (30) day notice, the District may use Presidents' Day as one of the three make-up days.
- c. If the three days are insufficient for the District to meet the state required instructional time, the District and Association shall meet and discuss options. In the absence of an agreement on how to make up days, the District may require professional educators to work additional days at the end of the year necessary to meet state requirements.
- d. The District will count instructional minutes and parent-teacher conference days towards meeting the state required instructional time. If the District converts instructional days to professional development days, it will count those days toward state required instructional time.

~~If a late start becomes a closure day it will be treated as a full day of school closure with no additional pay in excess of the professional educator's yearly contracted salary.~~

In the event of an unscheduled early release, professional educators will be permitted to leave once their supervisor has determined all students for which they are responsible are safely released home. The building principal will notify staff when they are released to go home. No loss of pay will result from early release.

Section D – Inclement Weather/Emergency School Closure

4. Should the state or school district choose to suspend school operations, either for the entire district or at a particular school site, professional educators' attendance shall not be required and professional educators shall suffer no loss of pay. Professional educators shall not be required to use sick leave or personal flex leave during the closure days. The first ~~snow~~ closure day shall not be made up and there will be no reduction in pay. ~~In the event of a situation which requires the closing of one or more or all of the schools, the school year may be extended for the number of days lost in such school or schools, at the discretion of the District, with no additional pay in excess of the professional educator's yearly contracted salary. Professional educator attendance shall~~

~~not be required when all students are excused for the entire school day because of inclement weather or emergency closures.~~

5. Professional educators shall receive compensation, including benefits, regular payments to PERS, and extra duty stipends for the duration of time in which the District suspends operations or closes any building or other district operations.

6. After a significant school closure (5 days or more), the District and Association shall meet together either in person or remotely, with other mutually agreed upon stakeholders, to determine the safety of resuming school operations for staff, students, families, and community.

7. Prolonged School Closures

- a. **The parties acknowledge that after a prolonged school closure (10 days or more), professional educators will require at least one full day of educator-directed planning time before students return to classes. When the District, in coordination with the Association as per #6 above, determines that school operations will resume, the first day of operation will be dedicated to professional educator planning time. Administration may have one (1) hour of that time for an all staff meeting.**
- b. **The District will petition the state for a waiver of minimum instructional minutes requirements, including PE requirements. If the waiver is granted, students and staff will not be required to make up the closure days.**
- c. **If the District petitions the state for a waiver of minimum instructional minutes requirements and the waiver is denied, professional educators may be required to make up missed days, with no additional pay, but only to the extent required to meet state instructional minute requirements. All rescheduled days shall be student contact days.**

~~3. The District shall schedule five (5) inclement weather/school emergency closure make-up days in the annual calendar prior to the start of the school year. Days made up may be in service days, parent conference days, work days, or student days. The first snow day shall not be made up and there will be no reduction in pay. The District reserves the right to make up a student day on a non-student day.~~