



Following is an explanation of how in-service days are counted towards your contract, extra pay, etc., as well as how you are paid for these days. Please save this sheet to refer to during the school year.

**Contract Days, TRI Days, Pre-Planning Day, etc.
How do you figure it out?**

2017-18 Special Calendar Days

- August 14 – August 25Window of time available for mandatory trainings
- Tuesday, August 298 hrs.Pre-planning day, all levels – There is a total of eight (8) hours (CPA 12.4A). If a site votes to split the eight (8) hours into two (2) four (4) hour days (August 28 and August 29), SBLT vote will be required (Article 15.4).
(CPA 12.4A)
- Friday, October 13This is a non-contracted day. Staff may elect to attend in-service opportunities.
- Wednesday, October 182-hour early release, all levels
Preparation for parent conferences – middle and high school
Parent conferences – elementary
- Thursday, October 19.....Parent conferences, elementary schools
(No student attendance – elementary)
- Thursday, October 19.....2-hour early release, middle and high schools
Parent conferences
- Friday, October 20Parent conferences, all levels (No student attendance – all levels)
- Monday, January 29.....Semester break day for high school
(No student attendance – all levels)
- Thursday, April 19.....2-hour early release, all levels
Parent conferences, middle and high schools
- Friday, April 20Parent conferences, middle and high schools
(No student attendance – middle and high schools)
- Friday, April 202-hour early release, elementary schools
Parent conferences as needed
- Thursday, June 147.5 hrs2-hour early release, all levels (routine on-site day)
- Friday, June 157.5 hrs2-hour early release, all levels (routine on-site day)
Last student attendance day

Please see reverse side for further explanation of these days

Mandatory/Professional Development Training Days:

Employees being compensated for attending a mandatory training must complete supplemental contracts. All certificated employees are paid based on the negotiated hourly rate. Certificated employees, whether on fractional or full-time contracts, are required to attend the entire in-service session. Notice of mandatory attendance must be published prior to the last day of the previous school year to allow for appropriate planning. Leave compensation does not apply. (CPA 12)

Pre-planning Day

Principal Directed Pre-planning Day, all levels – August 29 or if split days August 28 (4 hours) and August 29 (4 hours)

Pre-planning date(s) is paid as part of the Time, Responsibility, and Incentive (TRI) contract.

Leave compensation does not apply. Certificated employees on a fractional contract are required to attend the entire 8-hour pre-planning session. (CPA 12)

Preparation for Beginning of School, Grading, and Closing of School Year:

As part of the TRI responsibilities, certificated staff will complete tasks associated with preparing for the beginning of the school year, grading, and closing the school year. Compensation for this time is included in the TRI contract. (This replaces the mandatory pre-duty and semester break days.) (CPA 12)

Parent Conference Days:

Parent conferencing is part of a teacher’s professional responsibility. To assist with this responsibility, sixteen (16) hours of parent conferencing time were negotiated as part of the flexible TRI duties. Parent or teacher requested conferences at other times of the year may occur as necessary.

Flexible TRI Days:

Compensation schedules for Flexible TRI duties may be found in Appendix E of the CPA. The total amount is paid in monthly increments. (Flexible TRI is employee-directed time.)

Scheduled Parent Conference Days and Times:

October 18	Two-hour early release	Parent conferences – elementary schools Preparation for conferences – middle and high schools
October 19	Full day	Elementary school
October 19	Two-hour early release	Middle and high schools
October 20	Full day	All levels
April 19	Two-hour early release	Parent conferences – All levels
April 20	Full day	Middle and high school
April 20	Two-hour early release	Elementary parent conferences as needed

Early Release Days: (One-hour early release):

September 11	November 13	January 22	March 26
September 25	November 27	February 12	April 9
October 9	December 11	February 26	April 23
October 23	January 8	March 12	May 7

- Eight of the sixteen (16) early release days are for activities that are teacher driven.
- Identification of the eight teacher driven early release days is a building decision through the SBLT process.

Last two days of school: (Two-hour early release):

June 14 and 15

Possible Snow Days: (Dates listed in priority order. Actual date could change based on timing and number of snow days):

- June 18
- June 19
- June 20
- January 29