

on multiple committees, it is understood that there will need to be some flexibility in scheduling the foregoing meetings and activities.

Commencing with the 2012-2013 school year, the normal cycle of monthly meetings and activities is set forth below, showing the schedule for the first, second, third, fourth and fifth Wednesdays of each month:

Week 1: Building Faculty Meetings

Week 2: Middle Schools -- Rotate Building Department/District Department Meetings
Elementary Schools – Grade-Level Meetings Directed by the Team or Grade-Level Problem-Solving based on need

Week 3: Rotate District-Directed Staff Development/QIT-Directed Staff Development

Week 4: Rotate Building Faculty Meetings/Teacher-Directed Collaboration Activities

Week 5: Self-Directed Activities

Building faculty meetings shall consist of a thirty (30) minute business meeting and sixty (60) minutes of staff development.

F. Length of School Year

The length of the school year for teachers covered by this Agreement shall not exceed 185 employment days unless otherwise agreed to by the parties. Annually, one (1) of the four (4) in-service days will be converted to a student attendance day, resulting in a total of 180 student attendance days; the remaining three (3) days shall remain as institute days.

If two (2) emergency days remain by February 1, one (1) shall be scheduled as a teachers' records day at the end of the second trimester. For the duration of the contract, two (2) records/planning days will be guaranteed so long as not more than four (4) emergency days in total are used.

G. Closing

When the schools are officially closed by the Superintendent, no leave day previously arranged by a teacher shall be deducted for any day that schools are closed.

H. Planning and Preparation Time

1. **K-5 Teachers.** Insofar as practicable and provided there are enough special subject teachers employed by the Board, the Board will attempt to schedule one (1) planning period per day for full-time K-5 teachers. Said K-5 teachers shall use for their planning period the periods during which their classes receive instruction from music, art, foreign language, or physical education special subject teachers, unless from time to time they are asked by the special subject