

## 2023-2024 Elementary School Staff Development (August 25, 2023)

AUGUST 29	AUGUST 30	AUGUST 31	SEPTEMBER 1
<b>A.M.</b> <ul style="list-style-type: none"> <li>School-Based Time (150) Planning, Orientation, &amp; Administration ~ Director Address &amp; Division/Strategic Vision</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>System In-service (30) <b>Autism Strategy</b></li> <li>Staff Meeting (75)</li> <li>School-Based Inservice (45)</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>System In-service (30) <b>Cyber-Security</b></li> <li>Staff Meeting (75)</li> <li>School-Based Inservice (45)</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>Preparation Time / Role Specific Opportunities (150)</li> </ul>
<b>P.M.</b> <ul style="list-style-type: none"> <li>School-Based Time (150) Preparation Time / Role Specific Opportunities</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>School-Based Time (150) Preparation Time / Role Specific Opportunities</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>School-Based Time (150) Preparation Time / Role Specific Opportunities</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>Preparation Time / Role Specific Opportunities (150)</li> </ul>

OCTOBER 10	OCTOBER 23	NOVEMBER 10	JANUARY 15 – ES ONLY	MARCH 11	MAY 10	JUNE 14 – ES ONLY	JUNE 27	JUNE 28
<b>A.M.</b> <ul style="list-style-type: none"> <li>Staff Meeting (75)</li> <li>School-Based In-Service (75)</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>Convention (150)</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>System In-service (45) <b>Diversity</b></li> <li>Staff Meeting (75)</li> <li>School-Based Inservice (30)</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>Staff Meeting (80)</li> <li>Preparation Time / Role Opportunities (70)</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>Staff Meeting (75)</li> <li>School-Based In-Service (75)</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>System In-service (45) <b>Diversity</b></li> <li>Staff Meeting (75)</li> <li>School-Based Inservice (30)</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>Staff Meeting (80)</li> <li>Preparation Time / Role Opportunities(70)</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>Staff Meeting (110)</li> <li>Preparation Time (40)</li> </ul>	<b>A.M.</b> <ul style="list-style-type: none"> <li>School-Based Time (150) Planning, Orientation, &amp; Administration</li> </ul>
<b>P.M.</b> <ul style="list-style-type: none"> <li>System In-Service (75) <b>Literacy</b></li> <li>Preparation Time / Role Specific Opportunities (75)</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>Convention / Role Specific Opportunities (150)</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>Preparation Time / Role Specific Opportunities (150)</li> <li>Communities of Practice</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>Preparation Time / Role Specific Opportunities (150)</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>System In-Service (75) <b>Literacy</b></li> <li>Preparation Time / Role Specific Opportunities (75)</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>Preparation Time / Role Specific Opportunities (150)</li> <li>Communities of Practice</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>Preparation Time / Role Specific Opportunities (150)</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>Preparation Time / Role Specific Opportunities (150)</li> </ul>	<b>P.M.</b> <ul style="list-style-type: none"> <li>School-Based Time (150) Preparation Time / Role Specific Opportunities</li> </ul>

- SUN: SUN not required to work on October 23 and June 28.
- CUPE 3766: Special Education Assistants, Teacher Associates, Developmental Classroom Assistants, Interpreters, Structured Learning Assistants, Food Services Assistants, Science Assistants, Community School Coordinators, and Food Service Technicians are not required to work on June 28. Administrative Assistants, Clerical Assistants, Resource Center Assistants, and Brailists are required to work all days.

The total minutes allocated to the 3.0 School-Based Days (in red) must adhere to the following guidelines as negotiated in the LINC Agreement:

- First Two Days (prep time) = 450 minutes
- Last Day (prep time) = 150 minutes

The total minutes allocated across the 9.0 Elementary School Staff Development Days (not in red) must adhere to the following guidelines as negotiated in the LINC Agreement:

- Staff Meetings = 720 minutes
- School-Based In-Service = 300 minutes
- System-In-Service = 300 minutes
- Preparation Time = 1380 minutes

### Progress Reporting Timeline

Conferences

Fall Conference – Three-Way – November 9-24

Spring Conference – Three-Way – March 8-22

Progress Report #1

Available for Entry – December 8

Available to Submit for Principal Review – January 15

Entry Cut-Off (11PM) – January 22

Principal Review Cut-Off (11PM) – January 23

Revision Cut-Off (10AM) – January 24

Available for Printing (10AM) – January 25

Issue KA to Gr8 – January 26

Issue Prek – January 29

Issue KB – January 30

Progress Report #2

Available for Entry – May 10

Available to Submit for Principal Review – June 14

Entry Cut-Off Prek (11PM) – June 14

Issue Prek – June 18

Entry Cut-Off (11PM) – June 19

Principal Review Cut-Off (11PM) – June 20

Revision Cut-Off (10AM) – June 21

Available for Printing (10AM) – June 24

Issue KB – June 25

Issue KA to Gr8 – June 26

Prek First Day with Students – September 13

Prek Last Day with Students – June 18

## 2023-2024 Elementary School Staff Development (August 25, 2023)

### Role Specific Opportunities: Training, Recertification, and In-Service

Date	Meeting and In-Service	Time of Day	Role
August 29	++ Administrative Assistant In-Service (A. Kuntz)	One-Half Day (PM)	ES Only – Administrative Assistants
August 30	++ Administrative Assistant In-Service (A. Kuntz)	One-Half-Day (PM)	ES Only – Administrative Assistants
August 31	++ PART Participant Training (R. Lowe)	One Half-Day (PM)	Staff that Directly Support Students
September 1	++ Standard First Aid Training (R. Lowe)	One Full Day	Teachers, Educational Assistants, Teacher Associates, Administrative Assistants, and Facilities
	++ TLR Participant Training (R. Lowe)	One Full Day	Intensive Support Program SEA2/DC Assistants Staff
	++ PART Participant Training (R. Lowe)	One Half-Days (AM and/or PM)	Staff that Directly Support Students
	+ Facility In-Service (J. Kleisinger)	One Hour (PM)	Facilities
October 10	N/A	N/A	N/A
October 23	+ Convention	One-Half Day (AM)	Staff
	+ Educational Assistant and Teacher Associate In-Service (A. Balkwill)	One-Half-Day (PM)	Educational Assistants and Teacher Associates
	+ Nutrition and Food Services In-Service (J. Redekopp)	One-Half Day (PM)	Nutrition Coordinators, Food Services Assistants and Food Services Technicians
	+ Community Coordinators In-Service (A. Balkwill)	One-Half Day (PM)	Community Coordinators
	+ Brailist In-Service (A. Balkwill)	One Half-Day (PM)	Brailists
November 10	+ Educational Assistant and Teacher Associate In-Service (A. Balkwill)	One-Half-Day (PM)	Educational Assistants and Teacher Associates
	+ Interpreter In-Service (A. Balkwill)	One-Half Day (PM)	Interpreters
	+ Nutrition and Food Services In-Service (J. Redekopp)	One-Half Day (PM)	Nutrition Coordinators, Food Services Assistants and Food Services Technicians
	+ Administrative Assistant In-Service (E. Van Dusen)	One-Half-Day (PM)	ES Only – Administrative Assistants
	+ Facility In-Service (J. Kleisinger)	One Hour (PM)	Facilities
ES Only – January 15 <i>* Permission to miss Staff Meeting if attendance required</i>	++ Standard First Aid Training (R. Lowe)	One Full Day	ES Only – Teachers, Educational Assistants, Teacher Associates, Administrative Assistants, and Facilities
	++ TLR Participant Training (R. Lowe)	One Half-Day	ES Only – Intensive Support Program SEA2/DC Assistants Staff
	++ PART Participant Training (R. Lowe)	Flexible Half-Days (AM and/or PM)	ES Only – Staff that Directly Support Students
March 11	+ Administrative Assistant In-Service (A. Kuntz/E. Van Dusen)	One-Half-Day (PM)	Administrative Assistants and Clerical Assistants
	+ Facility In-Service (J. Kleisinger)	One Hour (PM)	Facilities
May 10	+ Educational Assistant and Teacher Associate In-Service (A. Balkwill)	One-Half-Day (PM)	Educational Assistants and Teacher Associates
	+ Nutrition and Food Services In-Service (J. Redekopp)	One-Half Day (PM)	Nutrition Coordinators, Food Services Assistants and Food Services Technicians
	+ Nurse Therapist In-Service (A. Balkwill)	One Half-Day (PM)	Nurse Therapists
	+ Administrative Assistant In-Service (A. Kuntz/E. Van Dusen)	One-Half-Day (PM)	Administrative Assistants and Clerical Assistants
	+ Facility In-Service (J. Kleisinger)	One Hour (PM)	Facilities
ES Only – June 14 <i>* Permission to miss Staff Meeting if attendance required</i>	++ Standard First Aid Training (R. Lowe)	One Full Day	ES Only – Teachers, Educational Assistants, Teacher Associates, Administrative Assistants, and Facilities
	++ TLR Participant Training (R. Lowe)	One Half-Day	ES Only – Intensive Support Program SEA2/DC Assistants Staff
	++ PART Participant Training (R. Lowe)	Flexible Half-Days (AM and/or PM)	ES Only – Staff that Directly Support Students
	+ Orientation and Mobility Specialist (A. Balkwill)	One Half-Day (PM)	
June 27	N/A	N/A	N/A
June 28	N/A	N/A	N/A

+ Single Offering Attendance Required

++ Multiple Offerings Attendance by Registration

Additional Role Specific In-Service options will be provided to ensure Staff have access to professional development as needed when Role-Specific Activities, Meetings & In-Service have not been assigned or scheduled