

2024-2025 Elementary School Staff Development (Last Edit June 18, 2024)

AUGUST 27	AUGUST 28	AUGUST 29	August 30
A.M. <ul style="list-style-type: none"> School-Based Time (150) Planning, Orientation, & Administration ~ Director Address & Division/Strategic Vision 	A.M. <ul style="list-style-type: none"> System In-service (75) Assessment Staff Meeting (75) 	A.M. <ul style="list-style-type: none"> Staff Meeting (150) 	A.M. <ul style="list-style-type: none"> School-Based In-Service (75) Preparation Time / Role Specific Opportunities (75)
P.M. <ul style="list-style-type: none"> School-Based Time (150) Preparation Time / Role Specific Opportunities 	P.M. <ul style="list-style-type: none"> School-Based Time (150) Preparation Time / Role Specific Opportunities 	P.M. <ul style="list-style-type: none"> School-Based Time (150) Preparation Time / Role Specific Opportunities 	P.M. <ul style="list-style-type: none"> Preparation Time / Role Specific Opportunities (150)

SEPTEMBER 27	OCTOBER 21	NOVEMBER 8	JANUARY 13 – ES ONLY	MARCH 10	MAY 16	JUNE 13 – ES ONLY	JUNE 26	JUNE 27
A.M. <ul style="list-style-type: none"> Staff Meeting (75) School-Based In-Service (75) 	A.M. <ul style="list-style-type: none"> Convention (150) 	A.M. <ul style="list-style-type: none"> System In-Service Diversity Equity and Inclusion (40) Staff Meeting (35) School-Based Inservice (75) 4-8 Numeracy Framework 	A.M. <ul style="list-style-type: none"> Staff Meeting (80) Preparation Time / Role Specific Opportunities (70) 	A.M. <ul style="list-style-type: none"> System In-Service (75) Assessment Staff Meeting (75) 	A.M. <ul style="list-style-type: none"> System In-Service Mental Health and Wellbeing (35) Staff Meeting (40) School-Based Inservice (75) 	A.M. <ul style="list-style-type: none"> Staff Meeting (80) Preparation Time / Role Specific Opportunities (70) 	A.M. <ul style="list-style-type: none"> Staff Meeting (110) Preparation Time / Role Specific Opportunities (40) 	A.M. <ul style="list-style-type: none"> School-Based Time (150) Planning, Orientation, & Administration
P.M. <ul style="list-style-type: none"> System In-Service (75) PK-K Foundations and 4-8 Numeracy Framework/ 1-3 Preparation Time (75) Preparation Time / Role Specific Opportunities (75) 	P.M. <ul style="list-style-type: none"> Convention / Role Specific Opportunities (150) 	P.M. <ul style="list-style-type: none"> Preparation Time / Role Specific Opportunities (150) Communities of Practice 	P.M. <ul style="list-style-type: none"> Preparation Time / Role Specific Opportunities (150) 	P.M. <ul style="list-style-type: none"> System In-Service (75) 1-3 Literacy Framework/ PK-K and 4-8 Preparation Time (75) Preparation Time / Role Specific Opportunities (75) 	P.M. <ul style="list-style-type: none"> Preparation Time / Role Specific Opportunities (150) Communities of Practice 	P.M. <ul style="list-style-type: none"> Preparation Time / Role Specific Opportunities (150) 	P.M. <ul style="list-style-type: none"> Preparation Time / Role Specific Opportunities (150) 	P.M. <ul style="list-style-type: none"> School-Based Time (150) Preparation Time / Role Specific Opportunities

Legend

- Blue ~ System In-service for School Staff (September 27 for Prek-K/Grades 4-8 (Grade 3/4 do not attend) and March 10 for Grades 1-3 (Grade 3/4 attend))
- Pink ~ System In-Service for Division and School Staff
- Red ~ Do Not Move

Note:

- SUN: SUN not required to work on November 8 and June 27.
- 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 27. 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 25-29
 Spring Conference – Three-Way – March 31-April 4

Progress Report #1

Target date for the report card templates to open in Edsby- December 6
 Available to Submit for Principal Review – January 13
 Entry Cut-Off (11PM) – January 24
 Principal Review Cut-Off (11PM) – January 27
 Revision Cut-Off (10AM) – January 28
 Available for Printing (10AM) – January 29
 Issue KA to Gr8 – January 31
 Issue Prek – January 30
 Issue KB – January 30

Progress Report #2

Target date for the report card templates to open in Edsby- May 9
 Available to Submit for Principal Review – June 13
 Entry Cut-Off Prek (11PM) – June 13
 Issue Prek – June 17
 Entry Cut-Off (11PM) – June 18
 Principal Review Cut-Off (11PM) – June 19
 Revision Cut-Off (10AM) – June 20
 Available for Printing (10AM) – June 23
 Issue KB – June 24
 Issue KA to Gr8 – June 25

Prek First Day with Students – September 11
 Prek Last Day with Students – June 17

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

Date	Meeting and In-Service	Time of Day	Role
August 27	++ Administrative Assistant In-Service (A. Kuntz)	One-Half Day (PM)	ES Only – Administrative Assistants
August 28	++ Administrative Assistant In-Service (A. Kuntz)	One-Half-Day (PM)	ES Only – Administrative Assistants
August 29	++ PART Participant Training (R. Lowe)	One Half-Day (PM)	Staff that Directly Support Students
August 30	++ 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 (S. Saxby)	One Hour (PM)	Facilities
September 27	N/A	N/A	N/A
October 21	+ 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 8	+ 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
	+ Administrative Assistant In-Service (E. Van Dusen)	One-Half-Day (PM)	ES Only – Administrative Assistants
	+ Facility In-Service (S. Saxby)	One Hour (PM)	Facilities
ES Only – January 13	++ 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 10	+ Administrative Assistant In-Service (A. Kuntz/E. Van Dusen)	One-Half-Day (PM)	Administrative Assistants and Clerical Assistants
	+ Facility In-Service (S. Saxby)	One Hour (PM)	Facilities
May 16	+ 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
	+ 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 (S. Saxby)	One Hour (PM)	Facilities
ES Only – June 13	++ 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 26	N/A	N/A	N/A
June 27	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

Permission to miss Staff Meeting and School-Based In-service if attendance is required

On dates when system training is not provided, please work with your principal regarding work assigned in alignment with respective job description.