

Introduction

The Student and Staff Calendars are informed by a school’s annual priorities created in alignment with the Educator Working Conditions (EWC) and include important information such as school start and end times, days off for students, and professional development days for staff. The draft calendars are developed by principals and TLTs in an online tool and then converted by SEZP staff into public PDF Student and Staff Calendars that are posted online. The information provided in the Student and Staff Calendars is also shared with the SPS transportation department in order to schedule transportation for each school.

Calendar Tool Description

To support school teams as they develop Student and Staff Calendars, SEZP has created a dynamic calendar tool in Google Sheets to enable principals and TLTs to create a calendar that meets contractual and state requirements. As you adjust your start and end dates, start and end times, and days off for students and staff, the tool easily calculates your school’s total student and staff hours and days. The calendar tool also produces draft versions of both the Student and Staff Calendars for easy review prior to submission. **Note: The district dates provided in the tool are tentative pending final approval of the 2019-20 SPS calendar by the Springfield School Committee.**

Directions for Completing Student and Staff Calendars

To begin this process, principals, TLTs, and school faculty should review their school’s current year Student and Staff Calendars. Principals and TLTs should solicit feedback from staff on what’s working, what’s not, and suggestions for improvement with the current Student and Staff Calendar. As you work to develop your calendars, please keep the following in mind:

1. Based on the current SEZP-SEA collective bargaining agreement, students must be in school for at least 1330 hours and 180 days; and teachers must be in school for at least 1500 hours, but not exceed 1850 hours.
2. Teachers working at a school with an extended schedule beyond the base SEZP school year shall receive stipends in the following amounts based on hours worked: 1541-1640: \$1,750; 1641-1740: \$2,625; 1741-1850: \$3,500
3. Mandatory staff events that occur outside of the regular school day will count towards your total staff hours
4. The Student and Staff Calendars must align with the EWC document. In particular, planning teams should review the following sections of the EWC document to ensure that all expectations are in alignment with the school calendar:
 - Item #3: Professional development activities applicable to the school as a body
 - Item #4: School calendar
 - Item #5: Schedule for staff and students
 - Item #7: Schedule of school-wide parent/teacher meetings
 - Item #8: Work before and/or after the regular school year
 - Item #12: Rotation of duties
 - Item #15: Family-teacher communication

Deadlines & Review

Deadline	Action
Feb. 27, 5pm	Principal & TLT submit <i>Calendar Tool</i> to SEZP via Google Drive following approval by principal and a majority of the TLT w/ input from faculty
Mar. 4	SEZP provides feedback on submitted <i>Calendar Tool</i>
Mar. 11	Principal & TLT submit revised <i>Calendar Tool</i> to SEZP via Google Drive after approval by principal and a majority of the TLT. Faculty must have an opportunity to review changes prior to final submission
Mar. 18	SEZP will post <i>Calendar Tool</i> on the website as “final draft pending Board approval” prior to the SPS transfer window; <i>Phase I documents will also be shared with the SEA and SEZP Board.</i>