

ARLINGTON PUBLIC SCHOOLS
Personnel Office

April 26, 2011

DRAFT MEMORANDUM

TO: Miriam Hughey-Guy
Employees at Barcroft

FROM: Betty Hobbs, Assistant Superintendent for Personnel Services
Ellen Kennedy, Director of Employee Relations

SUBJECT: Suggested Barcroft Work Calendar for the 2011-2012 School Year

1) **First Day of Work**

Assistants

Elementary (187 Days)	July 27, 2011
Library/Media (195 Days)	July 26, 2011
Resource Asst (190 Days)	July 27, 2011

G-Scale

Instructional (196 Days)	July 25, 2011
Educational (208 Days)	July 11, 2011

- 2) **July 27, 2011** is the first reporting day for teachers. As a guideline, employees report the following number of days during the pre-service period (July 27-August 1):
- | | |
|-----------------|--------------------------------------|
| 187-day A-scale | 4 days (7/27, 7/28, 7/29, 8/1) |
| 190-day A-scale | 1 days (7/27) |
| 195-day A-scale | 4 days (7/27, 7/28, 7/29, 8/1) |
| 196-day G-scale | 5 days (7/26, 7/27, 7/28, 7/29, 8/1) |
- 3) **Thursday, September 1 and Friday, September 2, 2011** are parent-teacher conference days. 187-day elementary school assistants **are not** scheduled to report to work. All other 10-month employees **are** scheduled to report to work.
- 4) **Friday, September 30, 2011** is a grade preparation day for teachers. A-scale employees who work 187 days and 190 days **are not** scheduled to report to work. A-Scale employees who work 195 days **are** scheduled to report to work. G-scale employees **are** scheduled to report to work.

- 5) Monday, October 3, 2011 through Friday, October 14, 2011 are intersession days. Ten month A-scale and G-scale employees **are not** scheduled to report to work.
- 6) Tuesday, November 8, 2011 is a teacher inservice day. A-scale employees **are** scheduled to report to work for the A-scale employee in-service. G-scale employees **are** scheduled to report to work.
- 7) Friday, December 16, 2011 is a grade preparation day for teachers. A-scale employees who work 187 or 190 days **are not** scheduled to report to work. G-scale employees and 195-day A-scale employees **are** scheduled to report to work.
- 8) Monday, December 19, 2011 through Monday, January 2, 2012 is the winter break. Ten-month A- and G-scale employees are not scheduled to report to work.
- 9) Thursday, February 16, 2012 and Friday, February 17, 2012 are parent-teacher conference days. **187-day** A-scale employees **are not** scheduled to report to work. All other A-scale employees and all G-scale employees **are** scheduled to report to work.
- 10) Friday, March 16, 2012 is a grade preparation day for teachers. **187-day and 190-day** assistants **are not** scheduled to report to work.
- 11) Monday, March 19, 2012 through Friday, April 6, 2012 are intersession and Spring Break days. Ten month A-scale and G-scale employees **are not** scheduled to report to work.
- 12) Friday, June 22, 2012 is the last day of school for students, and the last scheduled reporting day for 187, 190 and 195-day A-Scale employees.
- 13) **A-Scale Daily Work Schedules.** Please note that the following work schedules apply to 10-month A-scale employees:

*	A-6/7/9 Instructional Assistants	187 Days, 7 hours per day
*	A-6/7/9 Library Media Assistants	195 Days, 8 hours per day
*	A-9 Resource Assistants	190 Days, 8 hours per day
*	A-12 COTA/PTA	190 Days, 8 hours per day

The daily work schedules above do not include the assistant's unpaid, unencumbered 35-minute duty-free lunch period.

For your information, we have attached a chart indicating the suggested number of workdays in each month during the school year for A-scale and ten-month G-scale employees.

If you have any questions about the above information or the attachment, please contact Patrick Tien at x2006 or Ellen Kennedy at x6103.

SUGGESTED NUMBER OF WORK DAYS PER MONTH FOR A & G-SCALE EMPLOYEES

	*Elementary Assistants	Elementary Resource Assistants	Library/Media Assistants	G-Scale	G-Scale
No. of Days	187	190	195	196	208
First Day	7/27/2011	7/27/2011	7/26/2011	7/25/2011	7/10/2011
July	3	1	4	5	15
August	23	23	23	23	23
September	18	21	21	21	21
October	11	11	11	11	11
November	18	18	18	18	18
December	11	11	12	12	12
January	20	20	20	20	20
February	18	20	20	20	20
March	11	11	12	12	12
April	16	16	16	16	16
May	22	22	22	22	22
June	16	16	16	16	18
Last Day	6/22/2012	6/22/2012	6/22/2012	6/22/2012	6/26/2012

*Instructional Assistants include A-6/7/9 Instructional, Kindergarten, Preschool Montessori, ESOL/HILT and Special Education Assistants.