

Teachers and Instructional Assistants,

I wanted to follow up regarding staff work days at the end of this school year. As you may know, our school board amended the school calendar this month, reducing the number of school days that students have to attend by two days. The last day of school for students will be May 24th. Closing Day is May 25th. But this leaves instructional staff two days short of their contracts.

Teacher and Instructional Assistant contracts are 187-day contracts, so the two school days that were eliminated have now become “Teacher Equivalency Days” (see attached 2017-18 School Calendar). Sometimes there is confusion about these days—they are not PD Days because those are already days included in the contract. They are simply contract days that used to be school days, but now are work days for all 187-day contract staff members.

So here is the plan to make-up those two days:

1. All instructional staff should plan to come to work on Election Day, May 22nd.
 - a. Instructional assistants will be assigned duties by their principals on that day.
 - b. Teachers will begin curriculum and assessment revisions on that day-- an agenda will follow.

2. For the last Teacher Equivalency Day—

- a. Instructional assistants will work on May 29th—principals will assign duties for that day.
- b. Teachers will work in department and grade-level teams to revise curriculum and assessments according to the following schedule. (We asked everyone for unavailable summer days so that we could hopefully avoid conflicts.)

TEACHERS	DATE	LOCATION
Paducah Tilghman and Choices Teachers	May 29	Paducah Tilghman
8 th Grade Math	May 29	Board Office Small Conference Room
7 th Grade Math	May 31	Board Office Small Conference Room
6 th Grade Math	June 8	Board Office Small Conference Room
8 th Grade Reading	May 29	PD Room
7 th Grade Reading	May 31	PD Room
6 th Grade Reading	June 8	PD Room
8 th Grade Science	June 11	PD Room
7 th Grade Science	June 11	PD Room
6 th Grade Science	May 30	PD Room
8 th Grade Social Studies	May 29	PD Room
7 th Grade Social Studies	May 29	PD Room
6 th Grade Social Studies	May 29	PD Room
Middle School Art	May 29	Paducah Tilghman
Middle School Music	May 29	Paducah Tilghman

Middle School Technology	May 29	Paducah Tilghman
K-8 Media Specialists	May 29	Paducah Tilghman
Middle School Foreign Language	May 29	Paducah Tilghman
6 th -8 th Grade Special Education Teacher	Please choose one of the above days and join a grade-level team or as assigned by Amie Tooley	
K-8 Gifted Teachers	May 30	Board Office Small Conference Room
5 th Grade Math	June 6	PD Room
5 th Grade Reading	June 4	PD Room
5 th Grade Social Studies	June 12	PD Room
4 th Grade Math	May 30	PD Room
4 th Grade Reading/Social Studies	June 4	PD Room
4 th Grade Science	June 13	PD Room
3 rd Grade Math	June 7	PD Room
3 rd Grade Reading	June 1	Board Office Small Conference Room
3 rd Grade Science / Social Studies	June 1	PD Room
2 nd Grade Math	June 7	Board Office PD Room
2 nd Grade Reading	June 5	Board Office PD Room
2 nd Grade Science	June 5	Board Office PD Room
2 nd Grade Social Studies	June 5	Board Office PD Room
1 st Grade Math	June 19	Board Office PD Room
1 st Grade Reading	June 12	Board Office PD Room
1 st Grade Science	June 18	Board Office PD Room
1 st Grade Social Studies	June 18	Board Office PD Room
Kindergarten Math	May 29	Clark Library

Kindergarten Reading	May 29	Clark Library
Kindergarten Science	May 29	Clark Library
Kindergarten Social Studies	May 29	Clark Library
K-5 Special Education Teachers	Please choose one of the above days and join a grade-level team or as assigned by Amie Tooley	
RTI Teachers	May 29	McNabb Library
K-12 ELL Staff	May 29	Tilghman ELL Room
Elementary Music	May 29	Clark Music Room
Elementary Art	May 29	McNabb Art Room
Elementary PE	May 29	McNabb Gym