YEARLY PROGRAM CALENDAR

PLANNING AHEAD

This sample calendar of activities should be modified in accordance with local needs and conditions. Use it as a point of departure in beginning general planning; scan it each month as the year progresses. Consult the CTA/NEA and district calendars to avoid conflicts.

At the beginning of the membership year:

- Hold organization meeting of the Executive Board.
- Complete appointment of committee leaders.
- Hold initial planning meeting of officers, chairpersons, and executive board members. Prioritize the agenda items for the upcoming year.
- Instruct and delegate responsibilities to chairpersons.
- Put CTA Primary Contact Staff person on the mailing or email list for all chapter newsletters, publications, reports, activities, projects, etc.
- Establish calendar for all Association activities.

Some suggested general items for inclusion in the calendar are:

**Chapter, State, and National Association Meetings**

- General chapter meetings and annual meeting, if any
- Executive Board and/or Rep Council meetings
- CTA State Council meetings
- CCA meetings
- Service Center Council meetings
- Committee meetings
- Special forums for members and/or public

**Elections**

- District School Board election
- CTA State Council elections
- Statewide and local elections
- Election of officers
- Report of NEA delegate(s)
- NEA delegate election

**Local, State, and National Associations Conferences**

- Workshops (Sponsored by local Association)
- CTA and NEA sponsored conferences
Committee workshops
Membership workshops
RRC conferences and workshops
Faculty representative workshop(s)
Regional leadership conference(s)
Presidents Conference
Grievance rep workshop(s)

Negotiations
Start of negotiations
Contract Needs Survey
Coordinated Bargaining group
Presentation of contract proposal to District governing board
Target date for contract settlement

District and Community Events
Meetings with civic groups
District board meetings
PTA meetings (if district-wide)
Semester dates
School/Department meetings

Miscellaneous Dates
New teacher welcome and recruitment event
Public Schools Week
American Education Week
Newsletter publication dates
Social events
Education-Community Day
Community progress reports
Vacations and holidays
Awards programs
Community Newsletter publication dates
Compliance deadline for governance documents*
MONTH – BY – MONTH CALENDAR

CHECK EACH ITEM AS TRANSFERRED TO YOUR CALENDAR

JULY – AUGUST

_____1. Begin membership campaign.
_____2. Develop tentative Association calendar.
_____3. Hold welcome and orientation meetings recruiting new unit members.
_____4. Try to find some time for yourself before traditional calendar cycle begins.
_____5. Complete bargaining new contract if negotiations extend into summer.
_____6. Officers and Committee Chairpersons plan for coming year.
_____7. Send greetings to new faculty as they are employed. Offer help and invite them to join.
_____8. Plan assistance, welcome and orientation of new unit members.
_____9. Meet with Primary Contact Staff.
____10. Attend Presidents Conference and Summer Institute.

SEPTEMBER

_____1. Begin membership campaign--obtain promotional materials from CTA/NEA.
_____2. Meet with Primary Contact Staff.
_____3. Develop tentative association calendar, if not completed already.
_____4. Appoint bargaining team and contract writing team (if contract expires or includes openers).
_____5. Hold Welcome and Orientation honoring new unit members.
_____6. Complete committee appointments.
_____7. Distribute chapter handbook, including year’s calendar.
_____8. Select delegates for fall leadership training conferences.
_____9. Membership, Finance Committees to prepare recommendations on budget and dues (if not developed previous spring).
____10. Plan Kick-Off Conference, grievance and faculty rep workshop(s) to begin year’s activities.
____11. Meet with other chapters to plan coordinated bargaining.
____12. Publish chapter newsletter to introduce chapter officers and committee chairs. Outline bargaining timeline.
____13. Plan for district board election, if any.
____14. Register faculty to vote. Have faculty – citizen program.
OCTOBER

1. Distribute contract assessment survey to all unit members (if contract expires or includes reopeners).
2. Contract Committee reviews current contract and district policies for needed changes.
3. Continue enrollment of members.
4. Send selected delegates to appropriate fall conferences, sponsored by RRC and Regions.
5. Recognition of legislators (non-election year).
6. Work with other chapters to plan coordinated bargaining activities.
7. Get aquatinted with legislator candidates (election years).
8. Begin training bargaining team.
10. Plan American Education Week program to increase public awareness of needs.
11. Committees submit meeting schedule and goals.
12. Announce committee appointments, goals, emphasis.
13. Inform Primary Contact Staff of program calendar.
14. Consider the program of CTA State Council. Instruct representative(s).
15. Participate in CTA candidate recommendations program in election years.
16. Encourage November voting.

NOVEMBER

1. Tally results of assessment survey.
2. Publish tentative top bargaining objectives (not in priority order).
3. Seek contract input from committees and special job groups.
4. Begin writing contract proposal draft, in conceptual form.
5. American Education Week – involve parents in identifying education needs.
6. Complete Fall Membership Drive.
7. Publish newsletter to community leaders and interested parents.
8. Coordinate contract proposal development with other chapters in your coordinated bargaining cluster.
9. Keep Primary Contact Staff informed.
10. Study actions of State Council of Education.
11. School Board election.

DECEMBER

1. Publish summary of tentative bargaining objectives.
2. Complete first draft of contract proposal, in conceptual form.
3. Begin school/department meetings to discuss bargaining goals.
4. Identify common priority objectives with other chapters in your coordinated bargaining cluster.
5. Check on committee activities and progress toward objectives.
6. Publish chapter newsletter.
7. Keep Primary Contact Staff informed.

JANUARY
1. Complete faculty meetings to discuss and modify bargaining objectives.
2. Modify and officially adopt bargaining objectives as a negotiating position.
3. Complete contract proposal – get staff to review it.
4. Review actions of State Council of Education, instruct State Council Representative(s).
5. Review legislative program of CTA and be prepared to assist as called upon.
6. Publish community newsletters – highlight bargaining objectives of interest to public.
7. Meet with coordinated bargaining chapters to coordinate proposal presentations.
8. Keep Primary Contact Staff informed.

FEBRUARY
1. Present contract proposal to public at Board of Trustees session (January, February, or early March – see contract requirements).
2. Publish contract proposal summary to association members.
3. Update lists of bargaining unit members and association members.
4. Evaluate committee activity – redirect it as needed.
5. Hold spring membership campaign – include new faculty, dropouts, and holdouts (February - March).
6. Cooperate with CTA/NEA legislative activity.
7. Plan for school board election, if any.
8. Review legislative program with membership.
9. Begin negotiations with district (late February – early March).
10. Publish association newsletter – highlight the start of bargaining.
11. If contract expires, gear to thwart any decertification threat during "decert window" period.
12. Keep Primary Contact Staff informed.
MARCH
_____1. Accelerate negotiations efforts.
_____2. Distribute bargaining bulletin to members after each bargaining session.
_____3. Cooperate on CTA legislative program.
_____4. Update and test communication system for bargaining support activities.
_____5. Coordinate bargaining strategy with coordinated bargaining cluster; target best districts for good settlements.
_____6. Study program of the State Council of Education; instruct representative(s).
_____7. Begin campaign for election of new chapter officers.
_____8. Begin second round of faculty visits to discuss bargaining effort.
_____9. Keep Primary Contact Staff informed.

APRIL
_____1. Intensify bargaining efforts.
_____2. Continue faculty meetings re bargaining.
_____3. Gear up for bargaining crisis; test drop system.
_____4. Public Schools Week – recruit parent support for bargaining goals.
_____6. Review actions of State Council of Education.
_____7. Nominate candidates for local association office.
_____8. Arrange to send delegates to the NEA Representative Assembly.
_____10. Keep Primary Contact Staff informed.
_____11. Accelerate coordinated bargaining; Identify target districts; set settlement standards (if not yet done).
_____12. Register your successor – or yourself if you are serving another term – at the Presidents Conference.
_____13. Register for CTA Summer Institute.

MAY
_____1. Achieve contract settlement or shift into crisis mode.
_____2. Ratify contract – or culminate crisis activities.
_____3. Elect officers and send election report to the Primary Contact Staff office (timing varies with chapter constitutions and bylaws).
_____4. Instruct delegates to State Council.
_____5. Complete committee activities – submit written reports.
_____6. Keep Primary Contact Staff informed.
_____7. Begin gathering summer contact information from members.
8. Develop budget and dues proposals for next year (include attendance at CTA/NEA conferences, provision for bargaining and grievance expenses, community action and political action projects, possible crisis, and NEA RA delegate expenses).

JUNE

1. Publish the association annual report – special issue, or in regular newsletter.

2. Install new officers. Give recognition to outgoing officers, bargaining team, committee chairpersons.

3. Give recognition to retiring members, those leaving the district, those achieving permanent status.

4. Send copy of new contract to: the CTA C4OB Bargaining Specialist and Primary Contact Staff.

5. Appoint new committee leaders – begin selection of committee members.

6. Hold joint meeting of old and new committees and officers to evaluate year’s work and plan for next year.

7. Complete mailing list of members’ summer addresses.