

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 acquainted with legislator candidates (election years).
- ___ 8. Begin training bargaining team.
- ___ 9. Publish chapter newsletter – introduce 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.
- ___ 9. Publish association newsletter – highlight bargaining proposal.

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.
- ___ 5. Hold general association rally – report on negotiations.
- ___ 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.
- ___ 9. School Board election.
- ___ 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.