

**RESTRUCTURING CALENDAR
2019-2020**

All steps in the process need to be followed. If a step is skipped or not followed, restructuring cannot take place. The following timeline schedules a second vote (if needed) before the April 15th deadline, but school sites can get started on the restructuring process at any time as long as all steps are followed.

STEPS	RESTRUCTURING COMPONENTS	CONTRACT REFERENCE	RESPONSIBLE PARTY
Aug 19	Restructuring calendar distributed at Principals' Council		District/GEA
Aug 19 - Jan 6	GEA bargaining unit member-initiated discussion concerning restructuring begins, petition submitted	Section IV.B.	GEA bargaining unit member
On or before Jan 13 - Jan 31	Principal meets with certificated petitioners and GEA reps to set 70% faculty meeting	Section V.D.	Site admin
Jan 13 - Jan 31	Restructuring Routing List: create draft schedule/ballot		Site admin, site reps, restructure committee
On or before Feb 14	70% faculty meeting held	Section V.D.	Site admin
On or before Feb 21	Ballot sent to GEA President	Section V.E. Section V.G.	Site rep
On or before Feb 28	GEA sends ballot to Assistant Superintendent, Human Resources	Section V.G.	GEA
On or before Mar 2 - Mar 6	Restructuring ballot posted one week in advance of vote (5 full days)	Section V.C.	Site rep
On or before Mar 9 - Mar 11	Vote takes place over 3 days	Section V.B.	Site rep

-----Schedule below only used if TWO (2) votes are taken-----

On or before Mar 13	Second 70% faculty meeting	Section V.D.	Site admin
On or before Mar 17	Ballot sent to GEA President for approval	Section V.E. Section V.G.	Site rep
On or before Mar 17	GEA sends ballot to Assistant Superintendent, Human Resources for approval	Section V.G.	GEA
On or before Mar 18 - Mar 24	Second restructuring ballot posted, must be 5 full days	Section V.O.	Site rep
On or before Mar 25 - Mar 27	Second faculty vote, 3 days needed	Section V.O. Section V.I.	Site rep
On or before Mar 27	Results announced before end of day (restructure article deadline)	Section V.O.	Site admin, site rep
Mar 30 - Apr 10	SPRING BREAK		
Apr 15	Restructure article deadline	Section V.O.	

Stipulations:

- 70% approval of unit members is required. If fewer than 70% approve “?”-period day schedule, the normal 6-period schedule with no collaboration days will be used in 20xx-20xx. Not voting counts as a NO vote.
- No teacher shall be assigned a 1-7 period schedule.
- As per contract language, if 20% of the faculty signs a petition to trigger a review of the most recently-implemented schedule, the restructuring process shall be initiated as delineated in Article 4 of the Collective Bargaining Agreement.

Sample Ballot Language:

- Collaboration Days
 - Collaboration days will be every Monday of a school week that consists of a regular 5-day student week (e.g. there will be no Collaboration Day Schedule in a week that has a minimum day or abbreviated week)
 - Collaboration days will be at a ratio of 3 department-controlled days to 1 school-wide day
 - There will not be a collaboration day on the first Monday of the school year
 - The number of collaboration days may be decreased, but not increased, by mutual consent of the Department Chair Council and administration
- Minimum Days
 - There will be no fewer than 12 minimum days, to be established as follows: at the end of each grading period (4), during final exams (6), administration discretion (2)