

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

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Memo to: All Building Principals

From: Dr. Annette M. Saturnelli

Date: May 29, 2009

Re: Teacher Assignments

Attached you will find a Supplemental Memorandum of Agreement between the District and the Newburgh Teachers' Association. The agreement, arrived at collaboratively, extends the contractual deadline for Principals to provide to teachers their tentative schedules and room assignments, grades or subject areas from June 1st to June 18th.

The contractual language regarding this topic is as follows:

ARTICLE VII. B. 1. Teachers shall be given tentative written notice of schedules and room assignments, grades or subject area, for the coming year no later than June 1st. In the event that changes in assignments are necessary, teachers affected will be notified in writing prior to September 1st. Changes in tentative assignments made after June 1st shall be accompanied by a reason for such a change.

It is our expectation that the tentative schedules provided on June 18th will be as correct as possible except for unusual circumstances that may arise over the course of the summer. I want to emphasize that it is imperative that principals follow the contractual language and notify teachers in writing of any changes with the reasons for those changes that may occur after the tentative assignments are given.

If principals have teacher schedules ready they do not have to wait until June 18th to give them to teachers.

Thank you for your attention to this matter.