

SCHOOL BOARD
Cody McElroy, Chairperson
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Cheryl Redman
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DIVISION SUPERINTENDENT
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2022-23 Norton City Schools Contract Verification

Name: _____

INDEPENDENT WORK DAY (2 days scheduled between July 25 and August 1)

Date: _____ Time: _____ Date: _____ Time: _____

PARENT-TEACHER CONFERENCES (2 conferences scheduled)

Date: September 8, 2022 Date: February 14, 2023

SCHEDULED PROFESSIONAL DEVELOPMENT (2 days)

Date: August 2, 2022 Activity: Trauma Informed Initiative PD-Burton
Principal Initiated Training- NEMS

Date: January 11, 2023 Activity: TBD (Afternoon training)

SCHEDULED WORK DAYS

Date: August 2, 2022 Date: August 3, 2022 Date: January 10, 2023
Date: May 29, 2023 Date: May 30, 2023 (Principals will notify you of alternate dates due to renovations, but contract hours must be fulfilled.)

UNSCHEDULED PROFESSIONAL DEVELOPMENT DAY (2 days)

Date: _____ Description: _____
Date: _____ Description: _____

PRINCIPAL DAYS (9 days scheduled and approved by the principal)

Date: _____	Activity: _____	Time: _____
Date: _____	Activity: _____	Time: _____
Date: _____	Activity: _____	Time: _____
Date: _____	Activity: _____	Time: _____
Date: _____	Activity: _____	Time: _____
Date: _____	Activity: _____	Time: _____
Date: _____	Activity: _____	Time: _____
Date: _____	Activity: _____	Time: _____
Date: _____	Activity: _____	Time: _____

Employee Signature: _____

APPROVED BY: _____, Principal Date: _____

_____, Superintendent Date: _____

TO BE completed by Coordinator of Licensure:

Employee is eligible for _____ licensure renewal points for the 22-23 school year.

Contract verification due to principal by May 26, 2023. Due to Superintendent May 31, 2023.

Contract Verification

JI Burton High School & Norton Elementary and Middle School

During the 2022-23 school year, twelve (12) days of contract verification will be required as part of the teacher's contract. The following is a combined list of allocated days that can be used for this verification at JI Burton and NEMS. Credit will include classes, meetings, assignments and time clearly spent on projects approved by the Principal(s) that extend beyond the normal workday/school calendar.

UNSCHEDULED PROFESSIONAL DAYS (3 days required) 5 hours = 1 day

CIP data Meetings
Tech Splash Workshop
ASCD Conference
STEM Institute
Afterschool Workshops/ Division PD
Workshops, Conferences, Webinars (must extend outside of normal work day/school calendar) <i>PRESENTERS will be granted double time.</i>

PRINCIPAL DAYS (9 days required) *Must meet the approval of the Principal. 5 hours = 1 day*

Education Forum	2.5 hr.
Meet the Teacher Night/ 8 th Grade Orientation	2.5 hr.
Grade Level/Departmental Meetings (total of 5 for year)	5 hr.
Faculty Meetings (as scheduled by Principal)	5 hr.
Grant Writing (prior approval required)	2.5 hr. (per grant)
Parent Conference/ IEP meetings (prior approval)	1.25 hr. (each session)
School Board Meetings (prior approval required)	1.25 hr (each meeting)
Textbook training (new series)	hourly
Ticket taking duties	hourly
Fall Festival	5 hr.
Prom/Dances/Morning Mile	hourly
Family Fun Night (NEMS)	5 hr
Sports Mania (NEMS)	hourly
Afterschool Detention (NEMS)	1.25 (each session)
Baccalaureate (JIB)	2.5 hr
Graduation (JIB)	5 hr.
Attendance to student activities outside of school day (prior approval required)	TBA
Bus Duty	2.5 hr
Special Committee Assignments by Principal	TBA

If days are not specified by NEMS or JIB, either school may use them as Principal days.

PLEASE SUBMIT THE CONTRACT VERIFICATION FORM ON THE REVERSE SIDE.