## **Key Terms:**

- Master Agreement or Collective Bargaining Agreement: The contract that is negotiated by and between the union and the school board that addresses terms and conditions of employment for teachers employed by the school board.
- Individual Contract: The contract, required by 16 VSA § 1751, outlining the details of a teacher's compensation, usually one-page in length, that is issued by the employing school district on or before April 15<sup>th</sup> to a teacher currently employed by the district offering the teacher employment for the next school year effective July 1<sup>st</sup>.
- Letter of Intent: Similar to an individual contract, however, the letter is given to a teacher only if there is no settled Master Agreement for the next school year. A letter of intent, therefore, lacks the details required by 16 VSA § 1751, including a teacher's compensation.

## **Key Dates and Timeline**

No Later Than April 15

- Individual Contracts issued by school districts to teachers
- •The contract may be issued as early as mid to late March but in no event after April 15
- •Teachers are given two weeks to return the contract indicating acceptance of the teaching assignment for the next school year

Late April or Early May

- •The aproximate time that a school district will know what positions may or may not be open for the next school year
- •The earliest time a teacher may learn of a job opening posted in another district
- •The time at which a teacher may request her superintendent to grant an extension of time in which to sign the contract offer. The superintendnet may or may not grant the extension.

Mav-June

•The time in which school districts begin to interview for teaching vacancies for the next school year

July

•The contractual begining of the school year in most school districts.