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# AD NOTES

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## Beginning of the Year Reminders

**Collaboration** - This is a great time of year to review what collaboration is and is not. Your school staff should have developed a plan jointly with your principal. This plan needed to have been approved through a secret ballot. Specific directions on how to develop the plan are in the contract under Article 4- Hours of Employment (4.1b). If you do not have a physical copy, an electronic version is available on the website under the "Member Resources" tab.

Collaboration time is not administration directed. It should be a group effort between teachers and administration to decide what will occur on each collaboration day. Collaboration should not be used for staff meetings or classroom prep.

GGEA and the District have agreed upon lists of acceptable activities for collaboration days for Elementary and Secondary Teachers. The lists are available on the GGEA website under the New Teacher "Frequently Asked Questions" Section. Furthermore, there is a separate file under "Member Resources" that also has the activities in its entirety.

**Evaluation Goals** - If this is your year to be evaluated, your Goal Setting Conference with your Administrator should occur no later than October 30<sup>th</sup>. Remember that you are evaluated on your "progress toward your goals", not 100% mastery. Goals should not be created for you by your administrator, nor do they have to encapsulate District Goals I and II. The process should involve input from both sides. It is important to make the goals meaningful to you so that you can get the most out of the evaluation process. Ultimately your evaluation is based on the key components of teaching. The evaluation process is laid out for you in the contract under Article 7- Evaluation Procedures.

**Elementary Stipends** - Two new Elementary Stipends were negotiated last year. They are Academic Coach (working with students i.e., Academic Pentathlon, Spelling Bee, etc.) and Program Coordinator (SST Process, Parent Education, Intervention, etc.). Two teachers should have been decided through staff consensus to be a part of the selection committee with the principal. This committee then decides whom to fill these positions from all interested teachers. Each school can have one Academic Coach. Schools with 400 students or less can have one Program Coordinator. Schools with more than 400 students may have two.

**Faculty Advisory Committee** – Pursuant to a Side Memorandum of Agreement signed in 1976, it is recommended that a Faculty Advisory Committee (FAC) be established at every school site to facilitate communication with the Principal and address issues of importance to the faculty. Upon request, GGEA will train any FAC members and principal who are new to the process. An FAC is a great problem-solving forum to have in place before problems arise.

**School Site Council** – Teacher representatives on School Site Councils must be selected by the teachers at the Site. They represent the teachers in discussions regarding the school plan and school budget. Any teacher, student, or parent may attend the meetings to observe and speak, but only the elected teachers may vote on things like approving the School Plan and expenditures. The SSC is a great way to ensure that teachers' voices are being heard at the site level.

**P. E. Release Time** – Teachers in grades 1 through 6, in collaboration with their principal, may establish a flexible physical education program that exceeds the class size maximums in the Contract. The plan must be submitted to the district for approval prior to implementation. This is a great way to provide more release time during your day to help lighten your workload. Article 4-Hours of Employment (4.5h) details this in the contract.

**Special Education** – Please inform GGEA about any large classes or other issues involving Special Education. We strived to make progress in the areas of communication with the Special Education Department and with creating balanced class sizes. With your help we would like to monitor this situation.

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### **Attorney available at the GGEA Office**

GGEA provides its members with the opportunity to meet with an attorney for 30 minutes about non-job related issues free of charge. This is on a first come, first served basis. There are 4 spaces per day available on the following Wednesday dates: September 17th and the 24<sup>th</sup>. More visits will be scheduled on that first Wednesday. Appointments times begin at 3 PM. Call the GGEA Office if you wish to schedule an appointment.

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### **Open Enrollment for GGUSD Health Plans**

September is the Open Enrollment period for GGUSD employees. Open enrollment is the time during which employees and retirees may take the opportunity to change their medical and/or dental plans. This is the only time during the year when such changes can be made. All forms must be completed and returned to the District Insurance Department no later than **Friday, September 28<sup>th</sup>**. For further information, call the Insurance Department at 663-6495 or 6523.

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### **GGEA Website**

The website ([ggea.org](http://ggea.org)) has been updated, take a minute to log on and see what's new!

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### **Welcome Back and Have a Great 2008-09 School Year**