



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 time 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 an option under "Member Resources" that also has the activities in its entirety.

Elementary Stipends - The Elementary Stipend positions will be continuing this 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, those with more than 400 students may have two. These positions are entirely voluntary and do not have to be filled.

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 their principals who are new to the process. An FAC is a great problem-solving forum to have in place before problems arise.

School Site Council - The teachers at the school site must elect teacher representatives on School Site Councils. 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.

Evaluation Process - This is the first year of the new evaluation process that was agreed upon last year. The process is outlined in the new contract under Article 7- Evaluation Procedures. If you have further questions regarding this process please contact your Site Representative as the new procedure was explained in an AdNotes and during Rep Council.

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 16th and the 30th. Appointment times begin at 3 PM. Call the GGEA Office if you wish to schedule an appointment.

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 **Wednesday, September 30th**. For further information, call the Insurance Department at 663-6495 or x6523.

New Substitute Services Computer System

The District has purchased a new Substitute Services Computer System to more capably handle requests for substitutes. This is in response to the many teacher complaints that were reported to the District due to incorrect substitutes, positions not being filled, and often not being able to access the system. The District is doing what they can to make the transition as smooth as possible. Currently teachers may not make substitute requests, but the District is working with the company to make this option available. Hopefully it will not take more than a few months to develop.

T.E.A.M. GGEA: "Together Everyone Achieves More"