

January Ten Minute Meeting

- **Please make sure you are getting the proper 200 minutes of prep time per week, and a proper 30 min duty free lunch every day.**
- **Please check TRB statements for accuracy.**
- **Retirement, need to tell central office by Feb 1 if you want the \$1000.**
- **Social Security bill WEP/GPO signed.**
- New evaluation this year. IT IS DIFFERENT. RESULTS DON'T NEED TO BE TIED TO SAME OLD DATA!
- Check website www.suffieldteachers.org once a week for updates.
- If you have an issue with another teacher, come to SEA rep first before administration if possible.
- If you are a witness or called on about DCF. Please contact Mark Janick immediately. CEA covers DCF matters. Don't go into a meeting alone.
- Do not share information with students about administration or jobs. Meetings with administration are not to be shared with parents or students.
- No personal business on any school device or WIFI. Do not use school email for personal business. Do not use school WIFI (even public ones) for your own devices or cell phones!!!!!!
- Do not give out cell phone numbers or text students EVER. Coaches use the "SPOND" App.
- If you are injured on the job please fill out appropriate paperwork. Found on SEA website. Getting assaulted is not part of your job ever!!!!!!
- If you feel a meeting with an administrator is going south you have the right to stop a meeting and get representation.
- School Times for teachers. This includes wraparound time. Time before student day is not PREP and must be in class with students.
 - PD Days: ALL SCHOOLS 8:00-3:00
 - o HS: 7:15 - 2:25 (3:20 Tuesdays) MS: 7:10 – 2:20 (3:20 Tuesdays)
 - o MIS: 8:20 – 3:30 (4:30 Tuesdays) S: 8:20 – 3:30 (4:30 Tuesdays)
- Please contact Mark Janick ((860) 919-7674) 24/7, or email mvjanick@gmail.com if you have any questions or concerns.