

SEA Representative October Meeting

Oct 2, 2023 3:30 - 5:00 PM High School Room 610

Michelle Killam (Membership Chair/Secretary):

- Membership update:
 - SHS Representative needs to touch base with Rick Jensen and help him complete the Join Now online “document”
 - several LOA members
 - retired members updated
 - resigned members updated
- Nonmembers:
 - Sharon Bourque- Art McAlister

Shannon Picard (VP/Treasurer):

- Updates/Changes
 - our dues payments are on time
 - Conference Dates
 - Building reps will purchase snacks for teachers to enjoy during conferences

Mark Janick (President):

- Meeting dates for rep for TVT
 - Possible Dates and Times 10:30-12:00 Oct 19, Jan 18, April 18
- SEA Email list emailed for each building check
 - Mark will share email lists to the building reps
 - check it out for people that aren't in your building or retired
- New Teacher check-in
 - Reps should check in with new members in their buildings
- “30” Day clause if you are resigning
 - there is no such thing as a 30 day clause
 - superintendents made that “clause” up
 - there is no law about staying 30 days after you give your resignation
- Covering during Prep (200 mins a week)
 - if you are missing prep due to covering a class
 - put a time sheet in
 - UNLESS you have more than 200 minutes of prep time
 - aren't teaching a full load

- Personal Days/Sick days/Ill Family before vacations or long weekends
 - there is a form to fill out on Frontline
- New Evaluations (PDEC) updated online
 - [CT Guidelines for Educator & Leader Evaluation and Support 2023](#)
- PDEC meeting with Kate Fields
 - She works for CEA and is the Teacher Evaluation expert
 - She will meet with PDEC on Monday Oct 16, 2023
- PLC update
- Retirement Workshops added to website
 - [Register for a CEA Retirement Workshop This Fall](#)
- Website updated weekly
 - [Suffield Education Association](#)
- Monthly Dunkin' giveaways at Ten-Minute Meetings
 - Building Representatives were given this month's giveaway for their building's faculty meeting
- McAlister Representative
 - Brittany Popeleski
- Suffield High Representative
 - Julie Haefner is interested in helping SEA
- Negotiation Sign Up
 - Mark will be emailing asking for people that want to represent the SEA in negotiations
- Administrative Meetings once a month ****MANDATORY****
 - Building Representatives should be meeting with their building administration each month
- Ten-minute meetings once a month ****MANDATORY****
 - Building Representatives should be holding 10 minute meetings each month - after Faculty Meetings seem to be when everyone is doing their meetings
- How are the schools?
 - Spaulding
 - McAlister
 - Middle
 - High

October 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.**
- **New evaluation being created this year through PDEC for implementation next year. Check out website for new information.**
- **If leaving job for a new job there is no 30 days clause. You can resign whenever. Two weeks is nice, 30 days if going to another school in CT.**
- **Retirement Workshops added to SEA website. Sign up online.**
- 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 one) for your own devices or cell phones!!!!!!
- Do not give out cell phone numbers or text students EVER.
- 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.
 - HS: 7:15 - 2:25 (3:20 Tuesdays) MS: 7:10 – 2:20 (3:20 Tuesdays)
 - 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. www.suffieldteachers.org for updates.