

SEA REP December Meeting
December 4, 2023 4:00-5:30 PM
Suffield Middle School

Michelle Killam (Membership Chair/Secretary):

- Membership update
- Nonmembers:
 - Sharon Bourque- Art McAlister

Shannon Picard (VP/Treasurer):

- Updates/Changes

Mark Janick (President):

- Meeting dates for TVT Meetings this year:
 - Dates and Times 10:30-12:00, Feb 1, April 4
- Last year's Grant
- New Grant for this year
- New Teacher check-in half year coming up
- Holidays Teacher Check in too. (E.A.P.)
- Personal Days/Sick days/Ill Family before vacations or long weekends
- Nonrenewal (confidential)
- New Evaluations (PDEC) updated online
- Prep time and lunches
- Teacher Pictures
- PLC update
- Retirement Workshops added to website (Dec 5 & Dec 18)
- How is administration at your school (round table discussion)
- Website updated weekly
- Monthly Dunkin giveaways at Ten-Minute Meetings
- Administrative Meetings once a month ****MANDATORY****
- Ten-minute meetings once a month ****MANDATORY****
- How are the schools?
 - Spaulding
 - McAlister
 - Middle
 - High

December Ten Minute Meeting

- **Students are not allowed to take pictures of SEA members without permission. If picture is taken without permission, please make sure you follow up with administration to make sure pics were destroyed.**
- **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. (NO WORKING LUNCHES)**
- **If you are struggling in need help Employee Assistance Program is FREE for you. Call 1-800-526-3485 or go to [EAP](#)**
- 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. 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.

www.suffieldteachers.org for updates.