

**SEA REP August/September Meeting**  
**Aug 31, 2022 3:30-5:30 PM**

**Michelle Killam (Membership Chair/Secretary):**

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

**Shannon Picard (VP/Treasurer):**

- Budget
- Updates/Changes

**Mark Janick (President):**

- Meeting dates for rep meeting online
- SEA Email list (First email going out Sunday)
- New Teacher
- Website
- Monthly Dunkin giveaways at Ten- Minute Meetings
- Personal Days/Sick days/Ill Family
- Sick Bank
- 4 preps or other teaching schedules
- DCF
- New Evaluations (PDEC)
- McAlister rep update
- Negotiations for new contract starting next summer
- TVT meetings this year
- Administrative Meetings once a month \*\*\*\*MANDATORY\*\*\*\*
- Ten-minute meetings once a month \*\*\*\*MANDATORY\*\*\*\*
- How are the schools?
  - Spaulding
  - McAlister
  - Middle
  - High

## **SEPTEMBER Ten Minute Meeting**

- Check website [www.suffieldteachers.org](http://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.
- Evaluations are happening this year. New evaluation being created this year through PDEC for implementation next year. If you are not happy with your write up, you have rights. Contact building rep ASAP.
- 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. Coaches use the "Remind" App or similar.
- 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!!!!!!
- 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.
- 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](mailto:mvjanick@gmail.com) if you have any questions or concerns.