

SEPTEMBER Ten Minute Meeting

- 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.
- New Evaluations are happening this year. If you have questions seek out a PDEC member in your building. 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 "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!!!!
- 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 if you have any questions or concerns.