

Contact

Montebello Teachers Association/California Teachers Association/National Education Association • 918 W Whittier Blvd Montebello 90640 • (323) 722-5005 • montebelloteachers.org

Committees Required By Your Contract

Staff Inservice Committee

Each site must have a staff elected Inservice Committee. The Staff Inservice Committee shall advise and be consulted prior to all site inservice/staff development activities and the selection of all staff development days which are not specified in the Contract.

Class Size Reduction and Facilities Planning

The principal at each site will create a CSRFP Committee by the 20th working day of the school year. The committee will meet at least 4 times each year. Each committee will include, but not be limited to, the principal, a teacher from each grade level elected by the Bargaining Unit members at that site, classified personnel, parents, and support staff. (See the reverse side of the *contact* for more information.)

Site Safety Committee

Each Site Safety Committee shall consist of 7 members: faculty club chairperson or designee, site administrator or designee, site nurse or other certificated support person, cafeteria manager, site custodian, a representative from the certificated staff, and a representative from the classified staff. Each Site Safety Committee shall submit its report annually to the Risk Manager by November 1. The Risk Manager must respond to the report by June 1.

The Risk Manager will conduct inspections of site every other year utilizing the following schedule: preschool & elementary shall be inspected in years ending in odd years (2004-2005). Intermediate, high school, and adult education shall be inspected in years ending in even years (2005-2006.) Inspections must be completed by February 15 in each required year.

Do you have Personal Property At School?

The Contract provides for reimbursement for personal equipment at school under the following conditions:

- The maximum claim is \$250
- The employee completed the District Personnel Equipment Authorization Form.

Ask your site secretary for the form. Complete it for every personal computer, VCR, CD player, and other equipment you have brought from home. For more information See Article XVII Safety, Security, and General Working Conditions Section F.2.b. p.51.

Are You Interested In Out-Of-Classroom Positions?

Sometimes out-of classroom positions arise during the school year. The following information is helpful for those considering such positions. (Contract pp. 33-34)

- Within the first month of the school year, principals shall request names of Bargaining Unit members interested in any out-of-classroom positions. Those Bargaining Unit members indicating an interest shall be notified if such a vacancy occurs during the school year.
- Support Personnel and other out-of-classroom Bargaining Unit vacancies will be open to all Bargaining Unit members and will be posted at each school site for at least six (6) working days. Bargaining Unit members may request an interview through the Human Resources Office. The appropriate administrator shall make the selection recommendation to the Human Resources Office.
- An interim appointee may be placed in the vacancy by the appropriate administrator for no more than forty (40) days. Under extraordinary circumstances this period may be extended by twenty (20) days.

YRE
Informational
Meeting
Tuesday,
August 10
at SUI
3:30 p.m.