

# mta CONTACT

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

## You Must Renew Your Credential Online

The California Commission on Teacher Credentialing no longer accepts paper applications for the renewal of your credential. It is very important that you renew your credential before its expiration date. Renewing after it expires will require you to have to apply for an "Emergency 30 day Substitute Permit", at a cost of an additional \$70.00. The reason for this is that your credential renewal will be effective on the date that you renewed it, so if it is after it expires, there would be some days that the district could not pay you, because you did not hold a valid credential. The only way to remedy this is for the *district* to recommend you for an Emergency 30 Day Permit, at a cost to you of \$70.00.

To renew your document online:

Connect to the Web at [www.ctc.ca.gov](http://www.ctc.ca.gov).

Click on "ONLINE SERVICES FOR EDUCATORS."

Click on "EDUCATOR"

Enter your social security number and date of birth.

Verify that your personal data is correct, click "Next" at the bottom right of the page.

Scroll down to Renewals and Reissuances, change "no" to "yes" for the credential that you are renewing.

Click the "Complete" button to start the renewal process, you will be asked a series of professional fitness questions, answer "yes" or "no" and then keep hitting the "next" button

If you answer yes to a question a full explanation is required in the text box provided. Complete all required fields to process your payment. If you entered a confirmation e-mail address, you will receive an e-mail confirmation shortly thereafter.

Print the confirmation of payment page for your records and record your confirmation number.

Your credential should be renewed within 2 to 14 working days; once it is issued you will need to go back online to [www.ctc.ca.gov](http://www.ctc.ca.gov). Click on "ONLINE SERVICES FOR EDUCATORS", and then Click on "EDUCATOR". Enter your social security number and date of birth. All your credentials that have ever been issued should come up on the screen, click on the document number of the one that you just renewed, you will know it by the expiration date, it should be five years from now. The document should open up and you will see a document title, document number, authorization codes....print this screen. This is your official record of your credential, the California Commission *no longer mails* out credentials, you should bring one copy of the document to the Certified Human Resources Office to keep in your Personnel file, and keep one copy for your record. There may be instances where we need to fax a copy of your credential to the County Office of Education, for payroll purposes.

If you answer "yes" to any of the Personal and Professional Fitness questions, please be aware that your application will be delayed because it will be referred to the Professional Standards division for review. All "yes" answers are referred to this department, even if the incident has been reviewed previously or even if it happened many years ago, so we suggest that you start your online renewal at least *six months* before it expires.

The new online system at the CTC does *not* work with "Safari" web browser, you can use "Internet Explorer", "Firefox" and "Chrome" web browsers. Be sure to allow "Pop-ups" from the CTC.

If you are having problems with your school computer, you can call the "Help Desk" in IT for assistance at extension 7980.

If you have questions regarding your credentials, you can email the Commission at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov). The Commission no longer takes any phone calls. Or you can call Rebecca Ward at extension 2252 or Deanne Reyes at extension 2463, in the Human Resources Office.



## When Am I Required To Be On Campus?

The Board Day for each site is 7 hours and 15 minutes. Within the confines of the Board Day, the remaining minutes beyond instructional minutes, are interpreted as preparation time. The time within the Board Day and outside of instructional minutes is called the *Professional Day*. (Article IV. Section F.1.)

K-12 teachers are required to be on the school site 7 minutes prior to the start of their first class. All other preparation time need not occur at the school site providing the site administrator (or designee) has not scheduled a meeting. *This includes short days at sites where site specific waivers have been authorized for banking minutes.*

## Tuesdays Are Reserved for MTA

The Association schedules meetings on Tuesdays. The District has agreed not to schedule meetings Tuesdays in order to allow Bargaining Unit members to participate in union activities (Article XX. Section J.)

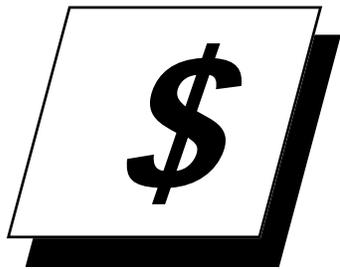
## Information Regarding Meetings

Bargaining Unit members may be required to be in meetings no more than 2 hours within the Board Day and 3 hours outside the Board Day per staff development month (which are available on our website at montebelloteachers.org). Meetings outside the Board Day require one week written notice from the administrator. *These hours may be amended by an agreement of the Faculty Club Chairperson and the site principal. The total may not be more than 5 hours per professional development month.*

Friday afternoons or afternoons of the day prior to a holiday, recess, or the day of a required evening meeting are to be kept free from professional meetings in the district. (Article IV. Section G.1.)

A minimum of 30 minutes duty-free lunch shall be provided each day including rainy days.(Article IV. Section H).

Over, please...



February 25, 2013



Revenue  
Expense

# Report

The Revenue & Expense Committee was created in February 1995 to cooperatively examine the District's finances. The Committee is comprised of members each from MTA, CSEA, and MUSD.

MTA

- Lorraine Richards (MHS)
- Filiberto Arrizmendi (MOA)
- Ryan Rice (ATC)
- Alma Orta (SUE), alternate

Kathy Schlotz (ex-officio)

## REVENUE AND EXPENSE QUARTERLY REPORT

### Revenues

The month of November 2012 .....	\$12,211,395.56
The month of November 2011 .....	\$15,566,168.12
Year to date this year .....	\$39,571,521.05
Year to date last year .....	\$36,928,627.37

### Expenses

The month of November 2012 .....	\$17,040,080.74
The month of November 2011 .....	\$14,519,982.77
Year to date this year .....	\$52,873,685.52
Year to date last year .....	\$45,507,062.37

## TOPICS OF INTEREST THIS QUARTER

### Audit Report – Vavrinek, Trine, Day and Co., LLP

A few written reports were handed out at the February Revenue and Expense meeting. The report is available online, hard copies are available at district office and at the MTA office. The auditor shared the process: Phase 1 - Site visits are made, where student body funds and attendance are reviewed. Every third year they try to rotate the sites they visit. Although, in the prior year if something was noted as an area requiring attention they will do a follow-up visit; Phase 2 - The federal audit evaluates the money received and how it is spent. Each program has various guidelines for expenditures, which have to be met as part of the audit. Phase 3 - To review prior year observations and recommendations and evaluate the changes that were implemented. All areas were positive and it was mentioned that there was savings in Nutrition Services, with those funds being reinvested in that department per the requirements of the federal government.

### Budget Status - Cheryl Plotkin

Positive certification was given by the county for the district's budget, it has remained positive with the early retirement and the other ways the district has generated revenue for the district. Other future plans for additional revenue such as Laguna Nueva lease of land, and the use of district property to generate revenue with the placement of signage at Rosewood Park School. Cheryl shared the district is solvent, but there is no extra money. She explained that the Governor gave his budget proposal. In general, the nation is recovering, but California's recovery has been slow. Cheryl reviewed that Prop. 30 includes 7 years of revenue from income taxes and 4 years from sales taxes. She reminded the committee that the money is simply to maintain the status quo. The money will be considered "local control" with restrictions; it will possibly target English learners and free lunch student population. The legislature still needs to approve the guidelines for the revenues received for Prop. 30. Cheryl also stated that 2013-2014 is slated to have a 1.65% COLA and as long as the state is able to keep it funded that would mean a district contribution will increase towards insurance per the contract. The District has a positive fund balance for the First Interim Report. The District will once again submit a class size waiver application to the State.

### Facilities - Don Yamagata

WAE construction continues to progress with the two-story building, a projected completion date is May 2014, which is funded by the Measure M bond with \$2 million in matching funds. SUE C-Building roof went to bid and it is expected to be a 40 day project. ATC was funded with Career Tech money that allowed \$15 million matching funds. The garden at MAI will have a press release in March 2013 for its completion. MPE, WGE, and BAE will have their trim painted March 2013. SHS will update handicap access to the varsity baseball field.

### Enrollment - Cheryl Plotkin

Five year projection was provided showing 2012-13: 30,925; 2013-14: 30,467; 2014-15: 30,033; 2015-16 29,699; 2016-17: 29,244. Cheryl explained that it has been difficult to determine a formula for enrollment since the one used previous was not an accurate projection, and it was believed that this year's projection was conservative. The district wants to be sure that they are very conservative with future projections. The decrease appears to be small with 400 students, not like the last two years with a decrease of 600 students each year. The concern is the current kinder class is less than the senior class.

### Energy Savings - Don Yamagata

Don shared Cost Avoidance Summary for September 2011 - August 2012 reflects a \$1.2 million in savings. Southern California Edison has incentives that encourage energy savings. Don shared that the district continues to seek energy savings, they are conducting an energy audit at five sites that are considered high usage sites. Another conservation project is the air conditioning at SHS that will have an automated system with temperature controls and it will also include variable air volume systems where the motors, fans and belts that can be adjusted. The district is researching how they can use more cost effective ways for heating and air conditioning at high volume sites. Recycling at sites continues to expand, 20 sites are participating. The district is waiting for the revenue amounts being generated by the recycling program to verify how much is being taken from the site versus the amount being given to the site. At the last meeting Don reported that the Thanksgiving break showed a \$72,000 savings and Winter Break had a \$98,500 savings.