



# Contact

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



The Association salutes Elizabeth Gasca (RPE) as she retires from the Executive Committee. CTA President Barbara Kerr presents Elizabeth with a plaque for her service to the Association.

## Council Endorses Chacon, Chau, and Guzman

The Council met June 14 and bestowed friendly endorsement status on three current Board Members: Hector Chacon, Ed Chau, and Gerri Guzman. Political Action Chairperson Dianne Garcia-Stevens recommended the friendly endorsement based on the voting records and participation in the District of each of the incumbents.

The Association has requested funds from campaign contributions for each of the incumbents from the CTA PAC. In addition MTA ABC will contribute funds to each campaign and begin phone banks in the fall.

**YRE Informational Meeting  
Tuesday, August 16 at 3:30 p.m.  
Suva Intermediate**

## 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.



# Form the Facilities Planning Committee

The Contract specifies that Class Size Reduction Facilities Planning Committees must be formed by the 20th day of school. The following is the contract language.

- a. The principal at each participating site will create a Facilities Planning Committee by the twentieth (20th) working day of the school year.
  - (1) Each committee will meet at least four (4) times a year.
  - (2) Each committee will include, but not be limited to, the principal, a teacher from each grade level elected by Bargaining Unit members at that site, classified personnel, parents, and support staff.
  - (3) Each committee will elect its own chairperson(s).
- b. Each committee will make recommendations to the principal regarding the following aspects of CSR:
  - (1) Facilities Planning
  - (2) Grade level implementation for CSR
  - (3) Training for CSR
  - (4) Timelines for implementation and Facilities
  - (5) Short and long term goals for the site CSR and Facilities
  - (6) Other issues as determined by the committee.
- c. The principal will present the CSR Plan to the committee prior to submitting the plan to the District.
- d. The chairperson(s) will be responsible for the following:
  - (1) Notices of meetings
  - (2) Record keeping
  - (3) Maintenance of notes for publication and dissemination.
- e. Committee members may seek training in some or all of the following areas:
  - (1) Decision making
  - (2) Consensus
  - (3) Team building
  - (4) Conflict resolution.
- f. Committees will establish their own operating procedures.