



President Margie Granado volunteers at the CTA Southeastern Service Center information table at the 56th Assembly District September 11 Appreciation and Picnic.

Site Safety Reports Due November 1

The Site Safety report must be filed to the Risk Manager, no later than **November 1**. This report must be on standard District form.

(The form is also available at Montebelloteachers.org)

The Risk Manager will have 20 days to review the report and set a date for inspection.

Pre-schools and elementary schools will be inspected in years ending with odd years.

Intermediate, high schools, and adult education schools will be inspected in years ending in even years.

The inspections must be completed by February 15 and should include the presence of the Faculty Club Chairperson or designee.

On or before June 1 the Risk Manager must submit to each Site Safety Committee a report indicating the completion and/or progress of implementation of each section of the report with explanations for any items not addressed or completed.

Need I Complete All My Planning At My School Site?

The Contract refers to three types of days: Board days, professional days and instructional days.

*The professional day is the Board Day except for official meetings, instructional times and **7 minutes prior to the beginning of school. Teachers need not be on campus during the Professional Day.**

*The Board Day for K-12 teachers is 7 hours and 15 minutes. The District determines the beginning time for each site. The Board Day for Head Start teachers is 5/6 that of K-12 teachers. Adult Education Teachers do not have a Board Day.

*The instructional days the time when teachers are actually with students.

Please Note

CSR Committees Must Be Formed

The principal at each participating site will create a CSR Committee by the 20th working day (**September 29 for traditional calendar sites.**)



The Trust Fund Committee met Tuesday, September 13 to discuss retiree benefits. Pictured here is Rael and Letson Consultant Mike Kaplan, Trust President David Lebow (retired), Trustee Cindy Ramirez (MAI), and Trust Secretary Frank van der Baan (retired).