



# CONTACT

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

## You Are Protected from Walk-In Parent Conferences

All parent conferences must be scheduled in advance. No parent should appear at a teacher's door and demand a parent conference then and there.

*All parental requests for parent conferences shall be honored (K-12). When a conference which is not regularly scheduled is requested by a site administrator, the Bargaining Unit member shall be notified a minimum of one (1) day in advance except in those situations when a delay in the conference will result in great personal hardship to the student and/or parent/guardian. In such cases the site administrator or the administrative designee shall notify the Bargaining Unit member with respect to the reasons for the conference. These emergency requests shall be honored within the Board Day without interrupting instruction unless the Bargaining Unit member has a prior commitment to a District related responsibility or is unable to meet due to illness. (Article IV, Section J.6 page 6)*

If a parent comes to your classroom for an immediate parent conference, send the parent to the office or contact the office. If an administrator brings a parent to your classroom for an immediate parent conference contact a Building Rep as soon as possible.

## You May Consider Selling Back Sick Days

1. Members may sell back current sick leave for the year at the end of the school year.
2. Members who were first employed by the District subsequent to July 1, 1980 may sell back current sick leave plus 10 additional accrued sick days upon resignation from the District.
3. Payment will be made at the current rate of substitute pay. Requests for the selling back of sick leave must be made at the end of the school year to the payroll office.
4. Unused sick leave may be used for STRS retirement calculations. Contact a STRS counselor for information on how your unused sick leave may best be utilized. STRS may be contacted at CalSTRS.com.

**Are You Considering Salary Schedule Advancement?**  
 Information regarding placement on the salary schedule is available through the Human Resources Office. Information regarding professional development units and district salary credits is available through the Instructional division. The deadline to file a request for a change in the salary schedule classification with the Personnel Office is:  
**Traditional - Opening of School and/or January 31**  
**YRE - June 30 and/or December 31**



Congratulations to Head Start teacher Maria Gallegos (MGE) named Teacher of the Year Wednesday, May 7 at the Rotary Club of Montebello.

## Extensions for MOUs & Retirement Incentive

The due date for Staff Development Days & Banking Minutes **MOUs** was extended to **Friday, May 23**. The due date for the **\$5,000 retirement incentive** for eligible candidates is extended to **Monday, June 2**. Human Resources received 44 of the required 53 retirements thus far.