

mta CONTACT

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Open Enrollment Continues Through the Month of September

For the first time in many years Risk Management is asking each employee to re-enroll themselves and their dependents for insurance benefits. You can complete this process by completing the enrollment forms which are available from your site secretary or the Risk Management Department. *For more information contact Risk Management at ext. 2302.*

bargaining update

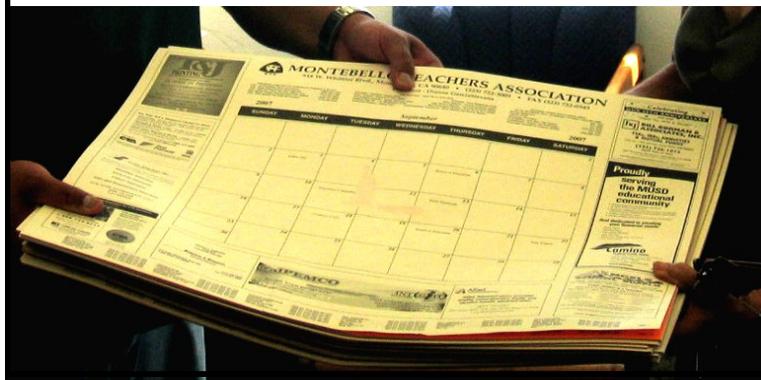
Negotiations Resume

Bargaining Chairperson Terry SalasOrtiz has announced that negotiations are scheduled for the end of September. The first session this school year will be September 25.

The articles being addressed are: Article VII. Class Size, Article XII. Health and Welfare Benefits, Article XVI. Leave Policy, Article XVII. Safety, Security, and General Working conditions, and Article XVIII. Evaluations Procedures.



Desk Calendars Are Available at the MTA Office



Teachers Supervise Classroom Volunteers

Teachers often request parent volunteers in their classrooms. It is the decision of the teacher whether or not parent volunteers fit the instructional program. Additionally, teachers decide how and when to utilize volunteer requests. Education Code 51101 states that parents may:

*...volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, **providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.** Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.*

How Do I Reserve the Substitute I Want?

School Business Procedures

Teachers may request a particular substitute as long as their "Request for School Business Substitute" has been reserved in the HR Office. The school site Project Director, or his/her clerk, is usually responsible for reserving school business substitutes.

Illness or Personal Day Procedures

Teachers may still request a particular substitute if they are taking an Illness or Personal Day. This is done by inputting that information into the Sub Finder system via phone or internet. This can be done by the teacher or by the school site secretary at any time.