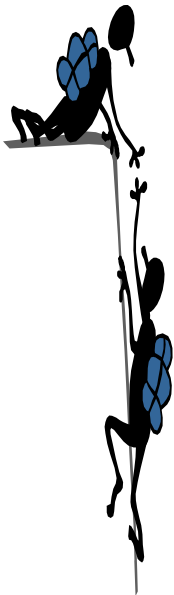


November 2011

The LEA Insider



From October 3, to October 31, 2011, the LEA Member Rights UniServ Director Dan Studer provided the following services to members (in no priority order):

- ✓ Advised various and sometimes multiple members re:
 - their job description,
 - health and maternity leave issues,
 - pay roll issues,
 - bereavement leave,
 - lap top computer repair expenses,
 - plan and lunch time issues involving supervisory duties,
 - concerns for paraeducators,
 - teacher workload,
 - indoor air quality issues,
 - concerns re: site administrators, colleagues, and parents,
 - parent-teacher conference time and responsibilities,
 - length and number of staff meetings,
 - report card due dates, and
 - borrowed and unpaid leave.
- ✓ Advised a number of members re: access to instructional materials.
- ✓ Represented a number of members in meetings with their site supervisors/appraisers regarding job performance concerns and personal issues.
- ✓ Secured NSEA legal representation for a member.

Important Reminders:

Friday, January 6, 2012, is a teacher professional duty day that falls at the end of winter break just before the beginning of second semester which starts on **Monday, January 9, 2012**.

1. Because there are no students in attendance on **January 6th** anyone who plans to be absent on that day does **not** need to pre-arrange their leave or receive permission to be gone. **Pre-arranging and receiving permission to be gone after a break is only required for student days when a substitute is required.**

2. Because **January 6th** is a contract work day for staff, **January 9th** is **not** considered a day following a break (in this case winter break).

3. **No mandatory meetings of any kind** (barring an emergency) **can be called at the site or district level for teachers on January 6th**. January 6th is a teacher professional duty day for staff to engage "in professional duties **at their discretion**" [5-4 (a) 1 in the *Professional Agreement*].

Important Dates Coming Up:

Nov 1-Jan 6 Window of time during which Seniority and Assignment List placement may be challenged and errors corrected using the Grievance Procedure outlined in the *LEA-LPS Professional Agreement*. **Look for additional information on the Seniority List in a future issue of the LEAdvocate.**

December 22 Deadline **for appraisers** to have performed a formal observation of *probationary staff* with a pre-observation form completed and submitted by the appraisee. The post observation form needs to be completed **by both the appraiser and the appraisee** by this date. An in-person conference between appraiser and appraisee needs to occur in a timely manner following the observation.

Jan 10; 4:00 p.m. Deadline for **Secondary** Teachers to submit 2nd quarter student grades.

Jan 12; 4:00 p.m. Deadline for **Elementary** Teachers to submit 2nd quarter grades.