

## Lesson Plans

Two grievance arbitration decisions have clarified the contractual rights and duties of teachers in regard to lesson plans. The guidelines are:

- ◆ All teachers prepare lesson plans for their own use.
- ◆ The teacher must provide lesson plans for a substitute teacher's use.
- ◆ The principal may not require a faculty to submit lesson plans weekly nor on any other periodic basis.
- ◆ The principal may check the lesson plans of all teachers occasionally.
- ◆ The content of the lesson plan is determined by the teacher, except in the two situations described below:

During the first period of employment, a principal should review the new teacher's lesson plans to determine if he/she requires assistance.

If the principal has evidence that a teacher is not planning satisfactorily, the principal may require the submission of lesson plans for periodic inspection and approval.

## TEAM Helps Experienced Teachers

By contract, the MTEA and school board collaborate to offer the Teacher Evaluation and Mentoring (TEAM) program. TEAM provides a fair and workable way to identify and help tenured teachers who demonstrate a need for assistance in their classroom performance.

TEAM participants receive intensive assistance from peers (mentors) for at least two full semesters. Peer assistance includes: planning sessions, observations and follow-up conferences, modeling, coaching, providing resources, and other support.

### Key Points on Referrals

- ◆ Candidates for the TEAM are identified by referrals from principals, fellow teachers, or self-referrals.
- ◆ All referrals are reviewed, and about half result in teachers being offered TEAM program support. **Participation is strictly voluntary.**
- ◆ The deadline for referrals is Thursday, **October 15**.

### Year After Year, TEAM Gets Results!

Since TEAM began serving teachers in 1997, 65 participants have successfully completed the program and are now performing effectively in the classroom. A total of 96 teachers have resigned or retired from MPS while participating in the program. This school year, 19 teachers are participating.

Over half of the 450 teachers referred to TEAM have been offered the program's support. There are a wide variety of reasons that referrals do not result in an offer. For example, 71 were invalid because the principal did not submit the required observation data or the teacher had not taught for three or more years in MPS.

### More Details and Referral Forms

For more information, please call Jennifer Jones-Miller at 874-8577. Jennifer is a teacher, appointed by your union, who coordinates the TEAM program. More TEAM statistics are at mtea.org (Contracts).

If you want to refer yourself or a colleague, the TEAM referral form is on the MPS portal ("District Forms" > "Human Resources").

## Contract Talks Resume

Your union's teacher bargaining team met with the school board's team on September 23 and October 5 - the first sessions held since May 28.

We are preparing a detailed report on the recent talks to send later this week to members who have signed up for e-mail updates. If you haven't already done so, please go to mtea.org to receive bargaining news online. We strongly prefer home e-mail.



## Faculty Meetings and Inservices

By contract, teachers may be required to attend faculty meetings and inservice sessions at their work site not to exceed two hours per month. If an inservice or faculty meeting will last longer than one hour, the principal is required to notify teachers of the date and expected duration at least one calendar week in advance.

### Calculating the Two Hours

A few years ago, your union staff learned that the district's Labor Relations Department was giving erroneous advice to principals on how they should calculate the two hours per month for faculty meetings and inservices.

Labor Relations told principals they could schedule faculty meetings to start 15 minutes after the teacher day ends - or 15 minutes before the teacher day starts at schools where the teachers have decided to have the faculty meetings in the morning before school.

For either situation, the principals were **incorrectly** advised that the 15 minutes did not count toward the contractual two-hours per month. Instead, Labor Relations told principals to count only the time teachers were actually in the room attending the meetings.

### Ruling Upholds Contract

The MTEA filed a group grievance, and Arbitrator Jay Grenig upheld your union's position that faculty meetings are "a continuation of the normal school day." As such, the arbitrator ruled the time teachers need to go from class to meetings after school counts toward the two hours. Likewise, the time it takes to go from meetings to class before school counts.

### Enforcing the Contract

The MTEA Building Representative should monitor faculty meeting time. We rely on the BR in each school for enforcement. If you have a question or concern about faculty meetings at your school, please check with your BR.

## Participating as a Delegate to WEAC and NEA RA Meetings

As a local affiliate of the Wisconsin Education Association Council (WEAC) and the National Education Association (NEA), the MTEA participates in the governance of both organizations. Most major policy decisions of WEAC and NEA are made at their annual representative assembly (RA) meetings.

### Delegates Are Elected to Two-Year Terms

The MTEA Constitution sets the procedures for electing delegates to the annual policy-setting meetings, RAs, of both WEAC and NEA. To provide continuity of MTEA representation, delegates are elected to two-year terms for both the state and national RAs.

(The article on page two describes the activities and time commitment of delegates for both the WEAC and NEA RA meetings.)

### WEAC RA in Spring of 2010 and 2011

The WEAC RA will be held in Green Bay the weekend of April 23-25, 2010. In 2011, the WEAC RA is in Madison on April 29-May 1.

### NEA RA in Early July in 2010 and 2011

In 2010, the NEA RA will be held in New Orleans on July 1-6. In 2011, the NEA RA will be in Chicago, on June 30 - July 5.

### Delegate Expenses Budgeted for 2009-10

The MTEA Budget for 2009-10 provides funds which will cover the cost of sending 75 MTEA teacher delegates to the state meeting and 30 delegates to the national meeting in 2010. The per delegate amount is based on the projected costs for travel, meals, and lodging expenses normally incurred by delegates from our area.

### Delegation Reflective of MTEA Membership Sought

The constitutions and policies of both WEAC and NEA require efforts to achieve the participation of ethnic-minority members reflective of the state's general population. However, under the MTEA Constitution, our union's goal is a delegation that reflects the MTEA teacher membership, 27% of which is currently comprised of ethnic minorities.

### October 31 Deadline for Candidate Nominations

To become a candidate for a two-year term as an MTEA delegate for the WEAC RA and/or the NEA RA, you need to nominate yourself online at mtea.org. **The deadline for receipt of nominations at the MTEA Building is Saturday, October 31 (before midnight).**

Call us at 259-1990 for a paper copy of the form if you are not able to submit your nomination online.

## DPI Certification for Driver Education

An informational meeting on how to earn a DPI "450" license to teach driver education will be held at 4:30 p.m. on Thursday, **October 15**, at the MPS central office, 5225 W. Vliet Street. UW-Whitewater and the MPS Recreation Department are sponsoring the meeting, which will present a general outline of required course work and address specific needs.

Please register by calling Ed Wendorf, Coordinator of Driver Education for Milwaukee Recreation, at 475-8084. To help determine the room size, please leave your voice mail reservation by **October 13**.

