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## Input Meetings on MPS Facility Planning

The School Board has hired a consulting firm to help develop a long-range master plan for its school buildings and other facilities. The process started in June and recommendations are expected in October.

Next week, "Community Dialog" meetings will be held at five high schools from **6:00 - 8:00 p.m.**

### Monday, Sept. 19

- South Division
- Morse-Marshall School

### Tuesday, Sept. 20

- Riverside

### Wednesday, Sept. 21

- Washington
- Reagan

### Express Your Views on Closing Schools

The flyer promoting the input sessions indicates one topic will be how to "... discuss how and when buildings should be closed or consolidated." At the meetings, educators, parents, and community members will have a chance to communicate their opinions on school closing criteria - an issue that has been controversial in MPS.

### Structured Sessions

Each meeting will have three parts: a presentation, a group questionnaire, and an individual questionnaire. Questions will address issues such as: school size; building standards - for example, air conditioning; and "educational standards (dedicated music/art, library, athletics)."

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## Important - September 30 Deadline

The September 30 deadline applies to open enrollment for:

### ◆ Health and Dental Insurances

- ◆ **Flexible Spending Accounts for 2012** - paying for health care or dependent care expenses on a pre-tax basis.

Please go to [mtea.org](http://mtea.org) for important details.

### Deadline Related to Aetna/UHC Change

In addition, September 30 is the deadline for PPO participants to submit Aetna EOBs to the MTEA to receive reimbursement as a result of deductible and coinsurance payments for out-of-network medical services prior to April 1.

There is a special Q & A at [mtea.org](http://mtea.org) on out-of-network services prior to April 1. It explains that EOBs for **both** in-network and out-of-network payments must be sent to our union office by September 30.

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## Wanted: Elementary Teacher Leaders

- ◆ **Intermediate** (six-year term) - Representing - plus teachers at grades 4, 5, and 6 in K-5 and K-6 elementary schools, and teachers in grades 4 & 5 in K-8 schools.

- ◆ **Intermediate** (two-year term) - Representing teachers as outlined above.

- ◆ **Kindergarten/Primary** (four-year term) - Representing pre-school through third grade teachers.

There will be a special election this fall to fill all three union leader positions. If you would like to learn about the responsibilities and time commitment, please call MTEA President Bob Peterson at 259-1990 or e-mail him at [repmilw@aol.com](mailto:repmilw@aol.com).

### Self Nominations Due by September 23

To apply, please send a signed statement declaring your candidacy to Wanda Welch, Chairperson of the MTEA Nominating Committee, at 5130 West Vliet Street, Milwaukee WI 53208. Statements must be received at the MTEA Building by Friday, **September 23**.

### Next Steps

The Nominating Committee will recruit candidates if necessary and present a report of the candidates at the October 12 Teacher Representative Assembly meeting. Additional nominations will be taken from the floor at the meeting. The election takes place in November.

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## Lesson Plans

Two grievance arbitration cases 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.

### Contract A to Z

For quick reference, you'll find the lesson plan guidelines at [mtea.org](http://mtea.org) (Contracts).

## Calling for a Substitute

To arrange for a substitute teacher, call one of the numbers below. (North Avenue is the dividing line.)

### Elementary

Southside - 238-6225

Northside - 238-6223

### Secondary

Southside - 238-6226

Northside - 238-6224

## MTEA's Teacher Retirement Workshop

Considering retirement after this school year or within the next few years? We recommend that you, *along with your spouse*, attend our union's comprehensive retirement planning workshop. It's held each fall, and this year's dates are Thursday, **September 22**, and Tuesday, **October 4**.

The workshop will be held from 7:00 p.m. until 9:30 p.m. at **Serb Hall, 5101 West Oklahoma Ave.** Don Ernest of the MTEA staff will present the seminar and answer questions.

### Details & Registration

Information will be presented on pension benefits under both the Wisconsin Retirement System (WRS) and the supplemental early retirement plan (SERP). Don will also explain the other negotiated retirement benefits - health insurance, life insurance, and severance pay.

To register go to [mtea.org](http://mtea.org) (Events) or call us at 259-1990. We need your name, the number attending, and which date you'll attend.

### Key Preparation Steps

The MTEA workshop provides a broad framework for you to start your specific retirement plans. We highly recommend you go to [mtea.org](http://mtea.org) for two more steps (noted below) to help you determine your choice of WRS annuity payments, the timing of your retirement, etc.

**First**, you need to submit a WRS "Benefit Information Request" form. Copies will be distributed at the workshop, and instructions will be given to help participants complete it. After you send in your form, the WRS will provide you with specific dollar amount estimates of your state pension payment options.

The WRS form is also available at [etf.wi.gov/publications/et7301.pdf](http://etf.wi.gov/publications/et7301.pdf).

**Second**, after you have received your payment estimates from WRS, you and your spouse should make an appointment to meet with Don Ernest. This in-depth counseling session will provide answers to your individual questions - including your benefits under the negotiated supplemental pension plan. At the end of this session, your retirement paperwork will be ready to file.

## 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

Many principals schedule faculty meetings to start 15 minutes **after** the teacher day ends. Some principals at schools where the teachers have decided to have the faculty meetings in the morning before school, often schedule the meetings to end 15 minutes **before** the teacher day starts.

By contract, faculty meetings are "a continuation of the normal school day." As such, 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 also 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 concern about faculty meetings at your school, please see your BR.