



## 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.

### Contract A to Z

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

## Moving Wisconsin Forward

Educators across the state will join with parents, state and public safety workers, and community members for a rally at the Capitol Building on Saturday, **October 16**. This family-friendly event will send a united, positive message in support of investing in the vital services that make our communities strong.

The details for participating, including transportation, are in the WEAC/MTEA flier sent to all members.

### Please Sign Up at School

At our union's leadership convocation on September 22, we asked MTEA Building Representatives (BRs) to hold a ten-minute meeting to discuss the October 16 rally and invite members to get involved.

Please sign up now if you can! The deadline is **October 8**. This will enable us to plan for t-shirts, transportation, and other logistics.

## Health Care Reform: The Basics

If you don't understand how the federal health care reform law will impact you and your family, now or in the future, welcome to the club! The law - like our nation's health insurance "system" - is very complex.

The Kaiser Family Foundation has produced a 9-minute animated video, narrated by Cokie Roberts, that explains the basics of the law in an entertaining way. "Health Reform Hits Main Street" also outlines the changes which took effect on September 23, 2010. It's available at [mtea.org](http://mtea.org) and well worth your viewing time.

### Tell Us That You Think!

If you view the video at [mtea.org](http://mtea.org), you'll find a form to react to it and the new law. **Questions. Opinions.** We'd like to hear from you.

## M. L. King Writing Contest

The theme of the 28th Annual Dr. Martin Luther King, Jr. Writing Contest is "The World: A Neighborhood, A Brotherhood." Student essays should relate this theme to themselves or others in their family, school, neighborhood, or the world.

Our union has produced a flier with the contest rules and other details. If you have not received a copy at school, please see your BR.

MTEA co-sponsors this contest with the Milwaukee Journal Sentinel. There will be a special supplement on this year's contest in the Journal Sentinel on Sunday, **October 10**.

The deadline for contest entries is Tuesday, **November 16**.




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## 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. At schools where the teachers have decided to have the faculty meetings in the morning before school, principals 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 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.

### Contract A to Z

For quick reference, you'll find faculty meetings defined at [mtea.org](http://mtea.org) (Contracts).

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## Staffing/Layoff/Recall Update

Members of our union's staff have been working with MPS administrators throughout summer and the start of the school year to address questions on teacher assignments, layoffs, and recall. The following summarizes the current status:

◆ As of **September 23**, approximately 135 teachers remain on layoff, including 24 elementary teachers with grade 1-8 licensure.

◆ By **September 30**, the district will reassign teachers who are excessed based on the third Friday student enrollment count. Assignments will be made to vacancies by seniority within the DPI license areas.

Teachers will be notified of their new full-time assignments by e-mail. Teachers with less than a full-time (or no) assignment will be notified of their day-to-day status by fax to their school.

◆ On Friday, **October 1**, teachers with new assignments at traditional calendar schools will report to their new schools for banking day. Teachers at traditional schools without an assignment will report to their current school that day.

There are variations in the reassignment steps for year-round and IB schools. Details have been sent to the BRs in those schools.

◆ MPS plans to have very few teachers work as day-to-day service this school year. Day-to-day assignments will be limited to high needs areas such as special education, science, and math.

◆ MPS has indicated the possibility of additional layoffs in some license areas. More layoffs, if any, will depend on the district's staffing needs.

◆ In all probability, no additional layoffs or recalls will occur until **after** schools are re-staffed and the results systemwide are analyzed. There will be no changes until the second week of October, at the earliest.

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## September 30 Deadline

**Reminder:** If you are adding dependents to your health and dental insurance plans, re-enrolling after returning from leave, changing plans, or notifying MPS of any other changes (name change, marriage, dropping dependents, etc.), your application must be received in Room 124 of the district's central office by 5:00 p.m. this Thursday, **September 30**.

We strongly recommend that you personally bring your form to Room 124 and obtain a time-stamped photocopy before you leave.

### Updating Is Critical

Did you carefully review the three page "Open Enrollment Benefits Application Form" MPS mailed to your home a month ago? Did you complete the new section on page two for coverage of adult children (age 19 or older in **2011**)?

If not, please review your data and submit corrections and/or the adult children certification by September 30.

### Your FSAs for 2011

The same deadline applies if you want to the tax savings of a flexible spending account (FSA) program during 2011. You have two FSA opportunities - health care and dependent care.

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