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## Evaluation Rights

Your evaluation rights are defined in the MTEA-MBSD Educational Assistant Contract. If you receive a negative or questionable evaluation, you should exercise your contract rights, including your right to MTEA representation. The steps to follow are:

**Find out what the evaluation means.** You have a right to an explanation of what each item on the evaluation form means, as well as its overall meaning.

**Study your evaluation before you sign it.** The contract provides a **48-hour** period for you to study your evaluation before signing.

**Contact the MTEA.** A staff member will explain the procedures for responding to the evaluation and provide you with advice.

**If you wish, respond in writing.** By contract, your written response is made part of the evaluation report in your permanent personnel file in the central office. You should obtain an MTEA staff member's advice before submitting a written response.

**Sign the evaluation form.** By contract, your signature means only that you have reviewed the evaluation. Your signature does **not** mean that you agree with the evaluation.

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## MEAA Election Results

MEAA Vice-President Tjuna Eggson was reelected this spring. Tjuna received 187 votes and Cecelia Collins received 151.

## Important: Chairperson Election

By constitution, members in each school elect their MEAA Educational Assistant Chairperson for next school year during May. Your school's Alternate should be elected at the same time. The current Chairperson conducts this election.

If your school has not yet elected your union leaders for 2008-09, you should as soon as possible. EA Chairpersons are the shop stewards for the EA members of our union.

Newly-elected school leaders will take office on June 5.

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## Clarification: Laid Off Vs. Excessed

Because of some confusion in the past, we want to again note the differences between being laid off and being excessed:

◆ **Being laid off** means that you do not have a job with MPS - unless and until you are recalled from layoff. Your health and other benefits will not continue if you are laid off (unless you can pay the premiums out of pocket).

◆ **Excessing** means only that you will not have a position at the same school. Your health and other insurance coverages continue if you are identified as excessed. You should plan on returning in the fall and obtaining a new assignment at the reassignment assembly.

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## Renewing Your DPI License

Educational assistants working in special education must apply to renew their Department of Public Instruction (DPI) "Special Education Program Aide" license - if it expires on June 30 of this year.

To renew your license, we recommend that you go to the Educational Assistant Unit Office in Room 128 of the MPS central office to obtain and complete an application form. After you complete your portion of the form, MPS will sign the "Experience Verification" section and notarize your signature on the "Conduct and Competency Review" page. You should call MPS at 475-8216 before you come in to apply - to make certain a notary public is available.

DPI now requires a \$75 license processing fee. Be certain to bring a check, made payable to the Department of Public Instruction or money order (no cash), when you come to central office to fill out a renewal application.

MPS will mail your check/money order and form to DPI for you.

(You may obtain an application form at the MTEA Building and have it notarized by an MTEA staff member. However, for the "Experience Verification" section, you will need to bring your form to the MPS Educational Assistant Unit for the administrator's signature.)