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President's Letter



Dear Members,

The school year is more than half over and we have used four Code Red days and one Code Blue days. That puts our students in school until Thursday, June 16, 2016.

Negotiations are taking place now. The whole contract is on the table. We have many changes to the language of our contract. We will let you know the changes at the next General Membership meeting on Tuesday, May 3rd at Severna Park Middle School starting at 5:00 p.m. You will not be able to access the parking lot until 4:45 p.m. Don't forget to mark your calendars for this very important meeting.

Please remember to get the compensation you deserve. We must come out on the dates below and show the County Council we do care.

Monday, May 9, 2016 7:00 p.m. @ North County High School

Thursday, May 12, 2016 7:00 p.m. @ Annapolis High School

We will be sending out information for Early Enrollment next month. Please speak with the non-members in your buildings and invite them to belong to their professional organization. Let the non-members know they can join now and not pay dues until the first pay in September 2016. The more members you sign up – the more money you can make.

Teaching Assistants, Computer Techs, and 200-Day Secretaries: if you work summer school you get your hourly rate not a stipend.

Please do not hesitate to contact me or any other board members if you have any concerns or issues.

Have a great Spring Break!
Debbie Schaefer
Acting SAAAAC President

FROM OUR UNISERV DIRECTOR

Dear SAAAAC Members,

We have recently been asked several question about TAAAC's "work to the rule" campaign, and how, or if, such campaign impacts Unit IV employees. A "work to the rule" campaign generally involves a strict adherence to established work hours and a refusal to take work "home" with you.

We, as Unit IV employees, should already be "working to the rule", as we are HOURLY employees. I realize some of you have been led to believe that you are "salaried" employees but you ARE NOT in the eyes of the United States Department of Labor and the Fair Labor Standards Act (FLSA). ALL Unit IV/Hourly employees are entitled to Comp Time and Overtime (See Article 4.10 of the contract). This is not OPTIONAL, it is mandatory by virtue of the contract and the FLSA.

In the case of Unit IV employees, all time spent performing work (even work taken home) for your employer is compensable. **You cannot and should not be working for FREE!**

When a Unit IV employee is required to work beyond his/her regularly scheduled hours, he/she is eligible for "Comp Time". If you have been working beyond your shift and not receiving Comp Time in accordance with Article 4.10, this is an issue for which a grievance should be filed. I can assist you with such.

Article 4.10 of the Negotiated Agreement outlines the use of "comp time". Please refer to the Negotiated Agreement (2013-16) to view the exact language. If you don't have a copy, you can download a copy from the [SAAAAC website](#).

Below are tips relative to "comp time" and how to navigate the sometime cumbersome process:

- If you find yourself in a situation where you cannot (because of a safety issue) leave your "assignment" at the end of your shift, as soon as you can notify (email) your immediate supervisor of the need for comp time and the reason you were not able to leave your "assignment" at the end of your shift. If they refuse to authorize comp time for time worked beyond the duty day, contact me to initiate the grievance procedure.
- When seeking advance approval for comp time, make your request via email (and "blue sheet") and **wait for a response**. If you do not receive a response, assume that you have been denied. Do not work beyond your shift, as you will not be compensated, go home!
- Why make request via email and "blue sheet"? This will provide you with a written approval/documentation in case a conflict arises.
- Who do I make my request to? Make your request (via email and "blue sheet") to your Principal, Assistant Principal, Business Manager or whoever is considered your "immediate supervisor". Department Chairs and Principal's Secretaries are not considered immediate supervisors, although your Principal's Secretary may collect the request and respond on behalf of the Principal or Assistant Principal.

From Our UniServ Director (continued)

- Once you have received approval to work beyond your regularly scheduled hours, complete the “blue sheet” and submit to the “time keeper” at your worksite. **KEEP A COPY!!**
- **DO NOT** allow an “Administrator” to convince you to not submit the “blue sheet”; thus creating “off the book” comp time for which he/she will allegedly let you use “later”.

It is **YOUR** responsibility to attempt to use the comp time within **90 calendar days**. You **MUST** make an attempt. Submit your request (via email) for use within a reasonable amount of time. If you are denied, attempt a second time!! Keep copies of your request, approval, and denial (if applicable). If your documented attempts fail, then you must be paid for the time. There is no such thing as “use or lose” when it comes to Comp Time, unless you don’t make the attempt to use it.

My reference to a “blue sheet” may not be applicable at all work locations, it may be another color. The title of the form is “REQUEST TO EARN COMP TIME”. This document can be found on the SAAAAC website under “[Forms](#)”.

Substitute Teacher Pay

It is our understanding that incorrect information is being provided relative to Substitute Teacher Pay (Article 4.9).

You are eligible for payment (in addition to your regular rate of pay) for rendering substitute teaching service for a classroom teacher if such **exceeds one (1) hour**.

Below you will find the **EXACT** language from the Negotiated Agreement relative to providing substitute teacher services.

4.9 Substitute Teacher Pay

Except for emergencies or extenuating circumstances, no teacher assistant or technology support technician shall be required to substitute for a teacher. In the event a teacher assistant or technology support technician provides substitute teaching services for a classroom teacher at the request of the building administrator or his/her designee in excess of one (1) hour, the teacher assistant or technology support technician shall receive compensation, in addition to his/her teacher assistant or technology support technician pay, at the rate of \$35 for a half-day or \$65 for a whole day as a substitute teacher during the period the teacher assistant or technology support technician performs this additional service.

If you are not being paid correctly for services rendered relative to providing substitute teaching services, you should contact me immediately. This is a grievable matter and should be addressed. Our UniServ Director can assist you.

From Our UniServ Director (continued)

It is important to us that you know your rights as an employee and understand how to protect them. The following is meant to be an overview of what you need to do and/or what you need to know if you are asked to attend a meeting with your immediate supervisor or other school official(s). Ask the following questions immediately:

- What is the purpose of the meeting?
- Is this a disciplinary meeting or could this meeting result in disciplinary action being taken against me?

If the answer is NO to the second question, take detailed notes during the meeting and keep them for future reference. If the tone of the meeting changes and accusations/allegations are suddenly made against you, do not make spontaneous replies to any charges presented to you. In conjunction with Appendix E of the Negotiated Agreement, you have “the right to have an attorney or a representative from the appropriate collective bargaining unit” present in any disciplinary meetings. Request an adjournment of the meeting by requesting representation, then immediately contact your UniServ Director and/or SAAAAC President.

If the answer is YES, immediately inform them that you wish to have union representation present for the meeting. Immediately contact your UniServ Director and/or SAAAAC President. Your UniServ Director will ensure that Appendix E (referenced above) is being adhered to. He/She will also assist you in acquiring from the immediate supervisor or other school official(s) information relative to the accusations/allegations being made against you.

If the meeting is disciplinary and if you request representation, but the administration refuses to reschedule the meeting, attend the meeting, take detailed notes, keep responses brief or simply indicate that you will have to consult your notes to respond more fully, and when you are free to leave call your UniServ Director immediately.

Other things to remember:

- Be sure to get advice early; don't wait to “see what happens.” Contact your UniServ Director or the SAAAAC President when you see the first hint of any difficulty with your job security. Your UniServ Director will see to it that you receive the legal advice and counsel you need.
- Consult with your UniServ Director **prior to** submitting any written replies you are asked to make in reference to accusations leveled against you. Keep copies of all correspondence related to your situation, including your own statement as well as any postmarked envelopes containing information mailed to you.
- Do not accept any proposals without first checking with your UniServ Director or SAAAAC President.
- If offered an “opportunity to resign,” under no circumstances should you submit a resignation without first conferring with your UniServ Director or SAAAAC President.
- Make no public announcements about your situation. Make no public statements whatsoever.
- Keep an up-to-date “Professional Papers” file. In case of a problem, you may not have the time to find all the records you need. Keeping an up-to-date file — with at least these items — will help you avoid the frustration of last-minute searches:
 - College transcripts
 - Any letters of praise or reprimand
 - All Performance Ratings and your responses/rebuttals
 - Brief accounts of parent encounters
 - Your SAAAAC Contract
 - Any correspondence(s) to or from the school administration/immediate supervisor(s)
 - Summaries of any conferences with school administration/immediate supervisor(s)
 - Records of any incidents which may increase liability, such as student discipline referrals, student accidents, workers compensation documents, etc.
 - Proof of your SAAAAC/MSEA/NEA membership

Get Paid to Go Green

Score some financial incentives by cutting back on your energy use.

By the editors of Kiplinger's Personal Finance

Uncle Sam and your local gas and electric utilities offer financial incentives to save energy. The federal government offers a tax credit equal to 30% of the cost to install geothermal heat pumps, small wind turbines and solar energy systems that are put in use by December 31, 2016 (visit www.energystar.gov).

Gas and electric utilities and state energy agencies in all 50 states offer a variety of rebates and other incentives to homeowners. For example, customers of Puget Sound Energy, in Washington, can earn up to \$1,900 in rebates for insulating and weather-stripping their homes. Xcel Energy customers in Minnesota can earn up to \$475 when they install a highly efficient air conditioner or furnace. In Maryland, Pepco provides in-store discounts on Energy Star-qualified compact fluorescent and LED bulbs at participating retailers.

To find rebates and in-centives where you live, use the Database of State Incentives for Renewables and Efficiency at www.dsireusa.org and search by zip code.

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Brought to you by NEA Member Benefits.

Content provided by:



Welcome New Members!

Brittany Breach
 Marvin Brown
 Trilisa Collier
 Melissa Fennelly
 Teresa Gossage
 Deborah Greenwald
 Quay Holland
 Cathy Hunt
 Catherine Lee
 Bobbie Lentz
 Denise Mattoon
 Zina Oliver
 Brenda Rosenbaum

Sick Leave Bank

If you choose to participate in the Sick Leave Bank, you will to join starting in July for 12 month members and August for 10 month and 200 day secretaries. Please make sure that the day has been taken from your Sick Leave (bottom of your pay stub).

The committee meets twice monthly. The policies and rules are online for your reading pleasure at www.saaaac.com.

Please familiarize yourself with them so you will know how to apply for the days and what you will need from your doctor. Please use your new **Employee ID Number** instead of your social security number.

If you have any question, please contact Debbie Schaefer at 410-647-7900 (9:00 – 2:30)



Register Now!

DEADLINE FOR REGISTRATION: March 3, 2016

BY MAIL OR FAX - Complete the form below and send to: MSEA—Attn: Debra Garner—140 Main Street—Annapolis, MD 21401—FAX: 410/280-9067. **TO REGISTER ONLINE:** Visit Marylandeducators.org and submit the registration form.

10th Annual ESP Professional Development Day

Saturday, March 19, 2016

Doubletree Annapolis

210 Holiday Court, Annapolis, MD

8:00 AM—4:00 PM

"Education Support Professionals are an integral part of the school community. Through their various careers, they impact the education and well being of the whole student through excellent instruction and service. The MSEA ESP Professional Development Conference is designed to provide professional development opportunities for participants to help them gain the skills they need to build stronger locals, build strong internal and external relationships, organize members, and influence the creation of professional development activities for ESP at the local level."

- **MSEA President Betty Weller**

"ESP Professional Development Day is a wonderful opportunity to get inspired and receive quality training designed specifically for education support professionals. It is also a great time to meet and network with colleagues from around the state."

- **Linda Firman, Howard County Chair, ESP Organizing Committee**

Name

Address

City/State/Zipcode

Phone Number

Local Affiliate

School name

Preferred Email Address

Choose one workshop for the morning session and one for the afternoon session.

Morning Session, 1st choice

Morning Session, 2nd choice

Afternoon Session, 1st choice

Afternoon Session, 2nd choice



1-A Assertiveness and Communications Skills

Glen Galante, Mark Mench, MSEA UniServ Directors
AM Session

This session will focus on helping members achieve the right balance between their needs and those of others by learning to be more assertive in communicating with others.

2-B Diversity Training

Danielle Jones, MSEA UniServ Director
AM and PM Session

Wondering where to gain insight on workplace diversity? Here participants will learn how to survive diversity challenges, and to effectively respond to a diverse work environment.

3-C Getting Around in Microsoft Office Suite

Helen Wilkerson, Anne Arundel County Para Educator
AM and PM Sessions Maximum: 30 participants each session
This presentation will include:

- An overview creating a basic flier practicing character formatting, paragraph formatting and linking Microsoft Word to One Note.
- Learners will utilize Microsoft Outlook calendar to create appointments, schedule meetings with multiple attendees and create recurring meetings and events.
- You don't have to be an expert in Microsoft Excel! Learners will review the basic SUM formula, adding rows and columns, editing cells and basic formatting.

4-D How to Get the Promotion You Deserve

Jana Rossatto-Kennedy, MSEA Staff
AM & PM Sessions

This session will help you improve your resume writing skills so your resume ends up in the "persons to interview" pile. Learn keywords to include on your resume regardless of the position you are seeking to obtain within a school system. Learn how to make your resume tell the future employer you are who they want for the position. You will also learn how to interview more effectively by having an opportunity to participate in mock interviews as well as other effective communication skill building activities geared toward any position you may be seeking within the school system.

5-E Keep Calm and Stress Less—Practical Ideas for Stress Management

Liz Leskinen, MSEA UniServ Director
AM and PM Sessions

Self-care is critical to your happiness, health, and overall well-being. Learn about and practice useful stress management tools such as meditation, deep breathing, relaxation techniques, body work and yoga.

6-F Legal Rights & Responsibilities

Part 1-Damon Felton, Esq.—Know Your Rights
AM Session

Learn more about your job from the inside out, including issues involving the terms and conditions of your employment, disciplinary action, physical contact with students, and your responsibility to report suspected child abuse.

Part 2-Bryan K. Marshall, Esq.—Safety at Work/Injury on the Job
PM Session

This presentation will include a discussion about worker's compensation and what you can do to protect yourself if you're injured on the job.

7-G Let's Organize for Stronger Locals

Marinus Van Kuilenburg, and Selesté Odewole, MSEA UniServ Directors
All Day Session

Organizing is the newest buzzword in MSEA. What is organizing? How do we do it? What are the benefits of organizing in my local? Organizing is more than the latest buzzword; it is the way of the future. Learn how to organize your members, hear case studies of what works and discover how to identify strong leaders. Organizing empowers members, which lead to stronger associations. Find out your role in the world of organizing in your local association.

8-H Presentation Skills—"Stand and Deliver"

Cheryl McLeod, MSEA UniServ Director
All Day Session

Whether you are persuading, educating, or responding, to the public, the keys to an effective presentation often start with the first impression and end with an imprint that lasts. If you experience some degree of "speech anxiety" when communicating to the media, a person of influence, or audience (large or small), come learn strategies on how to overcome barriers to effective public speaking.

9-I Para-educator/Teacher Relationships in the Classroom

Elaine Crawford, MSEA UniServ Director
AM and PM Sessions

Looking to strengthen your relationship with the classroom teacher? Then this session is for you! We will explore the Para-educator/Teacher relationship in the classroom and develop an understanding of diverse styles, knowledge of effective approaches to communication and dialogue, awareness of critical aspects and stages of team relationships, and the ability to deal with issues in ways that will effectively sustain the relationship.

Greetings MSEA members!

This year, Maryland and Virginia will be hosting the NEA Representative Assembly and annual convention in Washington, D.C. from July 2-July 7, and we need over 200 volunteers to ensure its success.

Volunteering is a great way to become involved and experience first-hand the world's largest democratic body—the NEA—at work. It's an opportunity to learn about the work of our association on the national level. And best of all, it is in our own backyard!

How can you help?

There are 10 subcommittees, such as the very important NEA Fund for Children and Public Education (PAC) booth, Delegate Services, and the RA Telephone Network.

Who can volunteer?

Members who are not delegates and anyone over 18 (with the exception of physically challenged services---volunteers only need to be 15 and over!).

Are expenses covered?

NEA will pay all volunteers \$40 per day, reimburse for parking or transportation (MARC, metro, bus—not cab), and provide breakfast, snacks, and lunch.

How do I sign up to be a volunteer?

To register as a volunteer, request committee assignments, and learn more about the various committees, just go to <https://tinyurl.com/hostcommittee2016>.

Please join us for an exciting, exhausting, and exhilarating week in our nation's capital! We look forward to hearing from you and working with you this summer. If you have any questions, please do not hesitate to contact us by email at marysfenton@yahoo.com, or text to 301-751-4435 (Mary), or text to 301-452-2102 (Liz).

Many thanks,

Mary Fenton and Liz Brown
MSEA Host Committee Co-chairs