



Newsletter September 22, 2016

WELCOME BACK Members and Potential Members,

I hope everyone enjoyed the swift summer months, and included some rest, relaxation and release! As the incoming President of SAAAAC, I would like to thank you for your support and your confidence in me to represent our GREAT organization! I would also like to thank our volunteer Board of Directors Members and the Negotiation Team for their hard work and commitment to their various roles and responsibilities over the past year.

I am honored to work with a group of dedicated and talented individuals who are engaged and devoted in promoting a great organization. I consider myself very fortunate to have the opportunity to represent our members as we work diligently to meet your expectations.

Over the next school year, your SAAAAC Board of Directors will focus on engaging our membership, by offering activities and initiatives that are reflective of what our union represents. We will hold our **General Membership** meetings in various locations so All MEMBERS and **POTENTIAL MEMBERS** have an opportunity to attend. We need to see you, meet you and hear your voice!

We will advocate for our profession on legislative affairs, expand our membership (with your help) and increase our visibility in the community, as well as at Board of Education meetings and County Council meetings. (Which holds our financial future.)

Let's make this year a great year by stepping out of the box and supporting "YOUR UNION!" We will also be committed to extending ourselves beyond the scope of the union bargaining table and become a louder squeaking wheel. We need your to help! Your voice!

I am looking forward to a productive and successful year and **CHALLENGE EACH OF YOU TO PARTICIPATE!**

I would appreciate hearing from you and I encourage you to reach out to me at hwilkerson@mseanea.org or speak with me at one of our General Membership meetings.

Sincerely yours,

Helen Wilkerson
President
Secretaries and Assistants Association of
Anne Arundel County (SAAAAC)



Sick Leave Bank



This is just a reminder! Enrollment will end on September 30th you must have your paperwork to me prior to that date. We **will not** accept any paperwork after September 30. Please make sure you allow time for the postal service to get your application to SAAAAC, 2521 Riva Road L-7, Annapolis, MD 21401.

The forms are on the **SAAAAC** website (www.saaaac.com) with the rules and policies. Please make sure you read the rules and policies. **Do not delay!! Get your forms in today!**

Sick Leave Bank members – 12 month employees have had a day taken in July and 200 and 191 employees will have it taken on the 14th of September. It is your responsibility to check your pay to see if your day was taken from your leave.

 <p>Legislative Action Center</p>	<p>The NEA-opposed House bill, for example, slashes education funding by more than \$1.3 billion, threatening the potential of the Every Student Succeeds Act (ESSA) to enhance opportunities for all our students. With more than 16 million children living in poverty, America needs to invest more—not less—in education to help close opportunity gaps. Click on the button and tell Congress to do better by our students, especially those most in need.</p> <p>For more information Visit: http://edadvocacy.nea.org/ and click the Take Action tab, complete the form and a letter will be sent to your senator voicing your support.</p> <p>THANK YOU</p>
<p>Week!</p> <p>What's Hot This</p> <p>Tell Congress to invest more—not less—in education</p> <p>.....</p> <p>Congress has returned for an abbreviated pre-election session and once again, has not passed a single appropriations bill. That means Congress must pass a stopgap “continuing resolution” to keep the government open once the new fiscal year starts on October 1. NEA wants the measure to last only to early December—that way, Congress could finish work on a complete funding bill after the election. Some hardline conservatives are advocating punting on all funding decisions until March 2017, however. FY2017 Labor-HHS-Education funding bills have only advanced as far as House and Senate committees and do not provide adequate funding for the students most in need.</p>	

“KNOW YOUR RIGHTS”

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 Rights 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

Bradley Darjean
UniServ Director
(410) 266-3133 o
(443) 758-7985 c

Winners of SAAAAC
 EMAIL request
 For the Associate
 Representative (Building
 Reps)
 Carol Alderman- Jones
 Elementary
 Jill Harris – Carver Center
 Donna Snyder-Hickey –
 Windsor Farm Elementary
 Kathy Walls-Hillsmere
 Elementary



**WINNERS OF MSEA
 SPRING EARLY
 ENROLLMENT Contest
 (GIFT CARDS)**



Lisa Bates –Chesapeake
 Bay Middle
 Mary Pulz-Oakwood
 Elementary
 Helen Wilkerson- Van
 Bokkelen Elementary

**CONGRATULATIONS TO SAAAAC MEMBERS THAT
 HELPED TO ENROLL NEW MEMBERS DURING THE
 SPRING EARLY ENROLLMENT CONTEST**

Lisa Bates	Wanda Fern
Lynne Baughman	Linda Finch
Christine Boyer	Karen Groves
Sherry Burnham	Regina Nonnenmacher
Catherine Dayhaw	Mary Pulz
Beth Evans	Mary Sines
Kathy Truffer	Helen Wilkerson



Committee	Committee Members & Chair
Associate Representatives	Tammy Zimmerman
Audit	Lynne Baughman Tammy Zimmerman Brenda Weishaar
Budget	Lynne Baughman
Calendar	Mike Burdelas, Marie Jett, Cathy Dayhaw, Deborah Schaefer
Sunshine Community Service (Gifts for homeless Shelters, other community needs)	Lisa Bates Deserae Brown Vicky Sweeney
Grants/Donations	Carmaleta White Deion Dorsey Vicky Sweeney
Webmaster & By-Laws	Michael Burdelas, Deborah Schaefer
Labor Management	Michael Burdelas, Carmaleta White, Maureen Hunter, Adrienne Spencer, Opening position
Legislative	Keion Dorsey, All board members and members
Memembership	Kristie McWilliams Lynda McPheron
Negotiations	Helen Wilkerson Deborah Schaefer Ernest Waddell Brenda Weishaar
Newsletter	Marlene Hendrie
Nomination/Elections	Vickey Sweeney
Sick Leave Bank	Deborah Schaefer Kathy Truffer
Scholarship Selection	Madona Howard, Marva Walker
Hospitality Recognition (Birthday cards, Certificates, recognition)	Helen Wilkerson

If you are interested in serving on a committee please do not hesitate to contact the above member. **We need you!**