

HEA HOT SHEET

October 2015

This month the Haverhill Education Association is proud to introduce the first edition of our “Hot Sheet” – a quick and concise summary of the HEA’s most pressing information. The regular newsletter will still be published quarterly throughout the school year. It is our hope that this mostly-digital format will allow us to get information to our members more regularly and more efficiently while helping us to reduce our spending on printing.

- **TEACHERS UNIT RATIFIES NEW CONTRACT** – Copies will be posted online and sent to buildings as soon as possible. To see the changes in the Memorandum of Agreement ratified on September 30, 2015, visit the “Contracts” page in the “Members Section” of our website: haverhill.massteacher.org
- **HEA TO SPONSOR SCHOOL COMMITTEE DEBATE** – On Thursday, October 15th, The Haverhill Education Association will sponsor a School Committee debate at Haverhill Community Television Studios & Offices. Thanks to Frank Novak for inviting us to use his “Point of Reference” series as a platform for voters to see how the candidates will respond to some of the most pressing issues facing the Haverhill Public Schools’ students, parents, and educators. Tune in at 7pm!
- **PREP PERIODS REMAIN “SACROSANCT”** – Though the negotiations team fought hard to strengthen the language regarding prep periods, it was unable to convince the School Committee to confirm with new language what has already been decided through past grievances won by the HEA. Prep periods are and have always been for teachers to prepare themselves for their students. **Teachers cannot be forced to give up their prep time for any reason.** This includes meetings with administrators, parents, other teachers (PLCs, IEP meetings, “team” meetings, etc.), and professional development/training. It is up to the teacher to stand up for himself or herself to protect the sanctity of the preparation period. Any teacher who is directed to give up their prep time for any purpose should insist that this directive be made *IN WRITING*. **If any teacher is so directed to give up his/her prep time he/she should contact his/her building representative or the Executive Board immediately.**
- **NO CHANGES TO TEACHER WORK DAY** – The teacher work day begins and ends as it has in the past. Teachers cannot be required to supervise students before or after these contractual times, with the exception of duties outlined in Article X (Non-teaching Duties) and Article XII (Teacher Work Day). **If any teacher is having an issue regarding the contractual teacher work day he/she should contact his/her building representative or the Executive Board immediately.**
- **PLC MEETINGS ARE OPTIONAL** – No teacher can be required to attend PLC meetings. Attending a PLC meeting does not exempt a teacher from contractual duty assignments. If you are not on duty while you are at PLC, one of your colleagues is! If PLCs are important to the district and teachers find value in them it is the district or building’s responsibility to provide all teachers an equal opportunity to participate without putting an unfair burden on those who choose not to attend. **If any teacher is being required to attend PLCs or if any teacher is being required to cover a duty so that others may attend PLCs he/she should contact his/her Building Representative or the Executive Board immediately.**
- **SMART GOALS AND EVIDENCE ARE UP TO THE EDUCATOR, NOT THE EVALUATOR!** – Educators are not required to align their SMART Goals with the district goals. Though there are many reasons why one might choose to do this, it is not always practical and it is not required. Similarly, the evaluation process puts the responsibility of submitting evidence of effective teaching on the educator. Evaluators cannot require teachers to complete a “check list” of evidence to receive Proficient or Exemplary ratings. Educators must submit “artifacts” from their teaching for each of the standards in the educator evaluation rubric. Each artifact can serve as evidence for multiple standards, indicators, or elements. These artifacts *may* be uploaded into TeachPoint or submitted via hard copy to an evaluator at the teacher’s discretion. **If any teacher has trouble with the evaluation process or has had difficulty with an evaluator accepting his/her or artifacts as evidence of effective teaching he/she should contact his/her building representative or the Executive Board immediately.**
- **NO CHANGES TO PLAN BOOKS/LESSON PLANNING** – Though comprehensive and well-organized plan books *may* serve as an excellent artifact for a wide variety of standards and indicators in the evaluation system (objectives, differentiation, assessment, etc.), teacher plan books are not the only acceptable source of evidence. Administrators have a responsibility to know that teachers are maintaining a plan for their instruction in some way. There is not and has never been any contractual requirement for the content of plan books. Teachers are required only to keep and submit a copy of their weekly lesson plans, which should include a reference to the standards being taught. This could be as simple as a printed copy of the standards (Massachusetts Curriculum Frameworks, Common Core standards, etc.) kept along side the plans. All other best practices recommended by the administration (Objectives, “Do Nows”, etc.) are to be included at the discretion of the teacher and cannot be required in the plan book. Any evaluator request for more detailed plans should be supported by evidence from a classroom observation and used only as a tool to help an educator improve his/her instruction. If such evidence exists, it is recommended the educator cooperate with the evaluator in this effort. **If any teacher is reprimanded for the content of his/her plan book or has any questions or concerns about an evaluator request for more detailed plan books or lesson plans he/she should contact his/her building representative or the Executive Board immediately.**
- **NEW COMMITTEES FORMING** – HEA President Lisa Begley is in the process of forming a variety of new committees within the HEA. These include: a Grievance Committee to meet periodically as needed to help settle disputes between educators and administration; a Hospitality Committee to meet once this year to revise outdated policies; an Action Committee to focus on political events and community outreach; a Bylaws Committee to meet occasionally to review and suggest revisions to our current bylaws to improve the administration of the HEA. Email Lisa Begley (lisa.begley.hea.president@gmail.com) if you are interested in serving on any of these committees.
- **NOVEMBER NEWSLETTER SUBMISSIONS REQUESTED** – Email Anthony Parolisi (anthonyparolisi@gmail.com) to contribute (deadline: October 30).
 - **Looking to buy, sell, or trade?** Trying to unload that unused exercise equipment? Looking to rent out a timeshare or vacation home? Looking for a good deal on hard-to-find items? **Place your ad in the HEA Swap Shop** feature! Free for HEA members!
 - **Congratulations, Condolences, and Well Wishes** returns! Forward any from June 2015 to present by 10/30.
 - **MEMBER CONTRIBUTIONS WANTED!** Do you have an interesting anecdote or valuable lesson learned from the classroom? Do you have any advice you can share with our members about evaluations, professional development, or best practices with which you’ve found success? If you have anything you’d like to share with your fellow educators the HEA Newsletter is your forum. Pieces should be 150-450 words in length.
- **NEXT BUILDING REPRESENTATIVES’ MEETING – OCTOBER 22ND, 4PM AT HEA OFFICE**
 - Come to our next representatives’ meeting! Each building is entitled to 1 representative for every 10-15 members. Most buildings only have 1 current representative and others have none! We need your voice! **Any members interested in being a building representative should contact Jeff Blaustein (jbandkb14@gmail.com).** If you can’t make it to our meetings please forward any issues to your building representatives or the Executive Board.

Lisa Begley – President (lisa.begley.hea.president@gmail.com);

Ted Kempinski – 1st V.P. (tedkhea@gmail.com); Anthony Parolisi – 2nd V.P. (anthonyparolisi@gmail.com);

Jeff Blaustein – Secretary (jbandkb14@gmail.com); Jill Bouchard – Treasurer (heatreasurer@gmail.com);

Lois Silva – ESP Rep (978-373-0083); Patti Macrae – Secretarial Rep (p.macrae@comcast.net)

General Information/Executive Board – email HavEd@verizon.net or visit haverhill.massteacher.org

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