

ETA REPRESENTATIVE RESPONSIBILITIES BY MONTH

While these responsibilities may be organized/led by the Head Representative, all Member Representatives should be aware and willing to help with all of these items.

Monthly

- Distribute/post any ETA/IEA/NEA materials that are received.
- Review the talking points from the Representative Assembly (RA) during the 10 minute meetings at your monthly staff meeting. This 10 minute meeting is a part of our contractual 80 minutes of monthly staff meeting time.
- Communicate issues to your Section Director that need to go to the Board of Directors (this should occur as issues arise, not just before the Board of Directors monthly meeting).
- Attend the monthly Representative Assembly.
- Check in with administration about concerns/issues that are showing up in your building.

August

- Present the ETA Membership Presentation to all members.
- Ensure all building representative positions are filled (buildings receive **one** representative for every **ten**, or major portion thereof, staff members). If needed, hold an election for empty spots. Email your Section Director and Kathy Difatta (kathy.difatta@ieanea.org) the names of your building representatives—include who is the Head Representative.
- Ensure there is a designated space in your building for posting union and labor related materials.
- Ensure that members are signed up.
- Urge members to go to ieanea.org/login to ensure they can log in and that their information is accurate.
- Help SIP/SD chairs ensure that all members are represented. Members choose who represents them on these committees, not administration. Members volunteer for these positions
 - Review *2.54 School/Department Committees* in ***The Elgin Agreement***.
 - Review *15.1 School Improvement Committee* in ***The Elgin Agreement***.
- Review the Appraisal Plan for teachers as outlined in ***The Elgin Agreement***. Make sure teachers have access to resources and remind teachers of appropriate timelines for informal observations, formal observations, and Student Learning Objectives (SLO).
 - Review *Article XIV Teacher Appraisal* in ***The Elgin Agreement***.
- Review the membership list you receive at the August RA. If there are changes that need to be made, send those to the ETA Secretary (Donna Kielbasa, dkielbasa.eta@gmail.com) and Kathy Difatta (kathy.difatta@ieanea.org).
- Ensure that all teachers have a lockable space. If a teacher does not have a lockable space, work with building administration to remedy that ASAP.
 - Review *6.9 Lockable Spaces* in ***The Elgin Agreement***.

September

- Share a plan of how you will share ETA information with your staff. This can be done in August after the first RA or during your 10 minute meeting during the September staff meeting.
 - Review *2.44 Announcements at Faculty Meetings* in ***The Elgin Agreement***.
- Ensure all members know who their building representative is.
- Remind members of their contractual obligations for staff meetings. These meetings should not exceed 80 minutes per month, 10 of which should be dedicated to ETA business (with all administration/non-members leaving the room).
 - Review *6.54 Staff Meetings/Department Meetings* in ***The Elgin Agreement***.
- Resolve any issues with teachers still not having lockable space.
 - Review *6.9 Lockable Spaces* in ***The Elgin Agreement***.
- Conduct the first housing survey (or walk-through) with building administration to determine adequate housing for all members.
 - Review *6.11 Adequate House for Teachers* in ***The Elgin Agreement***.
- Meet with any late hires. Ensure they have what they need. Sign them up with the ETA.
- Check that your building's Parent/Teacher Conference plan follows ***The Elgin Agreement***.
 - Review *15.22 Parent Teacher Conferences, Meetings, and/or School Programs* and *15.23 Kindergarten Conference Released Time* in ***The Elgin Agreement***.

October

- Check in with members on the evaluation cycle. Remind members it is their responsibility to be on top of deadlines and talking to administrator(s) about when evaluations will take place.
 - Review *Article XIV Teacher Appraisal* in ***The Elgin Agreement***.
- Remind members that all credit hours earned that will impact changes to the salary schedule are due to Human Resources by October 15, and will be reflected on the last check in November.
 - Review *27.2.B Salary Increment: Lane* in ***The Elgin Agreement***.
- Have teachers review their paychecks to ensure that dues are being deducted.

November

- Ensure that SD is receiving a monthly copy of the building/department budget.
 - Review *2.54.3 Functioning* in ***The Elgin Agreement***.
- Remind members about open enrollment and the deadline for insurance. If members have questions, they should contact Beth Berg (bethberg@u-46.org).
- Remind members that there may be second semester district positions available for transfer. If a member is interested, they should contact Human Resources.
- At the elementary level—ensure members are aware of when first trimester grades are due.

December

- Ensure that members received notice of any second semester assignment transfers or reassignments.
 - Review *12.8 Notification of transfer or Reassignment* in ***The Elgin Agreement***.
- At the secondary level—ensure members are aware of when first semester grades are due.

January

- Complete your second housing survey and share results with your SD Committee.
 - Review *6.11 Adequate Housing for Teachers* in ***The Elgin Agreement***.
- Ensure members are aware that they should have received any first semester stipends by the end of the month. If they have not, they should contact payroll (payroll@u-46.org).
 - Review *27.4 Extra Pay Schedule for Extra Duties* in ***The Elgin Agreement***.

February

- Alert members that to receive the retirement incentive outlined in ***The Elgin Agreement***, notice to retire must be given by March 1.
 - Review *27.10 U-46 Retirement Incentive Plan* in ***The Elgin Agreement***.
- Remind members that all credit hours earned that will impact changes to the salary schedule are due to Human Resources by February 15, and will be reflected on the last check in November.
 - Review *27.2.B Salary Increment: Lane* in ***The Elgin Agreement***.
- Remind members that Transfer Reassignment is coming in March.
 - Review *12.5 Reassignment*, *12.6 Transfers*, and *12.8 Notification of Transfer or Reassignment* in ***The Elgin Agreement***.
- Remind Pre-Tenure teachers that they must have **two** SLOs completed in the TAP system by March 1.
- At the elementary level—ensure members are aware of when second trimester grades are due.

March

- Members can begin having their summative conferences. These must be completed by May 15
 - Review *Article XIV Teacher Appraisal* in ***The Elgin Agreement***.
- Remind Tenure teachers that they must have **two** SLOs completed in the TAP system by April 15 of their summative year.

April

- Hold elections for ETA Representatives, School Department, and SIP. Holding elections at this point allows ample time to find volunteers. Holding elections at this time also allows new members to attend May meetings to observe before taking over their positions.
- Remind Tenure teachers that they must have **two** SLOs completed in the TAP system by April 15 of their summative year.

May

- Ensure members complete their summative conferences by May 15.
 - Review *Article XIV Teacher Appraisal* in ***The Elgin Agreement***.
- Invite newly elected representatives to the May RA.
- All teachers should be notified of their assignments for next fall by June 1.
 - Review *12.4 Notice of Assignments* in ***The Elgin Agreement***.
- Ensure members are aware that they should receive second semester stipends by the end of June.
 - Review *27.4 Extra Pay Schedule for Extra Duties* in ***The Elgin Agreement***.

- At the elementary level—ensure members are aware of when third trimester grades are due.
- At the secondary level—ensure members are aware of when second semester grades are due.