

# ETA Representative Responsibilities by Month

## Monthly

- Distribute and post any NEA/IEA/ETA materials that you receive.
- Review the talking points from the RA during your 10 minutes at your monthly staff meeting.
- Communicate issues to your section director that need to go to the Board of Directors.
- Attend the monthly Representative Assembly.
- Check in with administration about concerns that are popping up in your building.

## August

- Present the ETA Membership Presentation to your members.
- Ensure you have your maximum amount of building representatives (Buildings receive **1** representative for every **10** staff members or **major portion thereof**). If needed, hold an election for empty spots. E-mail your Section Director and Kathy Difata ([kathy.difatta@ieanea.org](mailto:kathy.difatta@ieanea.org)) the names of your building representatives and who the head building representative is.
- Ensure you have a designated space in your building for union and labor related materials.
- Make sure members are signed up. If a member needs to be signed up, have them fill out a membership form and return it to the ETA office.
- Ask members to go to [ieanea.org/login](http://ieanea.org/login) and ensure that they can log in and that their information is up to date.
- Ensure that members are represented on SIP and School Department Committees. Make sure all grade levels or departments have representation. 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 and formal observations as well as SLO due dates.
  - 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

- Ensure that all teachers have a lockable space. If a teacher does not have a lockable space, work with building administration to get them a lockable space ASAP.
  - Review **6.9 Lockable Spaces** in The Elgin Agreement

### September

- Share your plan with how you will share ETA information with your staff. This can be done in August after the first RA or during your 10 minutes of ETA time during your staff meeting in September.
  - Review **2.44 Announcements at Faculty Meetings** in The Elgin Agreement
- Ensure that all members know who their representatives are.
- Remind members of their contractual obligations to staff meetings. These meetings should not exceed 80 minutes per month and 10 minutes should be dedicated to the ETA.
  - Review **6.53 Staff Meetings/Department Meetings** in The Elgin Agreement
- Resolve any issues with teachers still not having a lockable space.
  - Review **6.9 Lockable Spaces** in The Elgin Agreement
- Conduct the first housing survey with building administration to determine adequate housing for all members.
  - Review **6.11 Adequate Housing for Teachers** in The Elgin Agreement
- Meet with any late hires. Ensure they have what they need. Sign them up with the ETA.

### October

- Check in with members on the evaluation cycle. Remind members it is their responsibility to be on top of deadlines and talking to administrators 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 **27.52 Additional Academic Credits** in The Elgin Agreement
- Have teachers review their paychecks to ensure that dues are being deducted.
- Ensure that your School Department Committee is receiving a monthly copy of the building/department budget.
  - Review **2.54.3 School Department Function** in The Elgin Agreement
- Announce and post Leave of Absence informational meetings as they are scheduled.

### November

- Remind members about open enrollment and the deadline for insurance. If members have questions they should direct questions to Beth Berg ([bethberg@u-46.org](mailto:bethberg@u-46.org))

- Let members know of any second semester district positions available for transfer from Human Resources.
  - Review **12.64 Transfer Selection Procedure** in The Elgin Agreement
- Check that your buildings Parent/Teacher Conference plan follows The Elgin Agreement.
  - Review **15.22 Parent Conferences** in The Elgin Agreement
  - Review **15.23 Kindergarten Release Time** in The Elgin Agreement

### December

- Members should have received notice of any second semester assignment transfers or reassignments
  - Review **12.8 Notification of Transfer or Reassignment** in the Elgin Agreement

### January

- Complete your second housing survey and share results with your School Department Committee
  - Review **6.11 Adequate Housing for Teachers** in The Elgin Agreement
- Ensure members are aware that they should have received and first semester stipends. If they have not they should contact payroll at [payroll@u-46.org](mailto:payroll@u-46.org)
  - Review **27.3 Extra Pay Schedule for Extra Duties** in The Elgin Agreement
- Distribute any NEA/IEA/ETA materials that you receive.

### 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 March.
  - Review **27.52 Additional Academic Credits** in The Elgin Agreement
- Remind members that Transfer Reassignment is coming in March.
  - Review **Transfer Reassignment Process** on pages **136-139** of The Elgin Agreement
- Remind Pre-Tenure teachers that they must have 2 SLO's done by March 1st.

### March

- Members can begin having their summative conferences. These must be completed by May 15.
  - Review **Article XIV Teacher Appraisal** in The Elgin Agreement.
- Distribute any NEA/IEA/ETA materials that you receive.

- Remind Tenure teachers that they must have 2 SLO's done by April 15th of their summative year.

### **April**

- Hold elections for ETA Representatives, School Department, and SIP Teams

### **May**

- Members must complete their summative conferences. These must be completed by May 15.
  - Review **Article XIV Teacher Appraisal** in The Elgin Agreement.
- Invite newly elected representatives to the May Representative Assembly.
- All teachers should be notified of their assignments for next fall by June 1st.
  - Review **12.4 Notice of Assignments**
- Members should receive their second semester stipends during the month of June.
  - Review **27.3 Extra Pay Schedule for Extra Duties** in The Elgin Agreement