

October Representative Assembly

October 16, 2019



Logging onto the ECC Network

- Select the “ECC Public” network from the list of available wireless networks
- A popup may come up. If it does not, go to elgin.edu.
- Select the option to sign in as a guest
- Follow the on-screen instructions to access the wireless network



Dates of 2019-2020 Representative Assembly

~~August 21~~

January 15

~~September 18~~

February 19

~~October 16~~

March 18

November 20

April 15

December 18 (If Necessary)

May 20



President's Report



Special Guests Tonight

Beth Berg - Open Enrollment 2020

AIG - 403(b) and 457



Committee Appointments

District Committees

Jennifer Trygar - MTSS Committee

Carrie Bansley - Insurance Committee

Scott Sternal - Salary Credit Oversight Committee

Chris Bucchi - Salary Credit Oversight Committee

Tammy Flan - Elementary Workload

ETA Committees

Melissa Genz - ETA Budget Committee

Kathy Cebulski - Grievance Committee



Transcript Review Process

October 15 - Last day for additional graduate hours for salary compensation to be considered for the start of year salary increase.

October 15 - All *requested* transcripts completed. No further requests accepted.

Members will receive letter from Human Resources stating *current salary* including current step and lane on October 25. This will not include new credits.

Members will receive a *second letter with the details of transcript review* on November 29.

Any additional graduate hours not turned in as of October 15 must be in to HR by February 15th, to be considered for second semester salary increase.

Transcripts can be sent to transcripts@u-46.org



27.2 Adjustments to Higher Salary

Submission of Academic Credit Official transcripts reflecting additional academic credits for salary adjustments are due by October 15, and February 15, and shall be reflected on the **last check in November and March respectively**, retroactive to the beginning of the semester.



Specialized Education Committee Election

Tonight you received a white envelope that contains all election materials

- Ballots
- Rosters

Election to be held on Wednesday, October 23rd.

Follow directions explicitly.

Kindergarten votes with elementary.

Elected positions with no candidate elected will become appointed positions by president.



Request for Absences

All ETA requests for subs/absences must be approved by the ETA President.

If you do not receive approval from the ETA, you should not use the Union Activities code. Plan ahead so that you have approval before inputting the absence.

The three appropriate codes are:

- District > Union Activity - ETA
- District > Teacher Visitation (TEI)
- District > ETA Emergency Day (Weather Related)



1st Vice President's Report

Those Who Excel



Bowling Fundraiser
November 6, 2019
@ Elgin Lanes

Raffle Tickets

Purchase Raffle tickets for Baskets and/or Raffle Prizes

Ticket Prices:

1 ticket -\$1.00

6 tickets = \$5.00

12 tickets = \$10.00

Raffle Tickets

On each ticket include:

- 1. Name**
- 2. Building**
- 3. Phone Number**
- 4. Prize Number**

***make checks payable to: Those Who Excel**

Raffle baskets (numbers)

***EMAIL A PICTURE OF YOUR RAFFLE BASKET TO**

etathosewhoexcel@gmail.com

(before Friday, Oct. 18)

**Deliver your basket to the Elgin Lanes
the day of the event.**

(with NUMBER on the back of ticket)

Raffle Prizes (letters)

Donations/Prizes (write LETTER of prize on back of ticket)

Example:

A -- Sweet Berry Cafe--\$25

B -- Lynfred Winery--Tasting for 6

C -- Northlight Theatre--2 tickets, \$148

D -- Shedd Aquarium--4 tickets

Online Sales

Tickets for Raffle Baskets and Prizes may be purchased on The ETA Website.

Online ticket prices: 1 Ticket=\$1

Website: **theeta.org**

online sales will end promptly on Tues., Nov. 5 @ 7:00PM

Bowling Teams/Times

Sign-up now!!!!

\$20 per Team

Pay at the event

Times:

3:00 4:00 5:00 time slots

*can have more than one team per school

Help Needed

HELP NEEDED AT THE EVENT

PLEASE EMAIL

ETATHOSEWHOEXCEL@GMAIL.COM

QUESTIONS?? PLEASE ASK



Treasurer's Report

Treasurer's Report

The Tighe, Kress, Orr audit is nearing completion.

- Budget Committee will meet to review audit as soon as completed
- ETA Board of Directors will then review
- Overview of Audit will then be brought to the RA



ETA Account Updates

ETA has three segregated accounts

- I Pace Account (Illinois Political Action Committee for Education)
- TWE (Those Who Excel...not for profit status)
- General Account

ETA Head Rep and Building Rep Responsibilities

October 16, 2019

Training Overview

- General Role of the Head Rep
- Meeting with your Administrator
- Monthly Musts for Head Reps
- Building Representative Responsibilities
- Role of Reps in SIP and SD
- Problem Solving Process

General Role of the Head Rep

- Head Representative is the go to person for issues related to the Elgin Teacher Association in their respective building
- Be a liaison between the members in the building and the building administrator
- Meet with building representatives to discuss ETA and building issues
 - Delegate responsibilities to the building reps.
- Maintain a contact list of home emails to easily contact members about ETA issues and concerns

Meeting with your Administrator

Meet with your administrator on a regular basis to develop open lines of communication to resolve issues in the building.

- Meet regularly to build a relationship with the administrator
 - Start with harmless topics to build that relationship
 - Do not have every meeting with your administrator be about negative issues that are occurring
- Be transparent about what you will share with members
- Be a liaison between the members and the administration



Monthly Musts for Head Reps

- ❑ Hold a 10 minute meeting during the staff meeting (This is a members only meeting)
- ❑ Meet with your representatives, share responsibilities
- ❑ Distribute materials and information to members received from ETA
- ❑ Communicate regularly with your administration
- ❑ Establish communication with your section director, seek input from section director
- ❑ Check in with your SIP Chair and SD Chair- ensure the language in [the Elgin Agreement](#) is being followed and understood
- ❑ Attend the Representative Assembly
- ❑ Review Member Lists and Potential Member Lists
- ❑ Review [Month by Month Responsibilities](#)

Building Representative Responsibilities

- ❑ Work with the Head Representative to disseminate information to members and work through building concerns
- ❑ Attend the RA on a monthly basis
- ❑ Be an advocate for teachers in your building and listen to their concerns
- ❑ Mentor new ETA members on all things ETA
- ❑ Know [The Elgin Agreement](#)
- ❑ Support the Head Rep in their duties

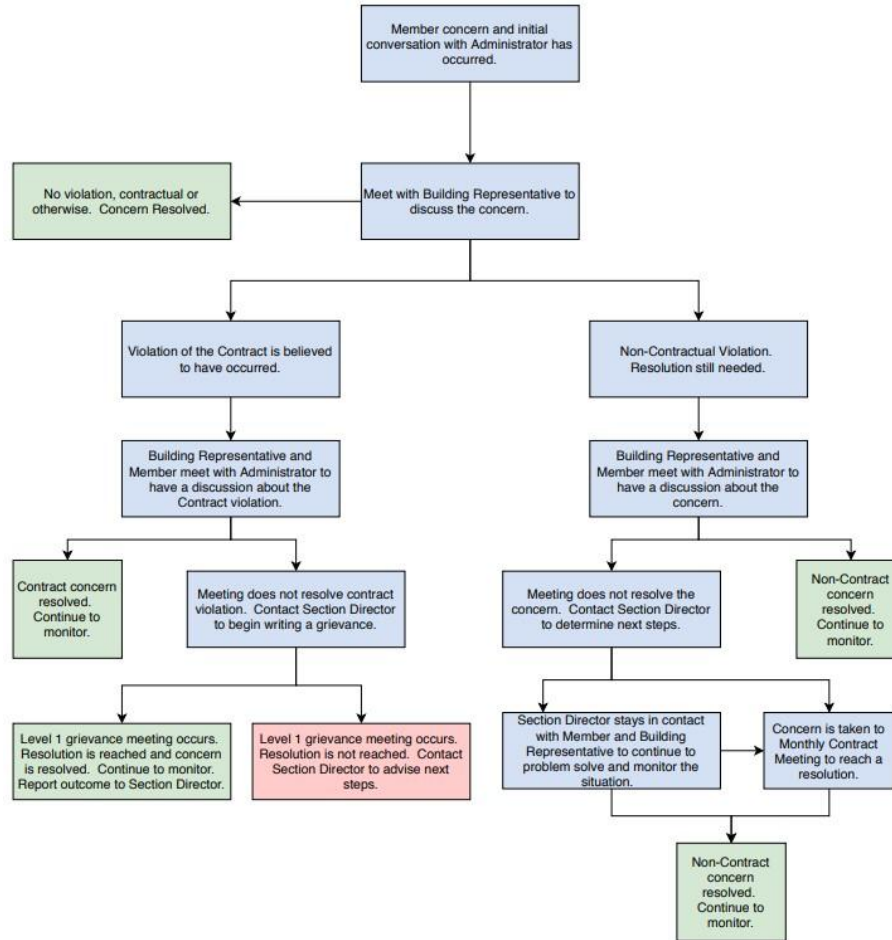
Role of Reps in SIP and SD

The head building representative and building representatives are a great resource for the SIP and SD teams. Although there is often crossover, member reps should:

- Help their respective teams to understand and follow the language in [The Elgin Agreement](#)
- Be a point of contact for the SIP and SD chair to ensure that [the Elgin Agreement](#) is being followed
- Conduct the environmental survey and report to the SD Chair the results and additional follow up
- **The Head Rep and Building Reps should not circumvent the SIP and SD teams in their conversations with the building administrations**

Problem Solving Process

ETA Member Concern Flow Chart



Problem Solving Process

When issues arise with an individual member or in the building, it is important to follow the problem solving process:

- Start with Building Representative
- If the Building Representative cannot answer or help with the issue bring it to the Head Building Representative.
- If the Head Building Representative cannot answer or help with the issue bring it to the Section Director
- The Section Director will then work with the ETA Officers to determine the course of action to help the member
- Most member concerns can be answered by reviewing the Elgin Agreement or reviewing resources on the ETA website



Survey

Please take the following survey to help us tailor future training's and provide feedback on this training.

tiny.cc/OctETA

IEA Region 24

October 2019
Local ETA Update



Region Elections

REGION 24

IEA Delegate (22 positions)

Rosemont, IL

March 5-7, 2019

**Represent members at the annual meeting of IEA to decide
business items, budget, bylaw amendments, and statewide**

IEA elections



Region Elections

Nomination window October 16 - November 8, 2019.

Nominate through link on theeta.org

Active Members Only

Election on December 5, 2019 at all Sites

Region Website



www.iearegion24.org

Professional Development

Review the Approved Events

Region 24 Professional Development Funding Application

Region PD Funding

EMELT Ethnic Minority Emerging Leadership Training

November 1-3, 2019 Springfield, IL

travel-lodging (double occupancy)-meals

4 members \$500/each

NEA Leadership Summit

March 13-15, 2020 Orlando, FL

travel-lodging (double occupancy)-meals

4 members \$1500/each

IEA Summer Leadership Academy

July 20-24, 2020 Bloomington, IL

travel-lodging (double occupancy)-meals

4 members \$600/each

IEA Region 24 Meetings

September 25, 2019

October 23, 2019

January 23, 2019

April 22, 2019

4:30-6:30 pm IEA Elgin Office





November RA Trainings



November Rep Assembly Trainings

Representative Role in 9.7, 9.8, and DCFS investigations

Grievance Training

Plan with the reps from your building to determine who will see which presentation.



Future Trainings

Head Rep and Rep Training (repeat) October 29th ETA Office 4-5 PM

SIP and SD Training



Representative Responsibilities for October and November

October Rep Responsibilities

- ❑ 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 Rep Responsibilities

- ❑ 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.

Announcements

- Rhianna Hunter ISBE Those Who Excel Nominee from Dream
- Please invite a member to join you for next month's RA.
- Next month BAM is coming back!!!
- Please place name cards in basket when leaving today