

## 10 Minute Meeting September 2017

**Rep meeting issue** - for the first time in over a year, we did not have enough reps for a quorum. Please enter the dates of the meeting in your calendar (listed below). **We cannot move forward without you.** Malibu reps may join remotely. Please contact Barbara Ransom for details.

**Supplies, info needed!** We are collecting info on how supplies are funded at your site. Thank you to Franklin, Grant, Smash, Roosevelt, Jams, Lincoln and MHS for contributing, but we still need to hear from --- Cabrillo, Edison, McKinley, CDS, Muir, Pt. Dome, Rogers, Webster, MMS, Olympic, Samo (are all houses the same)? **Please complete the attached form and return ASAP.**

**\*Election CTA State Council** - Thanks to Liz Cowgill and Greg Bushin for agreeing to run. ***These will arrive the next couple of days and must be returned to at our office by Oct. 9 at 5:00 pm (1508 18<sup>th</sup> street.) Do not send in school mail if close to the deadline, as it takes a couple of days and we not receive them in time.*** If you have questions contact Elections chair Nikki Fiske at nikkilynne46@gmail.com.

**Construction** –Dust is still an issue at MHS, Lincoln, and Olympic (2 buildings closed when they opened a pipe and found it wrapped in asbestos). Please ask those most affected members to email me ASAP.

**Attendance Issues** - This is still an issue. According to Mark Kelly:

As part of our agreement with Department of Education we had to submit an attendance procedures manual for their approval. Per California *Education Code* Section 44809 and *California Code of Regulations*, Title 5, Section 401, the CDE is required to approve the forms and procedures that constitute LEAs attendance accounting systems. In 2013, CDE approved the District's Student Attendance Accounting Procedures. Within the approved procedures are requirements for elementary teachers to enter attendance by 8:45 and for secondary teachers to enter attendance within the first 15 minutes of class.

No teacher should leave school without having entered attendance in Illuminate. If a teacher fails to do so, he/she will be locked out from entering attendance in Illuminate. Teachers must also review and sign the weekly verifications. Unfortunately, in '16-'17, we had another site where teachers were failing to routinely do either. Failing to enter attendance in Illuminate and not verifying the data by signing the weekly verifications are problems. Both failures could cost the District millions of dollars. No one wants that. Given the audit finding from last year, I had to reinforce the Procedures with principals, because leaving delays, i.e. until the end of the day is actually resulting in attendance not being entered.

As for what was reported about the verifications, I learned that Office staff provide them to teachers on Friday and ask that they come back to Monday or Tuesday. I also learned that the staff will work with the teacher. **At Lincoln, if you have not received this prior to noon on Friday, turn it in on Tuesday.**

**Heat** – Still awaiting the district plan

**Itinerant Teacher Parking** (music/subs, etc.) - at the BOE mtg we have requested a parking plan within 30 days.

**Staff Lounge** - Everyone except JAMS has one.

### **Congratulations:**

Educator Spotlight- Congratulations to our most recent spotlight celebrities! If you know someone who should be honored in this way, send name and info to bransom @smmcta.com Kristin Jurewicz, Sandra Kim, Miriam Brock, Cindy Smith, Jessica Katz and David Edwards!

Early Career Leadership Fellow Collaborative (ECLFC) sponsoring one coach (Tracy Kooy) and 10 young educators (we have a waiting list) to learn about CTA. More to come.

**Our next Rep meeting is October 16, 4:00-5:30 at 1508 18<sup>th</sup> Street.**

**You do not need to be a rep to attend. All are welcome.**

**Mondays @ SMMCTA  
1508 18<sup>th</sup> Street  
Santa Monica, 90404**

**Rep. Assembly  
4:00 - 5:30 p.m.**

August 28

September 18

October 16

November 20

December 11

January 22

February 12

March 19

April 23

May 21 (we will meet off-site)

**Corner of Broadway and 18<sup>th</sup>  
Some parking available behind the building off of the alley**