

To: Executive Board

From: W.E.A. Secretary

Re: Board Meeting/January 9, 2017

The meeting was called to order at 3:43 by President Lori Lyncosky. The following members were present: (see attached).

REPORTS

MTA

Alex from MTA was not in attendance today.

MEMBERSHIP

No new information to report.

SECRETARY

A motion to accept the December 2016 minutes was made by Matt Gomes and seconded by Cara Ferrara-Ingraham. A vote was taken and the minutes were accepted.

TREASURER

The budget for December 2016 was presented and Kristen Biancuzzo moved to receive the report. Matt Gomes seconded. A vote was taken and the report was received.

PROFESSIONAL RIGHTS AND RESPONSIBILITIES

Kristen distributed the latest Employee Rights & Responsibilities newsletter. Please refer to this for important info regarding AESOP and rights HR has to information regarding your absences. HR is the ONLY one who has the right to question the reason for your absence. If others (principals, secretaries, supervisors) inquire, you can direct them to HR per HIPAA law.

NEW BUSINESS

1. Appropriate uses of Unit D—they are **NOT** co-teachers...they should **NOT** be preparing for lessons, they should **NOT** be using their money to buy materials on line, they should **NOT** be beating the Unit A member into the classroom and staying longer than the Unit A member in the afternoon.
2. Letters of intent for transfer **MUST** be submitted (in HR's hands) by April 15th. Best way to do this is to **HAND** deliver the letter to HR. Bring 2 copies, have both date/time stamped, and submit one and keep the other for your records. This helps to avoid potential issues that have occurred in the past.
3. Budget—the administration is already talking about another ugly budgetary year. Again, if you are working on a new certification and placement—let HR know!
4. Degree status for salary changes (also known as lane changes)-get transcripts and information to HR as soon as possible. A letter has been sent out from Central Office...Contract language is as follows: Advancement to the next higher pay schedule will be made on the first August 25 or March 1 following completion of all academic requirements toward the next higher degree or salary requirement. A teacher intending to receive an advance degree or credits which would provide for advancement to the next higher pay schedule must notify the Superintendent, in writing, ***no later than February 1st of the year preceding*** the financial budget being prepared. Teachers who fail to provide notice will not receive their column movement until the next fiscal year. A letter will be issued to all staff annually in December reminding them of their obligation.

Keep in mind that this means you should notify in writing, BEFORE you actually finish the coursework.

5. Dues deduction amounts for taxes:

* Unit A & B- \$741.00

* Unit D- \$307.50

Contractually you have to be a member of the union or pay the agency fee. If we have to chase a member down to get them to fill out paperwork either way we can bring them to the school committee for termination.

6. Patricia Wysocki was voted in as an additional building rep for Highland to begin in February 2017.

7. A motion was made by Matt Wroth to make a \$50.00 gift certificate to Westwood donation to the Kiwanis Club of Westfield. The motion was seconded by Noel Stella. A vote was taken and passed.

8. Upcoming Blood Drive info was distributed.

9. **Director of Human Resources, Paula Ceglowski attended to review FMLA laws and regulations.**

In order to qualify for FMLA the employee must have worked 1,250 hours in the previous 12 months. This means Unit D staff will not qualify. The recent changes in AESOP are due to the obligation HR has to offer FMLA if the reason for the absence qualifies for FMLA. **FMLA PROTECTS YOUR JOB...**it allows the ability to absolve the employee of over use of sick time for the purpose of evaluation **IF** FMLA paperwork has been completed. **Attendance IS subject to disciplinary action**, BUT if the absence is covered under FMLA, it can **NOT** be. FMLA needs to be renewed every year.

The most critical information to remember is that HR must have knowledge about the employee's situation NOT your building staff/principal. Your building staff knowing your "business" is NOT enough...you MUST notify HR right away so they can protect your rights.

A motion to adjourn was made by Kristen Biancuzzo and seconded by Lauren Pandolfi.

The meeting was adjourned at 4:46 pm.

Respectfully submitted,

Aimee Blair

WEA Secretary