

**SPRINGFIELD EDUCATION ASSOCIATION  
LEGISLATIVE BOARD MEETING**

December 9, 2010

Minutes

- I. Call to Order at 4:15 by Tim Collins
- II. Approval of minutes of previous meeting  
**Motion** to approve the minutes of November 18, 2010 **Approved**
- III. President's Report
  - A. Charting – reminder to turn in communication tree to the office
  - B. Grievance training – Dec. 15 4p.m. at SEA office: first training session was very successful
  - C. NEA Foundation Schools – announcement  
Boland, Dorman, DeBerry, and Sumner Ave were chosen to participate
  - D. National Recognition of SEA story – see NEA website
  - E. TLM – need to communicate to new members of school committee to implement the policy and not waste resources on the Labor Relations hearing
  - F. Senior Leadership Team Report - Tim Collins and Nancy DeProsse are members. District team is reaching out to teachers at all levels for input.  
**Motion** to accept the President's Report **Approved**
- IV. Recommendations from the Executive Board
- V. Issues
  - A. Heat concerns – facility management has been on site to several schools
  - B. Homeroom teachers are asked to collect lunch money and put into individual envelopes and label for each student. If your school uses individual envelopes contact the SEA office.
  - C. Wed. before Christmas is half day – dismissal is covered by bulletin
  - D. If you are asked to tutor during your prep time for pay – notify SEA office
  - E. Snack time – pilot program to provide healthy food to students
  - F. Required meetings with all parents – must provide the time if a deadline is set - document that you have tried to make contact. i.e. Phone contact, letter home
  - G. Tardy issues – a student is tardy at the start of the academic day
  - H. Redesign- Implementation – Monitoring committee meetings are open meetings. Minutes should be posted.
- VI. Vice President and Committee Reports
  - A. Bargaining – none
  - B. Grievance – Level 2 – ILS not teaching 20% was resolved and ILS has been assigned a schedule: a Level 3 is being filed due to administrators who returned to teaching positions were made ILS without going through the application process
  - C. Committee of Political Education – looking for members

- D. Professional Development – money is available – forms on line
  - E. Sick Bank – no report
  - F. Superintendent’s Committee – meeting next week
  - G. Election Committee – no report
  - H. New Teacher Committee – bus trip is scheduled Sat.
  - I. City Wide School Centered Decision Making Team – trainers are available
  - J. Finance Advisory Committee – no report
  - K. Bylaws Committee – no report
  - L. Minority Affairs Committee – conference Sat. in Boston area; consider the summer conference; recruit for the MTA and SEA conventions
  - M. Scholarship Committee – no report
  - N. Health and Safety Committee – meeting Tues. Jan 18 5:30 p.m. – 7:00 p.m. at MTA Holyoke office
  - O. MTA Board of Directors – no report
- VII. Treasurer’s Report  
**Motion** to receive Treasurer’s Report **Approved**
- VIII. Unfinished Business
- IX. New Business
- X. Adjournment  
**Motion** to adjourn at 5:07 p.m. **Approved**

Respectfully submitted,  
Carolyn Harris  
Recording Secretary