To: ZEA Executive Committee

From: Heather Taylor

RE: ZEA Executive Committee Minutes for Tuesday, January 15, 2013

Present: Candace Haudenschild, Diane Higgins, Heather Taylor, Autumn Wilden, Katie Sites, Wendy Lowe, Cindy Weaver, Dee Payton, Mary Newton, Jere Kay Gardner, Amanda Smock

***1***. Call to order at 4:19

***2*. Reading and Approval of Minutes** from October 16, 2013. Motion to approve  Diane, first, Candace second, minutes approved.

***3*. President’s Report:**

A. **Negotiations** - Negotiations committee meet earlier today. Issues that remain to be resolved for this contract are insurance and salary. Autumn will be releasing an update detailing the specific items that we have Tentatively Ageed (T.A.ed) to date via email.

B. **ZEA revised Constitution and by-laws -** approved until 2018, but we do need to vote on it again.

C. **Ethics and Conduct Meeting for Members -** an OEA attorney is in the process of finalizing a date for this type of meeting either the end of this month, or in February.

D. **Elementary - Additional After School Night Programs -** This has recently been discussed with Mr. Martin. Administration is looking at the contract for required number of after school meetings. The reasoning for adding these is good, however it needs to be worked out somewhat so as not to overburden the teachers, nor required something that violates the contract. Autumn suggested meeting with a group of elementary teachers.

• Teachers are being asked to fund these with their own money also.

E. **Separating Rumor and Emotion from Fact -** this issue causes the most misunderstandings, is counterproductive on many levels, and wastes anyone’s time who is involved.

• When a concern is relayed to the union president to handle it should have specific details based on facts. If someone said the principal said something, then Autumn needs to know which principal, at what time and date, exactly how it was conveyed and in what form, the venue, and exactly what was conveyed. Do not be afraid to ask someone telling you something if that person heard or saw it themselves, and if they did not, then how do they know it is fact and if it can be verified as fact.

• Questioning does not mean you do not trust the member talking to you to get things right. It means you are doing your “job” right.

• Taking an issue to administration that has incorrect detail undermines our credibility.

F. **Please Remind members of the following:**

   • Insurance questions - call ALR (Mike Young or Mary Beth) or call the administrative

     office

   • Retirement Questions - call STRS

   • Questions about pay - Call Jolene at the at the administrative Office (or email)

   • District policies and/or curriculum - CHECK your contract. If it is not in the contract

     then first contact the appropriate administrator and communicate your concerns.

     Examples might be report cards, paper workload, or an academic program. These

     are administrative issues. If you have discussed this with administration and have not

     seen any changes, and still feel passionate about it, contact your building rep.

   • This includes making your principal aware of any situation that you are concerned

    about. Procedure is to first try and resolve a concern like that at the building level with

    the principal.

   • Document what you and others do or say, and dates if there are meetings.

G. **Union Involvement in problem situations** - in potentially serious individual situations, where teachers are in a situation that could directly or indirectly impact their job - We have and a number of these situations this year, and in past years (4 so far this year). If you are facing a possible verbal reprimand or other consequences, you have a choice whether to call for union representation and involvement. Some teachers choose to handle everything themselves. ZEA reps highly recommend that you do involve the union. Further, it is suggested you never sign anything without union representation.

***4***. **Treasurer’s Report:** No report, treasurer not present.

***5***.**Committee Report:**

 a. Budget        b. Dress Code         c. Finance              d. Fund for Children & Pub. Ed.

 e. Insurance    f. Membership        g. Negotiations        h. Nominations

 i. Grievance     j. Scholarship         k. Sick Leave Bank l. Superintendent’s Ad. Comm.

m. Technology n. Other

***6***. **Building Concerns:**

a. **ZHS** - recycling - will contact middle school

b. **New Tech** - none

c. **ZMS** - none

d. **Zane Grey** - none

e. **National Road** - Weekly phone calls for positive feedback.This is being required at Zane Gray also. This seems too much on top of all other required communication.

- If you have an aide, who is responsible to discipline problems with an aide? This is up to administration. Teachers can talk to an aide about a problem, but administration should take care of discipline not the teacher. Be sure to record all actions that you take should the issues be taken to the court.

f. **John McIntire** - none

g. **Community School** -none

h. **Other** -

***8***. **Old Business** -

***9***. **New Business** -

***10***. **Announcements** -

***11***. **Adjournment** - 5:38