



HAYWARD EDUCATION ASSOCIATION

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Website (announcements, forms, contract, etc.): www.heahayward.org



July 11, 2023 – Tuesday Tidbit

Welcome Back!



Welcome back! We are in hopes everyone had a restful break and rejuvenation is in place (at least until the next break!)

Along with the message of welcoming, we have included some information to start off the year according to the contract.

New Administration at the Sites

At two of the three year-round sites there are new administrators (Eldridge's Principal: Brian McComb and East Ave's Principal: Deirdre Taylor and AP: Dylcia Hernandez.) While these folks may not be new to the district, they may need some introduction to the practices at the sites which have served the site well in the past under former administration – or there may be some welcomed new approaches. Either way, we would encourage folks to use SBDM meetings to the fullest extent to reach consensus on both continued and new practices.

Evaluation (Article 13)

While we wait for the Evaluation Timeline in all its detail, we wanted to give you a starting place of what to expect. During the staff meeting on the teacher workday, the site admin should have:

- Covered the evaluation process
- Let you know whether you will or will not be evaluated this year
- Distributed forms and discussed next steps, including the scheduling of meetings

Please remember that if you are a prob or a temp, they must evaluate you. If you are a veteran and your last evaluation was in good standing then you may eligible and want to consider a peer evaluation or portfolio (neither of which includes a formal evaluation from site admin.) You may also request a 5-year skip option. Please see Article 13 Evaluation in [the contract](#) for details. **If you have any questions anywhere along the way about the process or feel that something is not right, contact your site rep, your HEA Board Liaison - Elvia Gauzin (ecgauzin@gmail.com/510-731-7126), or the HEA office (office@heahayward.org) and we will help in any way we can.**

Class Size (Article 12)

During the first 15 days of school, the class sizes may be over contractual limits while the district "balances" the classes. We know it is difficult to move students and/or teachers around after 3 weeks of bonding and teaching and we are proposing to shorten this time during our current contract negotiations. Unfortunately, the 15 days remains while negotiations continue. That said, during the first 15 days, the enrollment team meets and reviews enrollment at the site, and within grade levels

trying to balance the class sizes (Julie Rubia from Eldridge is a member on the Enrollment Team representing and advocating for year-round teachers and students.)

Despite best efforts, students are sometimes moved from one class to another and teachers may be moved to another grade level or to another site. If there is a loss of a class/teacher, the district should follow the Transfer Language in [the contract](#). For example, if a third grade is "dismantled" due to enrollment, the admin should hold a staff meeting and let folks know that they are losing a class/teacher. They should ask if there is a volunteer to leave the school. If there is not a volunteer, then the least senior member of the staff would be placed on an involuntary transfer list and in order of district seniority, along with other folks in the district on the involuntary transfer list, would choose an assignment from a list of vacancies.

If the least senior member is a temp, they may be, as an "at will employee", let go – but, typically we advocate for the need to retain them and be placed on the involuntary transfer list. It is never pleasant but when it happens, we advocate as strongly as possible for the best interests of our members and students in maintaining classes.

If there is an addition of a class or a newly formed combo class, the admin should meet with the staff and take the same approach as described: asking if anyone wants to volunteer to take the newly formed class; If not, then the site admin has assignment rights and may move folks according to considerations of need, credentials, and experience.

In the end, no matter the reason, if there are changes at the site concerning assignments, please contact Mercedes Faraj (president@heahayward.org) and/or Elvia Gauzin (ecgauzin@gmail.com /510-731-7126) so we can assist and advocate! While we are not always successful, we have had more success than not in the past!

Please note: The compensation for overages does not start until after the classes are balanced. Special Education classes, as a practice, are balanced, immediately, and are not impacted by the 15-day period since the placement of students is known ahead of time based on IEPs, etc.

Staggered Reading (Article 10 Hours A.1 c)

Staggered Reading is a right that teachers in grades 1-3 have. It is an am/pm grouping of students making the class sizes smaller for an hour's time in order to better meet the needs of our students. **If you are interested in having staggered reading in your class and do not opt out, please let Elvia Gauzin (ecgauzin@gmail.com/510-731-7126) and Mercedes Faraj (president@heahayward.org) know so we can help with schedules** because in the past, the district has not counted minutes correctly and it took HEA to help make the schedules align with contract rights and state minutes.

Trainings

All of us received notice about the ZERO HOUR (district mandated) trainings that need to be completed by October or November. The district's message implied that we were to complete the trainings on our own time. We have "reminded" the district that, in the past, the trainings have been completed during staff meetings and/or folks filled out timecards indicating the hours it took them to complete the trainings. Folks were compensated accordingly for the time outside of the workday used to complete the trainings. **We have not yet heard back from the district, so for now, hold on completing the trainings on your own, until we have come to a common understanding with the district. If you have already done some trainings, please fill out a timecard and send it to HR and CC HEA and we will follow up regarding compensation.**

The Teacher Workday and Staff Meetings

According to [the contract](#) (Article 10 Hours D. 2 c), a staff meeting held on the teacher workday should not exceed 2 hours. **If it does exceed that time frame, please let Elvia Gauzin (ecgauzin@gmail.com/510-731-7126) and Mercedes Faraj (president@heahayward.org) know and we will work towards a settlement of the contract violation. There should not be any other meetings on the teacher workday except for the staff meeting. This time is intended for members to work on the curriculum, classroom set up, and getting ready to greet the new school year.**

Year Round/Traditional School Year

If you work **both** the year-round and the traditional schedules, please let your site rep (FRA), your HEA Board Liaison – Elvia Gauzin (ecgauzin@gmail.com/510-731-7126), and Mercedes Faraj (president@heahayward.org) know, so that we can align the schedule with the number of days in your work year and the students' and programs' needs.

HEA Office Hours/Contact

The HEA office staff is working a reduced schedule until August 11th and will be available by email (office@heahayward.org) on **Tuesdays-Thursdays from 12:30pm-4:30pm** or in the HEA office (93 Jackson St. Hayward, CA 94544) on Wednesdays from 12:30pm-4:30pm.

Additionally, HEA's Board Liaison for all year-round sites, Elvia Gauzin at Park Elementary, is available by email and phone (ecgauzin@gmail.com/510-731-7126) Monday-Friday from 8:00am-4:00pm. You are also always welcome to contact HEA President, Mercedes Faraj, directly by her email (president@heahayward.org.)

For FRA Reps

We will have our first official FRA meeting in September but please do not hesitate to contact HEA with any questions between now and then.

Mercedes plans to make some visits to the year-round sites during July and August. Please email her at president@heahayward.org to let her know days and times that work best for you and the members at the site.

Finally, thanks in advance for all the work you do!!!

**We are stronger when we
Stand Up! Stand Strong! Stand Together!**



- **HUSD School Board Meeting – Wednesday, 7/12/23 @ 6:30pm**