

August 16, 2023 – Wednesday Wind-up



It Bears Repeating

Much of this was sent to Year-rounds in their welcome back Friday Follow-Up (Tuesday Tidbit) in July, but we thought Traditional calendars could use much of the same pieces of information as we begin a new year....

New Administration at the sites

Along with our new Superintendent, we have some new faces to site administration as well. While some of 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)

Included is the [Evaluation Timeline](#) in all its detail. As a starting place, on the Teacher Workday, during the Staff meeting (yes, the contract allows for a 2-hour staff meeting), the site admin should:

- Cover the evaluation process
- Let you know whether you will or will not be evaluated this year
- Distribute forms and discuss 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, please contact your site rep (and they will share it with HEA leadership) or HEA leadership directly.***

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 remain while negotiations continue. That said, during the first 15 days, the enrollment team meets and reviews enrollment at the site and within grade levels

and tries to balance the class sizes (Julie Rubia from Eldridge is the Year-round calendar representative on the Enrollment Team and Kim Steffen is the Traditional calendar representative on the Enrollment Team. Mercedes, President of HEA, also sits on the team. All are representing and advocating for 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 your FRA rep, who will then forward the information to Mercedes, or you can give the information directly to Mercedes, 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 your site rep and/or HEA Leadership 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 Public Works (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, let site reps (FRA) and/or Mercedes (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 setup, 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, 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's hours are **Monday & Wednesday-Friday from 9:00am-4:30pm** (we are closed on Tuesdays.) The best way to reach us is by email ([office@heahayward.org](#).) You are also welcome to call (510-538-1051) or visit the HEA office (93 Jackson St. Hayward, CA 94544), if needed.

Additionally, you are 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 on **September 11th**, but please do not hesitate to contact HEA with any questions between now and then.

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



Special Education Conference – Application Deadline Sept. 1st!

HEA is looking to sponsor 2 Members to attend the CTA Special Education Conference that will be held in Orange County on October 6th-8th. This conference covers a wide variety of special education topics of interest to the classroom educator and resource professional. Sessions are peer-led to ensure you are learning from experienced educators while exchanging perspectives and networking with colleagues.

If interested, email [office@heahayward.org](#) before September 1st! More details about the conference and how to apply to be sponsored by HEA can be found in the [attached Special Education Conference flyer](#).

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

Mark Your Calendar Mark Your Calendar Mark Your Calendar Mark Your Calendar Mark Your Calendar Mark Your Calendar

- HUSD School Board Meeting – Wednesday, 8/23/23 @ 6:30pm
- HEA Board Meeting – Monday, 8/28/23 @ 4:00pm
- HEA FRA Meeting – Monday, 9/11/23 @ 4:00pm