

## **Representative Assembly Agenda**

11/28/11  
4:00 p.m.  
NUEA/IEA Offices

### 1. Welcome

- Mark passed out the "mailer" list – try to identify the schools that they are from
- Beginning of the meeting winner – Pat Fallon
- SPARKS Training – is for teachers within the 1-5 years of teacher – Feb 10 & 11 is training – email Mark with names – can send 2 or so from our district
- Midwest Leadership Academy – January 13-15 at the Sheraton in Chicago, sign up before December 6<sup>th</sup>
- Election tomorrow – write-ins are Carol Higgins, Dan Iverson, Dave Carroll, and Mike McManis March 15-17, 2012.
  - i. only 12 real spots, President is an automatic
  - ii. everything in the packet should come back to psac

### 2. Grievance Training

Cynthia Baston

- Very important to take notes when the member first approaches you
- Let the individual tell their story
- Refer to the yellow handout "Effective Investigation Interview Tips"
  - i. Really need to stay objective
- Make sure the person you are talking to knows who you are going to go and talk to with the information
- Make sure that you keep the information confidential
- Article 2.2 - review this for the rights of the employee
  - i. Employee has right to have Association member present
  - ii. Employee should have received written document of why they need to appear
- Attending an evaluation meeting does not meet the "discipline" guidelines for grievance but some admins will allow rep in the room.
- An employee signature on an evaluation only makes notice that they have received it. Not that it means they agree with it. Under our contract, if you disagree with something in the evaluation, you have the right to write a rebuttal.

### 3. Secretary's Report

Vicky

### 4. Treasurer's Report

David

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- Budget Report
  - Financial Statement

5. Negotiations Brain storming session

6. Presidents Report

Mark

- Elections November 29
- SB 7 Team selection first meetings
- Professional Growth Report
- Midwest Leadership Conference

7. Great Lakes Turn

8. UniServ Report

Carol

Curt

9. Old Business

10. New Business

11. Adjournment

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