

CTAA
Minutes of General Membership Meeting
Monday, November 24, 2008

Convened at 3:55 p.m. in Felix Festa Middle School Main Library Classroom (E-108)

Schools represented: Bardonia, Birchwood, FFMS-A Wing, FFMS-C Wing, FFMS-DWing, FFMS-E Wing, Lakewood, Laurel Plains, New City, Woodglen

Also in attendance: NYSUT Labor Relations Specialist Moriah Olsen

Not attending: Congers, Link, Little Tor, North High School, South High School, Strawtown, West Nyack

Meeting conducted by CTAA President Fran Rutigliano

Fran conducted roll call.

Old Business:

~Correction to Minutes of September 22, 2008:

Upon completion of the NCLB requirements for certification, T.A.'s will receive a one-time bonus of \$225. (not \$250.).

New Business:

~ Teaching Assistant Bonus clarification: in order to receive the one-time \$225. bonus, certain criteria must be met as follows:

- (1) T.A. must have three (3) years of service
- (2) Provide proof of satisfying NCLB requirement, which includes all of the following:
 - (a) Official New York State accredited transcript
 - (b) Official New York State test results
 - (c) Certification, **and**
 - (d) Tenure

An application must be submitted to Personnel.

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- ~ **Thank you** to our teaching assistant Dina Reisman for volunteering to update our CTAA website. CTAA minutes, as well as links to My Learning Plan will be posted there.

- ~ **Legal Services:** a list of attorneys can be found at the NYSUT website: **NYSUT.org**. and scroll to **NYSUT Member Benefits Trust**. Please check site for legal consultations.

- ~ **T.A.'s Subbing for Teachers:**
 - if you sub for a teacher for less than ½ day, there is no compensation.
 - broken up, accumulated *time is not eligible for compensation*.
 - in order for T.A. to be compensated, a teacher absence must be documented on AESOP requesting a ½ day substitute.
 - if a ½ day substitute is not requested, these hours may be split up among staff members in time slot increments.
 - * A notice was sent to all building principals by Jeff Sobel May 8, 2008.
 - if you are eligible for compensation, the school secretary must submit hours on AESOP and payroll for you. **Do not** submit it yourself in AESOP.
 - Remember to check your paycheck to verify that you have been paid the correct amount for the hours you have subbed.

- ~ **Certification:**
 - Requirements need to be met in order to retain your position as teaching assistant.
 - * Please contact Pat Villari at Little Tor for any information.
 - * NYSUT and the New York State Department of Education offers test preparation materials. **Please do not print from these sites at school.**

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- ~ **Internet/e-mail Accounts:** Please make sure that you have clicked "**Accept**" on the disclaimer pop-up attached to your e-mail account. Be aware of what you are opening as e-mail. There have been incidents of inappropriate messages getting through the district filters to staff e-mails.
 - School e-mail is for school e-mail only.
 - Please do not open or especially forward any jokes, or anything you are not sure of its origin or content.
 - Do not forward e-mails to your home e-mail.
 - When accessing educational sites, please make sure they are legitimate sites and that they do not lead to chat rooms or other inappropriate sites.
 - Should anything inappropriate appear in your e-mail, please delete immediately and notify your **building principal** and **Information Technologies** as soon as possible.

- ~ **Newly hired T.A.'s:** Fran asks that all building reps make every effort to meet with any newly hired teaching assistants in your buildings.
 - Welcome them and let them know you are the building rep.
 - Ask if they have received a copy of our CTAA contract. If not, please have them contact Jeff Sobel.
 - * Advise newly hired T.A.'s of AESOP, My Learning Plan, benefit information, contract information, and about passwords for e-mail, etc.

- ~ **Health:**
 - Teaching assistants are permitted to wear latex gloves while working with our medically fragile children.
 - * Gloves should be worn whether it be for drooling, toileting, feeding, etc.
 - * **Reminder:** change gloves whenever they may come in contact with any body fluids and remove them in the proper manner so that the outside of the glove does not come in contact with your skin. **Remember what we were taught at "Bloodborne Pathogens!"**

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~ **State Budget:**

- NYSUT has been lobbying in Albany against the budget cuts proposed by Governor Paterson that include a mid-year reduction of \$ 2.5 million in education aid.

~ **Sick Bank:**

- To date, the CTAA Sick Bank has already donated days to three (3) members of our unit with serious medical conditions.
- If you need to request ½ pay sick leave, you must use your own sick and personal days first
 - * You must provide a *doctor's note* and a *request written* by either yourself or a close family member requesting sick bank time.
 - * Both documents should be submitted to President Fran or Jeff Sobel in Personnel as soon as possible.
- Thank you to all who have contributed to the "bank." If the time you have contributed has been used for a member, you should receive a letter. It also should be reflected on your payroll stub.

~ **Sick Leave Accrual:**

- If you are planning to retire and wish to receive payment for sick leave accrual, please check the contract for specific details (*Page 13, Article VIII, Paragraph 2*).

~ **NYSUT Member Benefits Trust:**

- In addition to our CTA Welfare Fund dental plan (Fitzharris & Co.) there will be a new in-service dental plan offered by NYSUT Members Benefits Trust provided by MetLife beginning January 1, 2009. A premium will be charged. Some of the highlights of this new plan are:
 - a) Freedom to choose a dentist you prefer, but you will incur the least out-of-pocket expense by choosing a MetLife participating dentist.

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- b) You can purchase coverage for dependents up to age 25 without full-time student status.
- c) The annual maximum benefit is \$2,000. per person.
 - * More information will be available to eligible members by mail next month.
- NYSUT offers Social Services to our members confidentially and free of charge. Can help with:
 - * Finding counseling services for you and family Members
 - * Information on specialized services for a disabling Condition
 - * Qualified homecare for your aging family members
- Log onto the *nysut.org* website and click on *Social Services* under the Resource Menu or call directly *1-800-342-9810 Ext. 6206*.

- ~ *People to People Fundraiser:* Our Brown Bag Lunch Day raised \$1,712. within Clarkstown with four schools not participating. A county total of \$5,000. was sent to People to People to benefit the needy of Rockland County.

- ~ *Room Temperature:* if the temperature of the room where you are working falls below 65 degrees, please notify your building administrator as soon as possible and please send an e-mail to Greg Montague and Chris Serra listing *building, date, temperature, and room affected*.

Meeting adjourned at 4:30 p.m.

Respectfully submitted.

Bobbie Fanelli, Secretary

