

SHTA *news*

No. 1 • 20 September 2010

Message From the President

Welcome back! I know, I know—it's the middle of September and summer break seems a hot, hazy memory. Still, I hope the opening of the 2010-2011 school year has been successful for each of you. Before the start of school, I toured the buildings and found the work of the clerical, secretarial, ground crews, food service and custodial staff to be exemplary in preparing the schools for opening day. Many of you also came in—on your own time—to prepare your classrooms and instructional materials. As a result, this school year is off to a great start.

Throughout the summer I continued to represent your interests. Along with several other members I attended a meeting to discuss our medical and prescription coverage. We will continue to discuss these issues as they relate to negotiations. I also attended the regular meetings of the Board of Education in June, July, and August. I met with the officers and the chairperson of PR&R to plan for this year and I welcomed our new teachers to Shaker. Additionally, I assisted with problems with leaves and payroll.

As you know, our one-year contract expires on December 31, 2010 and we will be negotiating this fall. Read the Salary-Tenure report for more information. Please make every effort to stay informed. Read the Newsletter. Talk to your representatives: officers, executive board, and building representatives. For your convenience, I have listed them here: Officers: President Rebecca Thomas, Vice-President Dollye Finney, Secretary Matt Zucca, Treasurer Bill Scanlon; Executive Board: Investments—Bill Scanlon, Legal Aid—Chante Thomas-Taylor, Legislative—Anna Hruby, Membership/Elections—Stacy Elgart, Policy—Dave Klapholz, Professional Rights and Responsibilities—Mike Sears, Public Relations—Debbie Ashbaugh, Publications—John Morris, Salary-Tenure—Rebecca Thomas, Social—Darlene Garrison, and Teacher Education—Steve Smith; Building Representatives: Boulevard—Vanessa Nichols, head rep., Kevin Hill, alt.; Fernway—Selena Brown, head rep., Crystal Hayduk, alt.; Lomond—Darcel Arrington, head rep., Jocelyn Dietz, rep., Kevin Walker, alt.; Mercer—Lisa Hardiman, head rep., Lena Paskewitz, rep., Maria Baker, alt.; Onaway—Susan Mears, head rep., Amy Santos, rep., Bonnie Hoynacke, alt.; Woodbury—Barbara Wilcher-Norton, head rep., Robert Bognar, rep., Wendy Lewis, rep., Pam Anderson, alt.; Middle School—Paul Repasy, head rep., Cari Flox, rep., Susan Landi, rep., Lynne Shields, rep., Dexter Lindsey, alt.; High School—James Schmidt, head rep., Brian Berger, rep., Shana Black, rep., Beth Colquitt, rep., Andrew Glasier, rep., Kimberly Ponce De Leon, rep., Amanda Rabatin, rep.

Our contract is online at SHTAWEB.org. It is in PDF format which makes it searchable. For example, if you want information about tuition, use the Control key with the letter F (for Find) and type in the word "tuition" in the search box. You are welcome to attend any meeting of the Representative Council. Our meetings are listed in the Shaker calendar as well as on our web site.

This will be my sixth year as president of the SHTA. It is a privilege to work on your behalf. I look forward to facing the triumphs and challenges of this school year with all of you.

*Respectfully submitted,
Rebecca Thomas, president*

Reports from the Executive Board

VICE PRESIDENT'S REPORT

Welcome back to the 2010-11 school year to the returning members of staff and a warm welcome to our new colleagues. I hope that you all had a safe and restful summer and that your year is off to a great start. Over the summer, it was my pleasure to meet with the officers to plan, debrief and discuss the Association's agenda. It is an honor to serve with this team of officers. They are well informed and committed to the membership of the SHTA.

I would like to remind SHTA Fellowship recipients that your receipts for reimbursement are due at the end of the month. Please forward this information to me at Boulevard School. Please allow me 2- 3 weeks from the time of your request to receive your check. A number of Fellows have not yet submitted your receipts. I hope that you will take advantage of this opportunity.

As a part of my responsibilities I attend the PTO Council meetings on behalf of the Association the meeting times and locations are printed on the PTO calendar. The Council, at no charge, annually provides each teacher with a copy of the PTO calendar. All teachers and parents are automatically members of this organization. Please consider making a contribution to the PTO Annual Drive. This year, in an effort to reduce costs, envelopes may not have been included in your calendar this year. Please send your contributions to the PTO Council via inner office mail and mark your envelope STAFF. Each year our teaching staff overwhelmingly supports the PTO and I really appreciate your support. Please also join me in welcoming the new PTO Council Co Presidents Mrs. Stacey Reed and Mrs. Karen Slovikovski, as they will join our monthly Representative Council meetings.

The Night for the Red and White is scheduled for March 12, 2011 at Landerhaven – please consider what you might contribute to the Silent Auction and consider attending. It is a great event.

I am wishing you a safe a happy school year and feel free to contact me at 4916.

*Respectfully submitted,
Dollye Finney, vice president*

PROFESSIONAL RIGHTS AND RESPONSIBILITIES

Welcome back to our senior staff and welcome to our newest members. While I hope everyone had a restful and healthy summer break, by now I'm sure we're starting to feel like we never left.

My name is Mike Sears and I teach 7th grade World History at the Middle School. This is my 12th year in the district and my 15th year in education. This is my 6th year of involvement with SHTA, and my 1st year as the chairperson for Professional Rights and Responsibilities. This position is also called Grievance Chair. I spent the last two years shadowing Gary Raymont, who retired in June and remains only a phone call away. My extension is 4770 and e-mail (sears_m@shaker.org) is also a great way to contact me.

During the summer I have been assisting members regarding pregnancies. The district policy for maternity leave is clearly outlined in the contract. However, new mothers have to decide how many sick days they want to use and if they are willing to take any unpaid leave through the Family and Medical Leave Act. If you are pregnant, please contact me right away so we can look at a calendar, and I can assist you in a plan that works best for you and your family. You should be aware that notes from doctors do not always allow for additional sick days to care for babies. For example, a note that discusses "failure to thrive" is an acceptable medical reason to use a sick day, but a note that mentions "bonding with the baby" will not be approved because that is not considered a medical condition that allows for a sick day.

Paternity leave is not mentioned anywhere in our contract. If your wife is expecting, contact me so we can discuss an appropriate plan that allows for you to spend time with her and your new baby without violating the contract. For both maternity and paternity leave, contact me before you contact the administration so you understand all of your rights.

It is your responsibility to keep the Personnel Department informed of changes in your family status (over the summer as well as during the school year) concerning **births, adoptions, deaths, divorce, marriage, or entry into military service**. If these changes are not reported to the Benefits Office within **30 days** you will not be permitted to make this change until the next open enrollment, which is usually in November. **Please contact Sue Garber at 4318 of these changes before the 30 day deadline. This may cost you money if you miss this deadline.**

Personal days are personal. No one needs to know why you are taking a personal day. You do **not** need to fill out a form about a personal day. You may simply enter it on AESOP. However, you are responsible for keeping track of your own personal days. If you enter a 4th or a 5th personal day, you will **NOT** be paid for those absences. You may not use personal days before or after a holiday unless you fill out the personal day request form and it is approved by both the building principal and the Personnel Administrator, Lisa Howell. Each case is handled on an individual basis. If you have a question about this, please contact me.

If you use more than 5 sick days in a row, a building secretary will have to enter days 6 and up into AESOP. The Personnel Department reserves the right to ask you for a doctor's note explaining your absence beyond one week. If you use 10 sick days in a row, the Personnel Department is required by law to send you a form about Family and Medical Leave. You may choose to continue using sick days with appropriate

documentation or you may go on an extended and unpaid leave for family or medical reasons. Please call me if you foresee a situation like this one happening.

The current contract is available on our new web site, <http://shtaweb.org>. I strongly encourage you to read it and use it as a reference. I'm also happy to help you with issues of interpretation and clarification.

*Respectfully submitted,
Mike Sears, chairperson*

SALARY TENURE COMMITTEE

The members of the Salary-Tenure Committee are John Morris (High School); Dave Klapholz (High School); Mike Sears (Middle School); Linda Roth, alternate (Middle School); Darlene Garrison (Woodbury); Matt Zucca, alternate (Fernway); and Rebecca Thomas, chairperson (Onaway). The team has met twice to review the surveys and begin to formulate proposals. Susannah Muskovitz, our Association's attorney, attended one of these meetings and will review all proposals. We have another meeting scheduled on September 22. Many members of the team attended an Insurance Committee meeting in June and a Financial Overview meeting on September 16.

We have contracted with Lowell Davis to assist in the financial assessment of the Shaker schools. Mr. Davis served as the Treasurer and Chief Fiscal Officer in Euclid for 35 years. Since his retirement in 1998, he has served as Interim Treasurer for a number of area schools including Cleveland Heights-University Heights, Mayfield, Hudson, Warrensville, and Orange. He is currently a Special Consultant for the Maple Heights City Schools. We are fortunate to have his assistance and expertise.

Even with the passage of the levy in the spring, the financial picture is challenging. The levy collection was proposed to last two years; the Board of Education has directed the Administration not to plan on another levy for three years. Additionally, the financial circumstances in the state of Ohio are at best uncertain and would better be categorized as bleak. Supplemental funding that may be planned for Shaker from the federal government (i.e., Jobs for America, Race to the Top, etc.) will most likely not even replace the monies that are expected to be cut from our funding from the state. We will need to be especially diligent in our efforts to maintain/improve our benefits and receive the salary increases we all deserve.

At the September meeting of the Board of Education there was great satisfaction in announcing the release of the state report cards. "The state results show that two Shaker schools have been rated 'Excellent With Distinction,' five 'Excellent,' and one 'Effective'" [quote from District Highlights]. This was reported as being two A pluses, five As, and a B. The Highlights also featured the success of students in a variety of programs. These successes do not come without a price, so I repeat. We will need to be especially diligent in our efforts to maintain/improve our benefits and receive the salary increases we all deserve.

*Respectfully submitted,
Rebecca Thomas, chairperson*

TEACHER EDUCATION

Every year I am amazed at the talent and background of the teachers that are hired into our district. Shaker is known as one of the best school districts in the country, and we continue to attract the top teacher candidates. I am proud to introduce to our members the new teachers hired for the 2010-2011 school year:

Angela Anderson, James Caffrey, Valerie Crowley, Kathleen Eline, Jamie Harden, Stephanie Jackson–Williams, Krista Krohn, Daniel Moss, Marie O’Leary-Stark, Victoria Ryan, Ann Schmidt, Windy Shiner, Lauren Sullivan, Christina Stouffer, Lorna Thomas, Kristina Walter, and Paula Weiser.

At this month’s meeting for the new teachers and their mentors, I’ll highlight some contract language that will especially affect them. I’ll also give new teachers a list of important dates they have to keep in mind as they progress through the year.

Also, non-tenured teachers have some important dates to keep in mind:

- Salary Reclassification – Coursework must be completed by the **November and April Board Meetings**. Requests must be submitted in time for the November and April meeting.
- Tuition Fund – Deadline for applications is **December 1st**.
- Evaluations – December evaluations and March Evaluations
 - Evaluations must be sent to the Personnel Office no later than 15 days prior to the April Board of Education Meeting.

Please remember that my role with the Association is not just to assist new teachers and their mentors. I am also available to any **non-tenured teacher** who may have any questions or concerns. Please contact me to discuss any aspect of the evaluation process or any other area of your employment in Shaker Schools as you move towards tenure within our district. I can be reached through the district e-mail (smith_st@shaker.org) or at Lomond (295-6385).

*Respectfully submitted,
Steve Smith, chairperson*

LEGISLATIVE COMMITTEE

Welcome back. On July 17, 2009 Governor Ted Strickland signed HB1 into law. In August, you may have heard two seemingly good pieces of news. First, Ohio was given the distinction of being one of only ten states to receive federal grant money through a Department of Education program called *Race to the Top*. In addition, Shaker Heights was one of the few districts to qualify to receive an allotment of those funds. My initial reaction was one of relief. More money on top of the recently passed levy can only be a good thing, I thought. I have come to find that things are much more complicated than that.

Created out of the American Recovery and Reinvestment Act (ARRA), *Race to the Top* is a \$4.35 billion initiative aimed at rewarded states and schools who are most innovative and willing to tackle “deep and systemic reform.” (ODE website) There are four *assurances* at the center of the fund:

1) The standards and assessments assurance will include the adoption of internationally benchmarked standards and assessments. The goal of this is to make

students more competitive in colleges and in the global workforce. I hope that these required benchmarks will line up with the new state standards, as well as those of the IB.

2) The data systems assurance will include the creation of a statewide longitudinal data system to track student progress and drive instruction.

3) The great teachers and leaders assurance is about reforming teacher and administrative preparation programs, recruiting good teachers, and rewarding principals and teachers based on student achievement. On the White House website, it is noted that *Race to the Top* seeks to place teachers in the buildings and subjects where we are needed the most.

4) The lowest-achieving schools assurance is about prioritizing the said schools, and aggressively seeking to turn them around.

Shaker Heights City School District has received \$385,000 of *Race to the Top* funds. The disbursement of this money, however, will be spread out over the course of four years. The grant money, sadly, would not even cover the cost of one teacher's salary in that stretch of time, were we permitted to use it for that purpose. The fact is that we are not merely being handed *Race to the Top* grant money, but instead, are now faced with the task of becoming a *Race to the Top* district. The handbook of rules, regulations, and exclusions is lengthy. Committees are being established at present to deal with how we will meet the criteria for *Race to the Top*. Furthermore, I have come to learn that federal grant moneys like these, along with the \$780,000 we are receiving from *Jobs for America*, do not supplement state funding, but rather, will likely replace a portion thereof. The bottom line is that when the state sees the amount the federal grants will provide us, they will reduce their funding to us by that same amount, putting us no further ahead for having received the grants in the first place.

Despite the lengthy documents about the *Race to the Top* fund, I have yet to read any specifics about some of the most startling changes suggested. As a teacher who is pleased with her district, I hope that what we will gain from this grant will be worth our work and our while.

For more information:

US Department of Education: <http://www2.ed.gov/programs/racetothetop/index.html>

ODE: <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=560>

White House: <http://www.whitehouse.gov/the-press-office/fact-sheet-race-top>

*Respectfully submitted,
Anna Hruby chairperson*

LEGAL AID COMMITTEE

Welcome Back! I am pleased to serve the SHTA as the legal aid committee chairperson. My committee approves requests from our union members for money to assist them with legal fees.

*Respectfully submitted,
Chante Thomas-Taylor, Chairperson*

PUBLIC RELATIONS COMMITTEE

Welcome back to everyone. I am looking forward to serving the SHTA and its members as public relations chairperson again. My responsibilities include placing ads in

various publications such as the Shaker Life Magazine, the Shakerite and the Gristmill. I also am responsible for making donations to various organizations that help to enrich the lives of our Shaker students. In addition I purchase teacher appreciation gifts for our members that are given out during teacher appreciation week. As stated in the SHTA Constitution and By-Laws I will continue to work at fostering mutual understanding, good will and respect between and among students, staff, community and administration. We recently had an ad in the August/September issue of the Shaker Life magazine.

*Respectfully submitted,
Debbie Ashbaugh, chairperson*

MEMBERSHIP/ELECTIONS COMMITTEE

The membership deadline this year is FRIDAY, OCTOBER 1st, 2010. If you pay your dues by check, please submit your check for \$200 to your building representative. If you pay by payroll deduction, SHTA dues will automatically begin with the October 16th paycheck (\$20 per pay). Membership forms only need to be completed by NEW MEMBERS, or as a current member you wish to CHANGE your form of payment and SIGN UP FOR PAYROLL DEDUCTION. If you wish to stop payroll deduction and instead pay by check, please submit a letter requesting the change with your signature.

*Respectfully submitted,
Stacy Elgart, chairperson*

POLICY COMMITTEE

The Policy committee manages issues with the Constitution and the By-Laws of the Association. If there are concerns about the Constitution or By-Laws this year, you will see those concerns described in this part of the Newsletter. In the absence of issues, I will use this monthly space to highlight a part of the Constitution or By-Laws that might be helpful to you. If you have any questions about the Constitution and By-Laws, feel free to contact me.

Welcome back, and have a great school year.

*Respectfully submitted,
David Klapholz, chairperson*

SOCIAL COMMITTEE

Welcome back to the 2010-2011 School Year!! I am looking forward to another year filled with fun events. I am Darlene Garrison and I am the Social Chairperson for SHTA. Our first event is already planned and we are looking forward to seeing all members at the Annual Fall Happy Hour!! On Friday, November 19th from 4-8, plan on spending your evening at Jillian's. We will socialize, eat, compete on the pool tables and toast to another fabulous school year. If you have any suggestions, comments or you just want to chit chat, my school extension is 4997. Have a great year!!!

*Respectfully submitted,
Darlene Garrison, chairperson*

SECRETARY'S REPORT**MINUTES FOR THE REPRESENTATIVE COUNCIL MEETING**

September 13, 2010

Woodbury School

The President, Becky Thomas, called the meeting to order at 4:30 p.m.

Dr. Yates, principal of Woodbury School welcomed the SHTA Representative Council.

The minutes of the May 2010 meeting were unanimously approved.

ADMINISTRATION REPORT: Lisa Howell, Personnel Administrator, was introduced to the rep council. She reported a smooth opening for the school year.

PTO REPORT: Stacey Reed, PTO Council co president, stated that school calenders went out without contribution envelopes. She said that contribution envelopes could be obtained from your school offices.

OFFICERS' REPORTS:**PRESIDENT**

Becky Thomas outlined her responsibilities. She reported she met with the negotiation committee, Insurance committee, Executive board as well as new teachers. She toured the buildings before opening day. She worked on some payroll issues. She discussed the responsibilities of Building Representatives.

VICE-PRESIDENT

Dollye Finney will be meeting with PTO Council throughout the school year. She encourages members to donate to the PTO's annual fund. She asked that teachers who make contributions should identify themselves as such. A Night for the Red & White will be March 12th. Communication about the event will be e-mailed to staff members.

SECRETARY

Matt Zucca explained the attendance procedure and distributed information packets to building reps. He met with Executive board members during the summer and the insurance committee.

TREASURER

Bill Scanlon was unable to attend the meeting.

EXECUTIVE BOARD REPORTS**TEACHER EDUCATION**

Steve Smith discussed his responsibilities. He stated that he recently met with new teachers and will be attending the new teachers' mentoring meeting later this month.

MEMBERSHIP AND ELECTIONS

Stacy Elgart discussed the membership drive. She outlined the procedure for paying Association dues. She passed out membership information to all the head building reps.

POLICY

Dave Klapholz was unable to attend the meeting.

PUBLIC RELATIONS

Debbie Ashbaugh gave a brief overview of her responsibilities. She displayed the ad that appeared in August/September issue of *Shaker Life Magazine*.

LEGISLATIVE COMMITTEE

Anna Hruby stated she would be writing about the Race to the Top grant .

PUBLICATIONS

John Morris reported on his function as newsletter editor. He discussed the development of the Associations' web site. He welcomes input from all members. He requested that articles be submitted to him by midnight of the Wednesday following rep council meetings at morris_j@shaker.org.

LEGAL AID

Chante Thomas-Taylor had no report.

SOCIAL

Darlene Garrison discussed a social event planned for November 19th at Julian's in Cleveland Heights.

SALARY/TENURE

Becky Thomas discussed issues during executive session.

PROFESSIONAL RIGHTS AND RESPONSIBILITIES

Mike Sears stated that he recently met with new teachers. He discussed the importance of members communicating with the association's representatives and board members about problems and questions they may have. He asked that any member, female or male, who is expecting a baby contact him to discuss any days they may need to take off from work. He said that anyone with questions regarding the contract can utilize the association's web site www.shtaweb.org to help them.

BUILDING REPORTS

The following reps asked questions, expressed concerns, or made statements on behalf of the membership in their buildings:

Fernway asked about how other k-4 buildings were handling the breakfast program.

Lomond stated that the building and grounds looked great for the start of the year and that the lunch program process was getting better.

OLD BUSINESS

None.

NEW BUSINESS

None.

At 5:30 the representative council went into executive session. It concluded at 5:45 p.m.

FOR THE GOOD OF THE ORDER

Becky thanked the Woodbury representatives for hosting our meeting.

The meeting was adjourned at 5:50 p.m.

THE NEXT MEETING WILL BE HELD ON MONDAY, OCTOBER 11, 2010 AT FERNWAY SCHOOL.

Respectfully submitted,
Matt Zucca, secretary

Why I'm Voting for Governor Strickland *or* "Something Christie This Way Comes"

This newsletter is a publication of the Shaker Heights Teachers' Association, an independent organization of professional educators in the Shaker Heights City School District. Signed editorials represent the opinion of the author(s) and may or may not reflect the thinking of other officers or members of the Shaker Heights Teachers' Association. Members and friends of the Association are invited and encouraged to express their opinions or share information via this newsletter.

I'm excited to be back to another year of school and I am once again grateful to be able to serve the Association as publications editor. That being said, re-elect Ted Strickland as governor this coming election. Simply put, the stakes are extremely high this November. With an unprecedented focus on budget cuts and increasing pressure to privatize more and more public education dollars, our future as educators in the state of Ohio is at stake this election. Governor Strickland's position on education is clear if you visit his website. His platform includes appointing the largest portion of budget spending to K-12 education since 1980, enhanced classroom methods, improved standards for teacher training and more programs for at-risk students (www.tedstrickland.com). John Kasich's platform is much less articulated and focuses on higher standards, holding teachers accountable, reducing spending, and giving more choice in education (www.kasichforohio.com). However, these details alone are not as telling as who Kasich has recently sought as an endorser and as a model for leadership, Governor Chris Christie of New Jersey (1).

Besides what I feel is Strickland's clearer commitment to public education, Kasich's connection to Christie is a troubling indicator of things to come if he is elected governor. Google "Governor Christie" and "education" and you will see the ways in which Christie is actively decimating the lives of public school students, public school teachers and public school teacher retirees in the state of New Jersey. Elected as a maverick newcomer, Christie attacked the state's \$2.2 billion budget deficit by cutting \$560 million in previously approved education spending, including \$5 million for after school programs that serve 12,000 children in 115 schools (2). For his first budget in office, Christie then announced a \$29.3 billion budget that reduced funding for public education by \$820 million (3), creating the need for New Jersey school districts to rely even more on property taxes for funding. Christie has also sought to limit teachers' pensions and benefits and increase state-funded private school options (2). The Newark Teachers Union, which represents 5600 members and is part of the state's largest school system, estimates that as many as 1,800 nontenured teachers could lose their jobs as a result of these cuts, the largest number since 1970 (2). Christie has also fought with the New Jersey Education Association, which represents 200,000 current and retired teachers, when he called for lowering pension benefits and forcing teachers to pay 1.5 percent of their salaries toward health care (4). In April, voters rejected 59 percent of school budgets after Christie urged the defeat of spending plans in where teachers didn't accept wage freezes (4).

Obviously, Ohio is not New Jersey and John Kasich is not Chris Christie. However, if John Kasich is actively seeking the endorsement and playbook of Governor Christie, is he the kind of man we want to have as Governor? I'm going to have to say, "no". That, among other reasons, is why I will be voting for Ted Strickland in November. I encourage you to do the same and consider joining his campaign at www.tedstrickland.com.

I welcome your voices in the next issues of the SHTA Newsletter. As an independent Association we rely on the strength of our individual members. As editor, I encourage you to share your own viewpoints on issues that relate to our profession.

At the end of this editorial, I am attaching a schedule of submission and publication due dates. I am also attaching some suggestions for formatting letters that are submitted. Please contact me if you have further questions about the format at morris_j@shaker.org. I look forward to hearing more of your voices through our "letters to the editor" section. JM

Sources:

1. **Christie readies endorsement tour**
(<http://dyn.politico.com/printstory.cfm?uuid=EF586529-18FE-70B2-A8F4C2B432777214>)
2. **New Jersey Schools Brace for Governor's Next Round of Cuts**
(<http://www.nytimes.com/2010/03/15/education/15budget.html>)
3. **Christie announces sweeping education budget cuts in N.J.**
(<http://www.dailyprincetonian.com/2010/03/22/25559/>)
4. **N.J. Group Asks Court to Stop Christie Education Cuts (Update2)**

(<http://www.businessweek.com/news/2010-06-08/n-j-group-asks-court-to-stop-christie-education-cuts-update2-.html>)

Tentative 2010-2011 Submission and Distribution Schedule for SHTA Newsletter

The following represents the tentative submission and distribution schedule for the SHTA Newsletter. Submissions include officer's reports as well as letters to the editor.

Wed., Sept. 15th – Submissions due

Mon., Sept. 20th – Newsletter distributed

Wed., Oct. 13th – Submissions due

Mon., Oct. 18th – Newsletter distributed

Wed., Nov. 10th – Submissions due

Mon., Nov. 15th – Newsletter distributed

Typically, there is no December Newsletter unless there is urgent business.

Wed., Dec. 16th – Submissions due

Mon., Dec. 21th – Newsletter distributed

Wed., Jan. 12th – Submissions due

Mon., Jan. 17th – Newsletter distributed

Wed., Feb 16th – Submissions due

Mon., Feb. 21th – Newsletter distributed

Wed., March 16th – Submissions Due

Mon., March. 21th – Newsletter distributed

Wed., April 13th – Submissions Due

Mon., April 18th – Newsletter distributed

Wed., May 11th – Submissions Due

Mon., May. 16th – Newsletter distributed

Submission Requirements

1. Letters to the editor are to be no longer than 500 words in length.
2. They need to include the signature of the author (to be published alongside the letter).
3. The author of the letter will be responsible for the spelling and grammar in the letter. The letters will not be edited after they are submitted.
4. The language and subject matter needs to be appropriate to a public document that represents our Association. The editorial board reserves the right to refuse publication of letters we deem inappropriate. We will ask the author to revise and resubmit.
5. Any letters to the editor not submitted on time will not be published in the newsletter.
6. Type all entries in Microsoft Word.
7. Type in “Times New Roman” size 10-12 font.
8. No headers or footers.
9. Do not worry about titles, unless you would like one for your letter to the editor.
10. One space between each sentence, instead of two.
11. Indent paragraphs with “tab” key only once.
12. No spaces between paragraphs.
13. Write lists in sentence form with commas in between items.
14. Spell check and grammar check (please). Please double-check the spelling of names as well.

15. Email submission as a file attachment, not typed in the text of the email. Please email me if you need help with this.

Following these suggestions will allow me to edit your submission most efficiently. I appreciate your effort in following them. JM

Important Dates

Tuesday, September 14	Board of Education Meeting—Mercer	8 p.m.
Monday, October 4	SHTA Executive Board—Woodbury	
Saturday, October 9 to Sunday, October 17		
<u>Educator Appreciation Week</u> - get 25% off on most books and 10% off on CD's/DVD's.		
Monday, October 11	SHTA Representative Council—Fernway	
Tuesday, October 12	Board of Education Meeting—Fernway	8 p.m.
Monday, November 1	SHTA Executive Board—Woodbury	
Tuesday, November 2	Professional Day/Election Day—No Classes	
Monday, November 8	SHTA Representative Council—Boulevard	
Friday, November 12	Conference Day, No Classes K-12	
Monday, November 15	Conference Day, No Classes, K-8	
Tuesday, November 16	Board of Education Meeting—Woodbury	
Friday, November 19	SHTA Social at Jillian's 4:15 to...	
Tuesday, November 23	Thanksgiving Recess begins at 4 p.m.	
Monday, November 29	Return from Thanksgiving Recess	

Yes!
I (we) want to support
Shaker Heights PTO Council
by making a contribution.

Please make check payable to Shaker Height PTO Council

Name(s) _____

Address

Phone

Employer (if matching grant)

\$20 _____ \$30 _____ \$50 _____ \$75 _____ \$100 _____ other _____

Would you like to stay informed by E-mail?
Please give us your E-mail address

School affiliations

To make your donation, please print this page and complete the information.
Return the form with your check to Shaker Heights PTO Council c/o 15600 Parkland
Blvd., Shaker Heights, Ohio 44124—send via School Mail.