

Are you in the KNOW?



CEA has heard from many members concerning the *Liaison Committee*, so I felt it was important to re-address this important topic.

What is it? It is a joint committee to review and discuss problems and concerns within your building.

Who is on it? It is a committee of three (3) CEA members and three administrators of your building (principal, vice principal or supervisor.) *It may be a Building Rep, but does not have to be.*

When? The meeting should occur monthly with the CEA representatives preparing the agenda and leading the meeting.

If you want to be trained on this topic, please email Mike Spahr at mspahr@mseanea.org



Our first **CEA Representative Assembly** will be Monday, September 18th @ 4:45. You should have already received a flyer in your box. This is a great opportunity to have a voice within your Union, learn more about the *Liaison Committee* and other educational initiatives, as well as, share concerns or celebrations that are happening in your building.

BONUSES: *A light dinner will be served.

*Childcare will be provided.

*There will be door prizes.



If you are taking or considering taking a college class, please make sure you follow the “*Administrative Procedures for Policy #6110 (Personnel) Regarding Reimbursement of Tuition, Coursework, and Training for professional and Educational Support Employees*”. You **must** request Pre-Approval for college tuition reimbursement, then follow the deadlines for submitting the appropriate documentation for reimbursement.

Dr. Karol sent out an email on August 1st explaining these procedures. She will be resending it this week. **Please save that email as a reference resource.**