Throughout the school year, MTI provides a weekly Friday Update e-mail to MTI member leaders. Given the ongoing pandemic and school closures, MTI will be extending this weekly update to **all MTI members** in order to share timely information during this time of crisis. This weekly update will include summaries of daily e-mail blasts that MTI members will receive throughout the week and provide additional, timely information and updates.

**WORKING FROM HOME SURVEY**

*LET US KNOW HOW IT'S GOING WITH YOU.*
These are truly unusual times and significant decisions about how MMSD is responding while schools are closed are being made quickly. MTI is working to advocate for members on a variety of issues that involve working conditions as well as how instruction is being provided to students. We have gotten feedback from Faculty and Building Reps as well as direct communication from members on a variety of topics.

This week we are asking all members to provide feedback on how their work is progressing. This feedback will help guide our continued advocacy. Please take a few minutes to complete this survey. We know that MTI members have many roles in MMSD and want to hear from all positions and job classifications.

Participate in the MTI Survey

A Message from MTI President Andy Waity

A phrase heard frequently refers to the "new normal" of living in a global pandemic. We all find ourselves challenged as we seek to adapt to situations that are far outside what we've experienced before. Shifts in the way that we do our work have come rapidly and we have been forced to adjust to changing expectations and conditions. This unpredictability impacts all of us in many ways, personally and professionally. It is important to recognize that the current reality isn't "normal" and recognize that we are all doing what we can to make the best of truly difficult circumstances.

Even in these times of uncertainty, there are some constants that we
part of the community and once again are providing vital supports for
students and families. Members have risen to the challenge and have
shifted to working remotely incredibly quickly. The Madison community
knows that the employees of MMSD can be counted on.

Another constant is the sense of Solidarity that being part of MTI
brings. As members work to connect with students and keep MMSD
running they know that their Union colleagues are there for them. No
individual stands alone, we all join together to provide the strength,
knowledge, and compassion that will help us overcome the many
obstacles of this pandemic.

Whatever this "new normal" means for you, remember that the "old
normal" of MTI and Solidarity is always there.

MTI Names Edward Sadlowski
as next Executive Director

We are excited to announce that MTI has hired Ed Sadlowski as our
next Executive Director. Ed has a long history as an advocate for
employees in both the public and private sectors. He has most
recently worked for the Milwaukee Teachers Education Association as
a Deputy Director. Ed has lots of Madison connections and worked for

The MTI Cabinet on Personnel met frequently this spring to conduct
the search and interview candidates. In the end, Ed's experience,
passion, and commitment to member-led unionism made him the best
choice to succeed (no one can replace) Doug Keillor as Executive
Director Ed will begin working for MTI on June 1, 2020 to allow for a transition period before Doug’s retirement on June 30.

Are your eyes 👀 feeling a bit overworked this week? Try out the 20-20-20 rule.

**THE 20-20-20 RULE**
Reducing the effects of Computer Vision Syndrome

**EVERY 20 MINUTES...**

**...TAKE A BREAK FOR 20 SECONDS...**

**...AND LOOK AT AN OBJECT 20 FEET AWAY.**

Computer Vision Syndrome (CVS) is one of the most common stress injuries in the workplace. Caused by staring at a computer monitor for too long, CVS can cause headaches, blurred vision and dry or watery eyes.

Follow the 20-20-20 Rule and give your eyes the break they deserve.
All MMSD schools are closed for the remainder of the academic year. Governor Evers has extended the Stay At Home order until May 26. Read the Governor’s Extended Order.

MTI has gained MMSD assurance that all regular MMSD staff, i.e., other than daily substitutes, will continue to be compensated while schools are closed through the duration of the pandemic (see MMSD compensation info here).
MTI leadership has weekly check-ins with MMSD leadership to discuss virtual learning plans and employee feedback.

- The District has commenced virtual/web-based learning and has provided staff some PD and overview of work expectations. View the Virtual Learning FAQ we have created for members.
- The District has communicated leave policies to employees who are unable to fulfill the new expectations for working remotely due to medical and/or childcare issues related to the pandemic.
- The federal government has enacted legislation to provide some defined paid leave time for employees impacted by the pandemic.
- MTI has waived USO-MTI dues for substitute teachers, sub SEAs, and sub clericals for the remainder of the 2019-20 school year given their unpaid status.
- MTI is offering Solidarity Fund loans of up to $1,000 for MTI members in need of financial assistance and has provided over $31,000 in loans to thirty-three (33) members in need over the past three weeks.
- MTI has donated $50,000 to the United Way to help fund community support during the pandemic and we will be linking interested and available members to volunteer opportunities available during the pandemic.
- Our state and national affiliates (WEAC and NEA) have been in constant communication with Governor Evers, and state and national elected leaders and executive orders and legislation have been enacted to address aspects of the pandemic.
- We have become more adept at communicating by Zoom and other virtual platforms than we had ever hoped.
- All of us need to take care of ourselves, our family, and our community and follow the recommendations of public health officials relative to hand washing, social distancing, etc.
WHAT WE ARE STILL ADVOCATING FOR

What We Are Still Advocating For

- Pay for substitute teachers, sub SEAs, and substitute clericals during school closures. Since the District has not agreed to pay these employees, MTI encourages members who suffer unpaid status to apply for unemployment benefits (more information here).
- Meaningful MTI teacher voice in the evolving plans related to virtual/web-based learning.
- Our belief that the District’s primary focus during the pandemic should be in supporting the health (physical, emotional, and mental) and well-being of all students, staff and families.
- Flexibility in District leave policies during the pandemic to allow staff to care for themselves and their families during this public health crisis.
- Through our state and national affiliates (WEAC and NEA), we will continue to advocate for additional resources from our state and federal government to provide support for all students, families, workers, and employers during the pandemic. Read the NEA one-pager highlighting the impact of the Families First Coronavirus Response Act.
- Compassion, empathy, flexibility, grace, understanding, and Solidarity as we collectively rise to this challenge.
BOE Reopening Application Process for Superintendent position this May

On Monday night the BOE had a closed session discussing the next steps for hiring a permanent MMSD Superintendent. The school board has decided to reopen the search for new applicants to apply starting in May. The Board will also likely need to secure an interim Superintendent as Jane Belmore has committed to serving in her role for one year.
THINGS YOU CAN CONTROL:

- Your sleep routine.
- How you speak to yourself.
- Who you follow on social media.
- What you eat.
- Your mindset.
- The way you treat others.
- Your outlook.
- How soon you try again after you fail.

THANK YOU

Could’t do it without you.
The one who gets it done.
We appreciate you.
Seriously, you’re awesome.
You keep this place going.
Very grateful for you.

April 22: Administrative Professionals Day

Wednesday, April 22, is Administrative Professionals Day, a day of recognition and celebration of the work of secretaries, administrative assistants, and other office professionals for their growing and diverse contributions to the workplace.

Administrative Professionals Week was formerly "National Secretaries
Weeks ago, the Professional Secretaries International changed its name to the International Association of Administrative Professionals to reflect the expanding role of office staff. MTI represents approximately 200 MMSD administrative clerks, secretaries, and other administrative support personnel in our Educational Support Employees Association (ESEA-MTI) bargaining unit. These individuals provide critical and often unrecognized support to District employees, students, and families in school offices and central administration.

Please take time on April 22 to reach out and extend thanks to the administrative professionals that you interact with who perform this important role and take care of so many of the needs of students and staff in your workplace and across the District. **Solidarity!**

**YOUR MONEY**

- Teacher 12 Paycheck Open Enrollment
- Delayed WRS/ETF Statements due to COVID-19

**Now Open: Teacher 12 Pay Check Enrollment for 2020/2021 school year**

Enrollment for the teacher 12 pay check option is open as of April 8, 2020. This must be done each year or the pay option of 10 pay checks will default. [Sign up by](#) July 31, 2020. If you have any questions, please contact Kim Callies Bleiler (kcalliesblei@madison.k12.wi.us).

**ETF Delays Delivery of WRS Pension Statements Due to COVID-19**
Employee Trust Fund / Wisconsin Retirement System has delayed the delivery of yearly pension statements that normally arrive around mid-April through inter-office mail.

**Update your home address with MMSD**

MMSD will be mailing WRS statements to employee's home addresses by early-May. Please update your home mailing address to ensure your statement is sent to correct address.

**Just a friendly reminder:**

**JUNE 15**

**TEACHER CONTRACT DEADLINE**

Sign your contract and return it to MMSD HR.

**Teacher Contracts Due June 15**

Sign & Return Electronically to HR

Teacher contracts for the 2020-21 school year will be sent to teachers' homes around the week of May 4. Teachers should scan or take a photo of their signed contract and email it to hrcontracts@madison.k12.wi.us.

Signed contracts of all returning teachers must be received by Human
Resources no later than June 15. MTI strongly recommends that teachers return their signed contracts **AS SOON AS POSSIBLE** to the District’s office of Human Resources to assure that it is received on time. Maintain the paper copy of signed contract for your personal records. **Failure to return a signed contract by June 15 results in the District accepting such as one’s resignation.**

In addition, the contracts will not include the base-wage salary increase yet to be negotiated for the 2020-21 school year.

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**Summer School Opportunities**

The District is proceeding to staff summer school with the intent that we will be able to hold classes as usual. However, due to the COVID-19 pandemic and the uncertainty that comes with it, there is a possibility that MMSD may not be able to hold classes or may have to consider providing instruction in a different manner.

Therefore, any offer of a summer school position is contingent on the District implementing a summer school program and having sufficient enrollment to necessitate your services. As this situation is ever evolving, we will keep you apprised as to the District’s plans going forward.

Summer School hiring will continue for the next several months. The District will especially need more secondary content area teachers to help teach credit recovery as well as cross categorical teachers to work with ESY needs.

Apply for Summer School positions online
Teacher Internal Transfers Posted on Fridays

Teacher unit positions available for internal transfer will be posted every Friday through the end of June 2020. All transfer postings open on Friday, and close the following Wednesday. Directions for how to apply for transfer can be found on HR's Staff Only page: https://hr.madison.k12.wi.us/employeeforms#hide10.

Questions can be directed to Shauna Foss, HR Analyst at srfoss@madison.k12.wi.us.

May 1: Ready, Set, Go Compensation Deadline

Pursuant to the Employee Handbook, elementary teachers who completed Ready, Set, Go (RSG) conferences, and whose request for compensatory time cannot be accommodated due to the unavailability of a substitute teacher, may, upon written notice to their principal by May 1, choose among the following options:

(1) Request to be compensated for RSG conferences, travel time, and up to 15 minutes per conference for any reasonable administrative
time associated with each conference; or (2) Have said day(s) added to the teacher’s Personal Sick Leave Account (PSLA) or, if the teacher has the maximum amount in that account, the day(s) may be added to the teacher’s Retirement Insurance Account (RIA) [any such days accumulated to one’s RIA from RSG services are not subject to the PSLA or RIA maximum]; or (3) Carry over one (1) paid RSG leave day into the following school year; or (4) A combination of items 1-3 above. Questions? Contact Eve Degen: degene@madisonteachers.org.

Non-Renewal of Contract

The Employee Handbook, Section 8.01 sets forth the procedures that principals are required to use when management notifies a teacher that he/she/ze is being considered for non-renewal of contract. The District is obligated to advise a teacher before May 1, if they are considering non-renewal. Under Wisconsin state statutes, such a notice must be delivered to the teacher on or before May 15.

It is extremely important for any member receiving such a notice to immediately contact MTI. MTI professional staff should be present at any and all meetings between the teacher and any administrator regarding the issue of non-renewal, given that the meeting may indeed affect the teacher’s continued employment status. The teacher has the legal right to MTI representation and does not have to begin or continue a meeting without representation. See the reverse side of your MTI membership card.

For probationary teachers, a request for a hearing before the Board of Education must be submitted within five (5) days of the teacher's
For non-probationary staff, a request for arbitration must be made within fifteen (15) days of a non-renewal notice.

Student loan debt and the federal CARES Act

On March 27, the $2-trillion Coronavirus Aid, Relief and Economic Security (CARES) Act was signed into law. The bill is a good start and, while not perfect, does address many needs of our students, educators, and schools. It is intended to help stabilize workers, families, and the economy during the COVID-19 public health crisis, and is the third relief package Congress has passed during the coronavirus pandemic. NEA is also advocating for additional stimulus funds in a fourth package.

Our statewide partner, WEAC has a recorded webinar about how the CARES Act will impact your student loan debt. Learn more about temporary relief for federal student loan borrowers and review frequently asked questions online.

Where To Find Additional Information
This is a communication with members of MTI per Wisconsin Statute 11.29

Our mailing address is:
33 Nob Hill Road, Madison, WI 53713