

### One Hundred Hours! Do You Know What Counts?

Beginning on September 1, 2000, the continuing education program, better known as the "100 Hours", instituted by the State of New Jersey with the support of the New Jersey Education Association will take effect. In order for anything to count, it must be included in your Professional Improvement Plan. PIP's can be amended to reflect change. This is permissible under the regulations. Now to what counts.

1. Formal courses, offered on or off line, and conferences, including but not limited to, workshops, seminars, institutes, and/or other programs sponsored by colleges and universities, district boards of education, professional associations, training organizations, or other entities, approved through the local district plan process, or as part of the provider registration system.

2. Courses, seminars, or other activities which are required for maintenance of licenses or certificates issued by professional organizations or government entities (for example, social workers, nurses, speech therapists).

3. Action research study,

to curriculum writing related to the Core Curriculum Content Standards.

4. Activities that serve the profession, including, but not limited to, grant writing, mentoring a pre-service teacher or a novice teacher, professional service on boards or committees, and teaching a course or workshop. The number of hours that can be accrued in this category, which cannot exceed 75 hours in one five year cycle, are as follows:

a. The total number of hours on a board or committee shall not exceed ten hours per year as long as it is in your PIP.

b. The mentor of a pre-service or novice teacher shall accrue one hour for each week of supervision.

c. Presenters shall accrue the hours spent for delivery of the first presentation and two hours for each hour of the preparation. This shall be limited to once in each five year cycle.

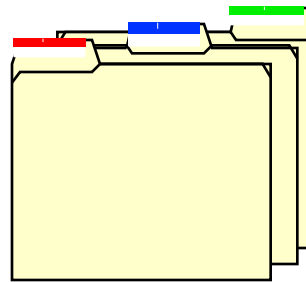
5. Independent professional studies, including, but not limited to, action research, study groups, sabbaticals, fellowships, internships, teacher exchanges, textbook review, portfolio development, online workshops or programs. If an individual decides to develop an independent study

adhere to the following procedures:

a. The individual's PIP must include a written statement demonstrating how his/her proposed plan is consistent with the state standards for professional development.

b. The individual and his/her immediate supervisor must discuss the projected number or hours which will be spent in such study.

c. Over the course of the independent study, the staff member will maintain a log of actual hours completed.



### Reminder!!!!!!

**SECOND ANNUAL PEA WORKSHOP--FLYNN'S ON THE HILL TUESDAY, OCTOBER 17.**

3:00 -4:00: Cash bar and hors d'oeuvres

4:00 -5:30: Three workshops (running at the same time )which will include:

1. The Latest On 100 Hours
2. Everything You Need To Know About The NJEA (new esp and teacher member orientation)
3. Support Staff- Your Rights As An ESP

5:30 - Buffet

6:00-7:00: Info for late arrivers

This event is open to all current PEA members and those who are thinking about joining soon and IT IS FREE!!!!!!

#### OFFICERS:

<b>President:</b> John Pokrivchak Middle School	<b>Vice-President:</b> Doug Morris High School	<b>Treasurer:</b> Barbara Alderfer Middle School	<b>Recording Secretary:</b> Debbie Carty Freeman School	<b>Corresponding Secretary:</b> Linda Snyder Andover-Morris
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# President's Letter

On Sunday, September 24, I attended a retirement party for Mike Mulkeen. Mike has been our Uni-Serve rep, from NJEA, for many years. Although NJEA headquarters is in Trenton, they also have field offices throughout the state. Those offices are our lifeline to NJEA. The entire staff at the Stanhope office, where Mike worked, has often provided assistance to the PEA during some of our most difficult times.

As president of the PEA, Mike and I have spent hundreds of hours on the phone and often met, in person, when needed. He has been like a "big brother" to me, providing me with expert advice, concern and encouragement. He has been with us during difficult contract negotiations, numerous grievances and delicate personnel matters. In short, he has always been there for us.

During his farewell speech, he expressed his love for the work he does and the people he represents. He also stated that he was retiring due to health problems. It was this reason, that made it difficult to say good bye to him. On our behalf, I wished him a healthy and enjoyable retirement. He has been an asset to our association, a fighter for our rights and above all a true gentleman.

## NJEA Convention County bus set for Thursday, Nov. 9th,

Again this year, the Warren County Education Association will be sponsoring two busses to the NJEA Convention in Atlantic City. The cost is \$16.00 (with \$16.00

rebate) and reservations can be made through Sue Brooks at the high school. First come, first serve.



The busses will leave from Phillipsburg High School at 6:30am and Warren Vo-Tech at 7:00am

to arrive at the Claridge Hotel around 9:30-10:00. Then they will leave at 6:15pm, arriving back in Warren County about 9:00-9:30.

The WCEA will again be sponsoring a hospitality suite. It will be open on the 9th from 3:00-7:00pm in the Claridge Hotel. If the number of the room is not available on the bus, ask at the desk for the Warren County Hospitality Suite or call John Borgeson on the house

## First Association Social Activity a Success!

The first social activity of the year was held at Harker's Hollow on Friday, September 22.

Through the efforts of co-chairs Barbara Alderfer and Karen Volkert, plus the rest of the Social Committee, it was a total success. Well over fifty people attended and most of them were still in attendance when the function was ending.

This is only the first of many social events planned by the committee over the course of the year. Keep a close eye on your e-

## Performance Evaluation Tips for Education Support Personnel

### Objectives:

To prepare NJEA members for performance evaluation conferences to be held between supervisors and staff members.

To help you...

Understand that what is critical is what ends up in the written report. What is said back and forth

not as important as what is on record. It's what is on record, in writing, that counts.

Prevent inclusion of written statements that someday might be cited as evidence for disciplinary action (i.e., withholding of increment, involuntary transfer, removal from position, etc.)

Avoid confrontations with supervisor over issues that may have no basis for future disciplinary action.

Approach a conference by analyzing in advance (1) the purpose the conference serves (2) evaluation reports in your personnel file (3) the style in which your supervisor conducts the conference and (4) performance information you want placed on the record.

Recognize and respond to issues that may lead to disciplinary action.

Take full advantage, where trust and mutual support with supervisor are clearly established, of thorough, non-threatening discussion to enhance your own professional excellence and skill development

### Association Reps:

#### Andover-Morris:

M. Thatcher

#### Barber School:

#### Custodians:

Robin Schofield

#### Freeman School:

Gail Barbadora

#### Green Street:

Lili Mortimer

Victoria Trexler

#### Early Childhood

J. Ricker/S. Magan

#### High School:

Sue Brooks

George Chiltonik

C. Brad Howard

George Pavlinsky

#### Middle School:

Jennifer DiBiase

Rick Rissmiller

Mary Louise Sharpe

Nancy Zgoda

#### Secretaries:

Marguerite Scannell

#### Paraprofessionals:

Marilyn Shober

#### Special Services:

S. Alexander/D. Hatch

