

Teacher Meeting Attendance

Reference: Article VIII, Paragraph D, of the Contract Between M.S.A.D. No. 75 Board of Directors and Merrymeeting Teachers Association.

“Full and part-time teachers may be required to be present up to twenty-two (22) times per year without additional compensation for the purpose of attending meetings concerning the programs and/or status of individual students. Any teacher required to be present shall be consulted in connection with the scheduling of these meetings. Such meetings include but are not limited to Individual Education Plans (IEPs), 504, Child Study, and Student Assistance Team meetings. Every effort will be made to schedule meetings no earlier than 45 minutes prior to the student day and no later than 10 minutes after the student day. Teachers are not required to remain in attendance at the after-school meetings for more than sixty (60) minutes.”

Procedures:

Teacher Meeting Attendance Form

- 1) Fill in your name and the contract year information at the top of the form.
- 2) Complete one line on the form for each meeting attended before or after school that meets the criteria above.
- 3) Obtain the initials of the administrator of each meeting upon completion of the meeting.
- 4) After completing all 22 lines, sign and date the form.
- 5) Obtain the signature of the administrator who is your supervisor for formal evaluation purposes.
- 6) Submit the completed and signed Teacher Meeting Attendance form to Payroll at the District Office.

Note: *If you do not attend 22 meetings in a single contract year, there is no need to submit the form to Payroll. You must start a new form on September 1 for each year of the contract.*

Payment Request Form

- 1) Record each meeting attended (that meets the criteria above) after 22 in a contract year on the Teacher Meeting Attendance Payment Request form to obtain compensation.
- 2) Obtain the initials of the meeting administrator on each line of the Payment Request form.
- 3) Submit the completed and signed Payment Request form to Payroll via your building or program administrator.
- 4) Payroll will provide compensation for each meeting attended after confirming that your completed Teacher Meeting Attendance form for the contract year is on file. Payment will be included with your regular compensation on the next payroll for which the form met the document submission deadline.

**Maine School Administrative District No. 75
Teacher Meeting Attendance (Article VIII, Paragraph D)**

Teacher Name: _____

Contract Year: September 1, _____ - August 31, _____

#	Date	Time		Meeting Purpose	Administrator Initials*
		In	Out		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

The items listed above accurately reflect my attendance at required meetings concerning the programs and/or status of individual students prior to or after the student day.

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Teacher Signature

Date

I have reviewed this sheet and have confirmed that it contains 22 entries with administrator initials.

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Administrator Signature**

Date

* This should be the administrator of the individual meeting attended.

** This should be the administrator who serves as the supervisor of the teacher for formal evaluation purposes.

Note: Submit the original sheet to Payroll after completing 22 entries and obtaining the administrator signature.

MSAD No. 75 Payment Request

(Teacher Meeting Attendance Only)

Use this form only after completing the 22 meetings on the Teacher Meeting Attendance Form and submitting it to Payroll (see instructions on reverse)

Issue Check to: _____

Mailing Address: _____

Requested by: _____ School/Program: _____

Date: _____

Send Check to:
 Mailing Address: [] _____
 Other: [] _____

Meetings Attended (List Individually):

	Date:	Time In:	Time Out:	Admin. Initials:
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

Authorization:
 Administrator: _____ Date: _____
(Signature)

Business Manager: _____ Date: _____
(Signature)

For office use only:

Number of meetings attended: _____ Amount Due: \$ _____

Expenditure Account:

Fund (3)	Program (4)	Function (4)	Object (4)	Rev. Source (4)	GL Account (4)	Cost Ctr (2)
1000	2500	2330	1313	0000	0000	900

Posted by: _____ Date: _____

Paid: _____