

The start of a new school year naturally brings with it questions and concerns about your contractual rights. Knowing your contract is the best way to empower yourself! You can support yourself and your colleagues by keeping track of the following:

**Classroom Prep**

You should have 1 & ½ working days prior to the arrival of students to prepare your classroom and lesson plan uninterrupted. (*Article 11G*)

**Back to School Night**

You are required to attend one evening event, typically a "back to school" night, each school year without additional compensation. (*Article 11G.1*) A second evening activity can be required with sufficient notice and compensatory time. (*Article 11G.2*)

**Planning Time**

Elementary teachers should have 225 TOTAL minutes of individual planning time per week, 210 of which must be scheduled during the student day. Planning time blocks cannot be shorter than 30 minutes.

Secondary teachers should have 210 minutes of individual planning per week scheduled during the student day. Planning time blocks in secondary cannot be shorter than 40 minutes. (*Article 11C*)

**Duties**

Non-professional duties, such as lunchroom monitoring and recess supervision, cannot exceed 120 minutes per week. NOTE: Arrival and dismissal duties do NOT count against these 120 minutes. (*Article 14A*)

You advocated for and won NEW language in the contract for itinerant teachers and teachers in secondary with more than 3 preps. For itinerant teachers, your TOTAL duties across all of your schools should total no more than 60 minutes.

Secondary teachers with more than 3 preps should have reduced duties.

**Workday**

Specific start and end times for Unit 1 staff are set by the building principal with the ADVICE of the Faculty Advisory Council. (*Article 11A*)

The total working week is 37 ½ hours. NOTE: this does NOT include the 25-minute daily duty-free lunch. Factoring that in, total time at work is just shy of 40 hours per week. (*Article 11A & 11B*)

**Personal Business Leave** (*Article 8*)

10-month Employees – 2 days per year

210 Day Employees – 3 days per year

- No reason/approval needed if it is at least 24 hours-notice
- If less than 24 hours, you may be required to ask for approval and give a reason. It can be denied.
- May NOT be taken (Unless a Principal Grants Special Permission):
 - Before or after a holiday weekend (connected to a holiday)
 - On an in-service day
 - First five days/last five days of school

**Pay**

Your first paycheck of the year should arrive on September 3, 2025. EVERYONE should receive a 3% COLA raise compared to last year, and those eligible should increase one salary step.

Bradley Darjeon

bdarjeon@mseanea.org

Arundel, Broadneck,
Chesapeake, and Severna Park

Jason Fahie

jfahie@mseanea.org

Glen Burnie, North
County, and Northeast

Juanita Howard

jhoward@mseanea.org

Annapolis, South River,
and Southern

Mike Magee

mmagee@mseanea.org

Crofton, Meade, Old Mill,
and Severn Run