



Documentation of Mandatory Meetings



To: General Education Teachers, Special Education Teachers, and DIS Providers
From: Office of the Superintendent and TALB

Please document the amount of time spent in mandatory meetings before and after your duty day, during each QW (Duty day is 15 minutes prior to the start of school every day and 60 additional minutes per week before or after school, at your discretion. Teachers shall remain until after the close of the last scheduled class of the day). At the end of each QW send this form to Dr. Monica Rogerson @ Carver Elementary School. Keep a copy for your own records. It is imperative that all mandatory meetings (IEP, SST, Staff) be verified by the administrator/designee present at the meeting. If you work at multiple sites please turn in a form for each site. Additionally, the PRINCIPAL must sign on the indicated line at the bottom of each form (verification that these meetings were mandatory).

Name: _____ Position: _____ Site: _____

Date Type of Meeting Signature (designee, principal, district personnel) Start Time Finish Time Duration

Total _____ hours _____ minutes
Minus Four (4) hours per TALB Contract - 4 hours _____ minutes
Equals total number of hours beyond contract _____ hours _____ minutes

Principal's Signature _____

This form was developed collaboratively by representatives of the Teachers Association of Long Beach and Long Beach Unified School District School Support Services, Division of Special Education.

2011-12

QW 1	07/01 - 07/16
QW 2	07/17 - 08/13
QW 3	08/14 - 09/10
QW 4	09/11 - 10/08
QW 5	10/09 - 11/05
QW 6	11/06 - 12/03
QW 7	12/04 - 12/31
QW 8	01/01 - 01/28
QW 9	01/29 - 02/25
QW 10	02/26 - 03/24
QW 11	03/25 - 04/21
QW 12	04/22 - 05/19
QW 13	05/20 - 06/16
QW 14	06/17 - 06/30