



Documentation of Mandatory Meetings

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

Please document the amount of time spent in mandatory meetings before and after your duty day (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) each month. At the end of **each QW** send this form to **Dr. Monica Rogerson @ Carver Elementary School**. Keep a copy for your own records. A timecard will be sent to you after your hours on this form are approved. It is imperative that all mandatory meetings (i.e. IEP, SST, Staff, In-service) be verified by an administrator's signature on this form. If an administrator assigns a designee (to take his/her place) the administrator must still sign this form authorizing that designee.

Name: _____ Position: _____ Site: _____

<u>Date</u>	<u>Type of Meeting</u>	<u>Signature</u> (Designee, Principal, District Personnel)	<u>Start Time</u>	<u>Finish Time</u>	<u>Duration</u>
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Total	_____
Minus Four (4) hours per TALB Contract	_____ - 4
Equals total number of hours beyond contract	_____

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