

# *Cambridge Education Association*

## *MEMORANDUM*

TO: All Unit E (Paraprofessional) Members

FROM: Dan Monahan, President  
Billy McDonald, Vice President

DATE: August 16, 2016

RE: **Unit E Paraprofessionals Grievance Committee Election**

Now that the contract has been ratified, it is time to elect a new Grievance Committee for Unit E (paraprofessionals). This committee will be in effect for the term of the contract.

The Grievance Committee is responsible for reviewing grievances filed by the Association or individual members concerning alleged violations of their respective unit contracts. The committee reviews the grievances and determines whether to advance them from Level I (Principal/Supervisor) to Level II (Superintendent), Level III (School Committee), and/or contractual arbitration if necessary. The committee meets regularly throughout the year depending on the number of grievances that need to be reviewed and discussed. The Committee is chaired by the Vice President. The Unit E Grievance Committee is comprised of the President and Vice President and five (5) Unit E members to be elected by the Unit E membership.

**All active dues paying unit members are eligible and encouraged to consider nominating themselves for this committee.** If you are interested, please complete the nomination form on the reverse side of this letter and send the completed form to the CEA Office via fax (617) 492-3028, email to [office@cambeducation.org](mailto:office@cambeducation.org), or send by US mail by **Friday, September 2, 2016**.

If you are elected to the committee, the term of office will be for the life of the new contract, which expires August 31, 2018. The **election will be held at the Unit Meeting on Thursday, September 8<sup>th</sup>** at 3:30 p.m. at the Peabody School Library. As per the CEA Bylaws, if there are fewer candidates than there are vacancies, those candidates will be declared elected and any remaining vacancies will be filled by appointment of the CEA President with the consent of the Executive Board.

**NOMINATION FORM: UNIT E (PARAPROFESSIONAL) GRIEVANCE COMMITTEE**

**ELIGIBILITY:** Any dues paying member of Unit E may run as a member of the Grievance Committee.

**NOMINATION PERIOD:** The nomination period will be from **Monday, August 15, 2016 through Friday, September 2, 2016**. A candidate must file this nomination form with the CEA Office **by 12 noon on Friday, September 2, 2016**. You may email to [office@cambeducation.org](mailto:office@cambeducation.org), hand deliver, fax (617-492-3028), or send by US Mail. Do NOT use inter-school mail.

**ELECTION PERIOD:** The election will be held at the Unit Meeting on **Thursday, September 8<sup>th</sup>** at 3:30 p.m. at the Peabody School Library. Only Unit E dues paying members are eligible to vote in this election.

**Election Waiver:** As per the Bylaws of the Cambridge Education Association (Revised 2016) Article VIII, Section 11-A-3 “*The Election Committee shall prepare printed ballots containing the names of the candidates qualifying for each office. These printed ballots shall be distributed to CEA Members. All ballots shall be returned to a certain place by a certain time in order to be validly counted. Said time and place shall be determined by the Election Committee. **In the event that the number of candidates in a given election is equal to or less than the number of available seats, the candidate(s) will be declared elected by the Election Chair without an election.***”

**PLEASE RETURN THE INFORMATION BELOW TO THE CEA OFFICE BY EMAIL at [office@cambeducation.org](mailto:office@cambeducation.org) FAX # 617-492-3028, or by US MAIL TO 2464 MASSACHUSETTS AVE., STE. 230, CAMBRIDGE, MA 02140.**

Name of Candidate:	
Membership ID: <i>(From MTA Card)</i>	
Home Address:	
Telephone Number:	
School/Work Location:	

**Please check the appropriate box that corresponds to your subject area.**

Unit E Paraprofessional

**BIO/STATEMENT GRID-PLEASE PRINT**


**INSTRUCTIONS**

- Each candidate may submit a biography/statement containing not more than 50 words. Note: Only the first 50 will be printed.
- Write out** your statement on a separate piece of paper first, and then fill out the grid.
- Type or print** clearly, using both upper and lower-case letters, as you expect your final statement to appear.
- Insert only **one word** per box.
- Do not combine words or numbers with hyphens or slashes.**
- “AN,” “A” and “THE” constitute one word.
- Acronyms** such as “NEA-RA” or “MTA” count as one word.
- Insert punctuation** in the **same box** immediately after the word you want it to follow.
- Indicate intent to commence a **new paragraph** by inserting the paragraph symbol ¶ in the same box immediately preceding the first word in the paragraph.
- A **date** represented as “October 1, 2006” shall constitute three words. A date represented as “10/1/06” is only one word.

My qualifications are in accordance with those of the designated position for which I am a candidate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_