

District Resolution Team

September 4th 2008

Gary Anhalt, Suzanne Blomme, Jill Cirivello, Mary Ellen Maske, Ann Morris, & Sandy Stephen,
Michele Geers (for the Para agenda)

FYI

Level Changes – Applications for a level change were to have been submitted by September 15th. If documents to support the level change were not yet available you would have completed the waiver portion at the bottom of the level change request. The negotiated contract states documents to support the level change must all be submitted to Human Resources by November 1st. This year and **this year only** you may submit documents to support your level change up to and including December 1. The extra month is to accommodate issues caused by the flood.

Currently the majority of the level changes already turned in and supported with documentation will be submitted to the board on September 22nd. Revised contracts should be issued in October and the increased pay will be divided between the remaining pay checks for the 2008 -2009 school year. Sue Clapp is working with the level changes. If you have any questions you may email Sue.

Licensure – If you are close to a deadline (expires in the month of your birthday) for renewal of your teaching license you may file for a year's extension at a cost of \$85. This is being advised by the state if you cannot obtain records due to the flood.

Flood Relief - If your home was directly affected by the flood necessitating clean-up and dealing with government entities, you may access 5 flood relief days in addition to your emergency and personal day(s). In order to do this you must contact Ann Morris amorris@cr.k12.ia.us with your home address and FEMA number. Following verification you will use your 2 emergency days, followed by the 5 flood relief days. If this is not sufficient you must then use your personal day(s) and following their use you may again contact Ann to ask the Resolution Team to consider further time. The 5 flood relief days must be marked on the absence forms under “Administrative Leave” with a notation reading “Per District Resolution Team”.

Change in Evaluation Law – Veteran teachers must produce 3 artifacts for their 3rd year evaluation; one artifact from a teacher, one from a student, and one from a parent. The requirement to have an artifact from “another evaluator” has been dropped.

District Resolution Team

October 2nd, 2008

Suzanne Blomme, Jill Cirivello, Kathy Krehbiel, Jay Marino, Mary Ellen Maske, Ann Morris, & Sandy Stephen,
Michele Geers (for the Para agenda)

FYI

Payroll Privacy – The payroll department lost a folding machine in the flood. Due to the loss, all payroll was being sent to the buildings in an open, flat page format. A new folding machine has been delivered and payroll will now arrive individually folded as in the past. It will be up to each individual building to place the checks/stubs in envelopes for each staff member.

Teacher Pay Stub – There have been questions about the format on pay stubs this year. Due to new state accounting requirements, salary is being reported by source:

- State paid Phase II – Which are integrated into the salary schedule and have previously been reported as part of the base pay.
- State paid Professional Development – The extra day 191st contract day. This is also integrated into the salary schedule and spread out over the 26 paychecks.
- District paid Base Pay – The pay coming strictly from the Cedar Rapids Community Schools. Including the extra 8 hours of contractual professional development done outside normal contract hours but during the 190 contract days, and which may be divided into 2 hours increments.
- Teacher Compensation – Legislated salary supplement funds that are also integrated into the salary schedule
- Flexible Benefit Cash – This is the amount you receive if you have not spent all of the \$600 per month negotiated for the payment of health insurance.

Level Pay Adjustments - Not all level change adjustments were completed as planned for the October 10th paycheck. Please be assured they will be completed in time for the October 24th paycheck plus any retro-active amount that is due.

Emergency and Personal Leave – Sub committees of the bargaining teams will soon be meeting to clarify leave language. Continue to submit requests to building administration. If questions arise from the submitted requests refer them to District Resolution amorris@cr.k12.ia.us.

Absence Forms – Forms will soon be altered to reflect new language in the Teacher/Nurse and Para contracts. Some items on the form have not been applicable for some time and these include:

- G – Sabbatical - Sabbaticals are no longer granted.
- O – Phase III Leave – This has been gone for a very long time.

We will add a category for:

- The conversion of up to 5 personal illness days to family illness per year.
- District Resolution Team approved leave.

Student Teacher Supervision – As a supervising teacher you are always responsible for your students and all that transpires in your classroom. If you accept coverage of someone else's students at the same time your student teacher is in your classroom you should be aware that you are legally liable for what is happening in both classrooms and you must be able to effectively handle both responsibilities.

Elementary Reading Program - The district recommended time spent teaching Language arts is 120 minutes, with a minimum of 90 minutes a day.

Language arts instruction includes reading, writing, speaking, listening, and viewing. In Reading First schools, teachers spend 90 minutes per day teaching reading only and then teach the other areas of language arts on top of the reading block, so the time spent teaching language arts in these six schools may be greater than the district recommended 120 minutes.

A few key points covering concerns teachers have expressed in using the District developed documents were discussed:

Treasures Implementation Principal/Coach Walkthrough

- The walkthroughs were designed to be done together by both the principal and instructional coach 4 times a year.
- The expectation is not to see everything.

Teacher self assessment Implementation Log

- It is done 4 times a year
- The form should not take more than 15 minutes to fill out.

Air Quality Testing – Air quality testing has been requested in 3 buildings. The concerns are being looked into along with a process for getting the testing.

Sub Shortages – Substitutes in both teacher and para positions have already become problematic and ideas to help alleviate the problem have been discussed.

District Resolution Team

November 13th, 2008

Gary Anhalt, Suzanne Blomme, Jill Cirivello, Kathy Krehbiel, Jay Marino, Mary Ellen Maske, Ann Morris, & Sandy Stephen,
Michele Geers (for the Para agenda)

FYI

Emergency Leave Clarification and Guidance Document – The Paraeducator contract mirrors the Teacher/Nurse contract in many Articles. ARTICLE VI, LEAVES OF ABSENCE is the same in both contracts; therefore the clarification/guidance article applies to paraeducators as well as teachers and nurses.

Emergency Leave Clarification and Guidance

This document is intended to be used as guidance related to the use of emergency leave. The list is not meant to exclude other purposes for which an employee might request emergency leave.

1. To attend activities related to a child's (as defined below) educational experiences such as graduations, field trips and college visits. (Child is defined as your child, children in your custody or grandchildren.)
2. For visits with family members serving in the military.
3. To participate in a personal or family member's (or significant other's) award or recognition event. (This would include trips won during a prize drawing.)
4. Travel or attendance at celebrations such as weddings, confirmations, christenings, family or class reunions and graduations.

5. For necessary personal business matters that occur during the contract day.

Purposes that may not be appropriate for emergency leave are those which involve preference and/or convenience. Leaves of this nature should be requested as personal leave. Personal leave may also be available if you choose not to disclose the reason for the leave.

Principals make the decision to approve or disapprove a leave. If there is a disagreement the principal or the staff member may submit the request to the Resolution Team by sending it to Ann Morris or Jill Cirivello.

Unpaid Leave – Unpaid leave requests are always strongly discouraged. They may be denied by the building principal. Each case of unpaid leave due to illness is handled and reviewed as an individual case.

Written Absence Requests – When requesting a planned absence please use an email to your principal. The absence forms are not the desired method of writing a request in most circumstances and an expanded explanation on the form is generally not required.

Retention Policy – Grade retention decisions are made by the building team(s) directly involved with the student, the principal(s) and the parents.

Substitute Shortages for Teacher and Paras – Substitute shortages have affected many buildings this year. Reasons and possibilities to help are being explored. In event of a shortage there is an established past practice which allows leaves to be rescinded. Number one would be leaves for association business, CREA and or CROTA. Number two are personal business leaves, those which are possible, situations will be taken into account. Number three, emergency leave depending on the situation.

District Resolution Team

December 11th, 2008

Suzanne Blomme, Jill Cirivello, Kathy Krehbiel, Mary Ellen Maske,
Michele Geers (for the Para agenda)

&

January 21st, 2009

Suzanne Blomme, Kathy Krehbiel, Jay Marino, Mary Ellen Maske, Ann Morris, & Sandy Stephen

FYI

Substitute Shortages for Teacher and Paras – Substitute shortages have affected many buildings this year. Reasons and possibilities to help are being explored. In event of a shortage there is an established past practice which allows leaves to be rescinded.

- Number one would be leaves for association business, CREA and or CROTA.
- Number two are personal business leaves, those which are possible, situations will be taken into account.
- Number three, emergency leave depending on the situation.

*If an employee is ill they are not to be encouraged to come to work.

Paras Attending Building Staff Meetings –Paras should attend all building staff meetings when there are agenda items which would impact them. If the building meeting time is not within their normal work hours they should be paid for their time from building funds. It is the responsibility of the principal to schedule the meetings.

Elementary Reading/Language Arts Implementation Program – The principal/coach walkthrough purpose and process has been reviewed and clarified.

Language Arts Implementation
2008-2009 School Year
Principal/Coach Walk Through

Purpose

- Provide data for a reflective conversation
- To guide professional development
- To identify additional support and resources needed
- Inform Principal/Coach of the components of the Language Arts Program

Process

- Principal/Coach or Principal/Coach and grade level team coordinate walkthroughs with grade level team meeting schedule*
- Principal/Coach will conduct a 5 minute walkthrough during the week prior to the grade level team meeting
- Principal/Coach fill out one walkthrough form after completing the walkthrough
- Principal/Coach provide teacher with a copy of the completed walkthrough form
- Principal and Coach compile the data using Walkthrough Reflection Form, (page 1)
- Principal/Coach meet with grade level teams (within one week) to analyze data and reflect on next steps, (page 2)
- Principal/Coach and grade level team develop plan for next steps

*Principal/Coach can conduct as many walkthroughs as desired, but must complete the minimum by the scheduled due dates as indicated on the implementation calendar

The reflection form is not being taken into the classroom at the time of the walkthrough. The principal, instructional coach, and classroom teacher will reflect on the walkthrough within one week following the walkthrough.

Walkthroughs are no longer being discussed at ARDT meetings.

Teacher/Nurse December and January Pay Periods - Bi-weekly paychecks for teachers and nurses during the 2008-2009 school year set 2 pay periods in December and 3 in January. Our contract reads: “When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.” To stay in compliance with the contract the January 2nd pay check was paid on December 23rd.

Leave Requests – A request for leave of absence for the 2009 -2010 school year must be submitted to Human Resources by March 1st.

Timeline for Evaluation Implementation -

	What	Who	When
August	Orientation to eval	ALL staff	Pre-service
September	ICDP meeting	All Veteran CR Teachers	Before October 22, 2008
	Mentor Meeting explains their process-done by facilitator	1 st and 2 nd Year Teachers-Initial License	First two weeks
	NO ICDP	First Year Teachers-Standard License	
October	ICDP meeting	All Veteran CR Teachers	Before October 22, 2008
November	Observation process	Veteran CR Teachers- on 3 rd year summative	Prior to last 20 days- May 11, 2008
	Observation process Mentoring meetings	1 st and 2 nd Year Teachers-Initial License	Prior to last 20 days- May 11, 2008
	Observation process	First Year Teachers-Standard License	Prior to last 20 days- May 11, 2008
December-February	Observation process continued as above	“”	“”
March	May begin summative process anytime administrator is comfortable		
April- May	Summative form	Veteran CR Teachers- on 3 rd year summative	Given 1 day prior to conference
	Summative Conference		Prior to last 10 days May 22,2008

	Summative Portfolio Conference	2 nd Year Teachers- Initial License	Prior to last 10 days May 22,2008
	Summative form and Summative Conference	1 st Year Teachers - Standard License and 1 st Year Teacher Initial license	Given 1 day prior to conference Prior to last 10 days May 22,2008

District Resolution Team

February 25th 2009

Gary Anhalt, Jill Cirivello, Kathy Krehbiel, Jay Marino, Mary Ellen Maske, Ann Morris, & Sandy Stephen
Michele Geers (for the Para agenda)

FYI

Paraeducator Hours and Benefits – In a case where a paraeducator is hired to work in the District for 6 hours a day (as an example) and the building finds funds to add an hour to the employee’s regular work day, the building adding the time must send a personnel report to Human Resources. The report is to contain information on the employee, i.e. amount of work time funded by the building, the type of work being done by the employee, and the duration of the assignment. The employee is entitled to any district benefits related to the building assigned hours, such as leave hours and seniority. If this personnel report is not sent to Human Resources they are not aware of the need to add the benefits.

Medical Attention for School Related Injury – If a staff member is injured on the job the member injured should promptly seek medical attention through the District providers. Injuries such as bites, where the skin is broken, always need medical attention. If an injured employee needs to seek medical attention, classroom coverage must be provided at the time it is needed. If the injury occurred from an act of violence and the employee is absent from school while seeking medical attention and/or healing, the absence is not charged against any of the employee’s leaves. All paperwork relevant to an on-the-job injury must be completed and turned in within designated timelines.

Driving Students - A district employee should not transport a student in their private vehicle without making sure, through their personal insurance provider, they have specific coverage for this action. This type of insurance is not available through many of the popular insurance companies, so be sure you have completely researched your coverage. If transporting a student, a second adult should be present in the vehicle at all times.

District Resolution Team

March 18th 2009

Gary Anhalt, Suzanne Blomme, Jill Cirivello, Kathy Krehbiel, Jay Marino, Ann Morris, & Sandy Stephen
Michele Geers (for the Para agenda)

FYI

Teacher and Para Contractual Leaves - Contract language governing Personal Leaves of absence was changed for the 2008-2009 school year to allow employee attendance at events classified as “unusual circumstances”. This relates to the first 10 and the last 10 working days of the school year.

Emergency leave was also changed and redefined. A “Clarification and Guidance” document was drafted. This guide can be found on the Intranet [Emergency Leave Clarification and Guidance](#) .

Building administrators can and do make approval/disapproval decisions on the majority of requests without sending them to District Resolution Team. If an employee wants to appeal an unapproved leave, they should first contact the administrator for further clarification on the denial and then they may ask the District Resolution Team to reconsider the request.

Teacher and Para Substitutes – Teachers and buildings have the right to request a substitute does not work in their building or classroom. They should contact the SEMS system and Human Resources with the person’s name and the restrictions they want in place.

District Resolution Team

April 14th 2009

Gary Anhalt, Suzanne Blomme, Jill Cirivello, Kathy Krehbiel, Jay Marino, Mary Ellen Maske, Ann Morris, &
Sandy Stephen
Michele Geers (for the Para agenda)

FYI

Personal Social Web Page Usage – Employers have the right to take disciplinary action for off-duty, online postings if the employees use the postings to harass individuals or groups, or attack or draw negative attention to the organization. Your right to free speech may not protect you from termination or discipline if it is detrimental to the employer. A North Carolina School District recently fired an employee for offensive postings on Facebook, a social networking site, and disciplined 7 others. Even though a site such as Facebook is one you invite “friends” to sign onto with a “secret” password there is no control over whom those friends share.

Para Insurance Contributions – Paras who presently receive a monthly contribution towards their District insurance and sustain a partial cut in working hours for the next school year will NOT lose their monthly District contribution.

Absences - Employees who are absent from duty for 3 consecutive work days without notification to their employer may be subject to immediate termination.

Conversion of Leave - The only teacher or para leave which can automatically be converted from one type to another is the conversion of up to 5 Personal Illness days to Family Illness per year. This is done with the employee's permission and is marked on the absence sheet as a conversion. It can only be done if the employee has the 5 days available. When a teacher makes such a conversion it will affect their wellness incentive:

All employees (teachers/nurses) shall be eligible to receive an additional payment contributed to their severance award above the base level. Employees shall receive additional severance amount based on the following:

<u>Personal illness days used per school year package</u>	<u>Per diem days credited to severance</u>
0	3
1	2.5
2	2
3	1.5
4	1
5	0.5
6	0

The most anyone could presently have accumulated, as wellness incentive days added to your severance, is 15 days, because this agreement started in the 2003-2004 school year. As of June 30th, 2009 the days earned for this year will be added so some Teachers/nurses may have accumulated as much as 18 by June 30th, 2009.