

District Resolution Team

September 2, 2009

Jill Cirivello, Sue Clapp, Tania Johnson, Kathy Krehbiel, Gary O'Malley, Mary Ellen Maske, Sandy Stephen & Tammy Wawro
Kandy Bekeris (for the Para agenda)

FYI

Time Clock Usage – The pilot program for classified staff is happening in three school buildings. The district will be looking at all concerns before rolling the program to more sites. There is a five minute grace period for clocking in before and after your assigned start time to take into account the ability of getting to the time clock (i.e., if your assigned start time is 8:00am you should clock in between 7:55 and 8:05am). More information will be distributed at a later date dealing with inservice days, associates who hold more than one job, manual override of the system and other relevant issues. Much of this information will be derived from what the District is learning from the pilot program currently in progress.

Para Pay– The District will review the feasibility of offering the option of year round pay for Para Educators after the new payroll system is fully put into place by Grant Wood AEA. The estimated time of completion for the system roll out is 18 months.

Emergency Leave reminder- The building administrator has the right to grant emergency leave. Leaves do not have to come to the Resolution team to be granted, only if there is an inability to come to agreement at the building level. Personal Days do not have to be used before Emergency days, they are not related.

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.

District Resolution Team

October 13th 2009

Suzanne Blomme, Sue Clapp, Jill Cirivello, Tania Johnson, Dr. Gary O'Malley, Dr. Sandy Stephen, Tammy Wawro & Kandy Bekeris (for the Para agenda)

FYI

Elementary Regular Ed items were not discussed.

Paraeducator Etime program – The District Etime committee will be meeting with a focus group of District employees who are currently using the program to discuss the successes and areas for improvement.

Proper use of District Technology- Reminder that the use of any District technology should be for educational purposes. Technology is investigating more appropriate educational software for information sharing and instruction than Facebook. Facebook is blocked pending further review.

Medical Attention for School Related Injury – If a staff member is injured on the job the member who is injured decides if they need to seek medical attention. Remember all school related injuries must be treated 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.

Early Childhood paras and in-service meetings- Early Childhood para meetings that occur on the early dismissal days will run the entire morning and paras will not be required to return to their buildings

Sub Shortage – The District understands the sub shortage has hit hard this past month. The District also understands and does not want employees coming to work while they are ill. District level meetings are also critical right now as elementary GLT's and new progress reports are rolling out as well as the fact the PLC process needs to be in place for District goals to move forward. Professional development is key to keeping everyone informed. When there are sub shortages in the building, buildings are encouraged to:

Utilize ALL building support personnel first, including available administration

Utilize certified paras

Utilize teachers who have student teachers in their own classroom

Remember to call for a sub as early as possible.

Use of Protective Equipment–If an educator chooses not to use protective gear provided by the District, they may not be eligible for workers compensation benefits in the event they are injured.

District Resolution Team

November 11th 2009

Suzanne Blomme, Sue Clapp, Jill Cirivello, Tania Johnson, Mary Ellen Maske, Dr. Sandy Stephen, Tammy Wawro & Kandy Bekeris (for the Para agenda)

FYI

Paraeducator Etime program – In order to fully respond to those who participated in the E-time focus group and to address the concerns raised, the E-time teamThe District Etime committee has madedelayed the decision to delay further deployment in buildingsof building yet to be started until January 2010. Those buildings scheduled for deployment in November will be contacted directly to re-schedule after the first of the year. It is still anticipated that the electronic timekeeping system will be fully deployed by the end of this school year.. They are still looking at the feedback received in their meetings with building staff that are implanting the program. The link to read about the program is...

<http://www.cr.k12.ia.us/districtresources/Public/electronic%20time/index.html>

Sub Shortage – The District is reconvening a substitute taskforce to look at ways the District can help buildings deal with sub shortage. SEMS has reported that it has grown the sub pool from 500 available subs last year to 682 subs this year.

Conference Window and Meetings-: It is suggested that buildings try to limit their number of staff meetings during the conference window and to take special considerations on Family Conference evenings to ensure time for teachers to feel prepared for the late evenings.

A District Intake form is being created so you can electronically send your items to the Resolution team Facilitator.

District Resolution Team

January 13, 2010

Suzanne Blomme, Sue Clapp, Jill Cirivello, Kathy Krehbiel, Tania Johnson, Mary Ellen Maske, Kim Miller, Dr. Sandy Stephen, Tammy Wawro & Kandy Bekeris (for the Para agenda)

FYI

Personal Illness Conversion to Family Illness- Just a reminder of contract language which does not have to be approved by Resolution Team:

Teacher contract:

Additionally, any employee who has exhausted all their family illness leave and needs additional time off to care for an immediate family member may convert up to five (5) days per year of their own accumulated personal illness leave and use those days for family illness leave. This will exempt that employee from receiving any wellness incentive credit during the year they use this conversion right.

Associate contract:

Same benefit of converting personal to family but there is not a wellness incentive attached.

Inclement Weather Reminder of contract language in place currently:

Teacher contract:

When inclement weather necessitates a delay in the beginning time of the normal school day, the start of the teachers work day shall be equally delayed. In the event the teacher cannot safely arrive before the beginning of the student day, they may use emergency leave for the time missed. In the event school dismisses early as a result of inclement weather or any other emergency, teachers shall be dismissed as soon as their responsibility for students is completed, as determined by the principal, supervisor or designee.

Associate contract:

When inclement weather necessitates a delay in the normal beginning time, teacher associates start time shall be equally delayed. Teacher Associates shall be compensated for their full normal daily hours if they report at the delayed start time. In the event the teacher associate cannot safely arrive before the delayed start time, they may use emergency leave for the time missed. In the event school dismisses early as a result of inclement weather or any other emergency, teacher associates shall be dismissed as soon as their responsibility for students is completed, as determined by the Principal, Supervisor or Designee and they shall be compensated for their full normal daily hours.

Paraeducator Etime program – The District Etime committee will proceed with the deployment as the latest scheduled showed. The link to read about the program is...

<http://www.cr.k12.ia.us/districtresources/Public/electronic%20time/index.html>

If you have a question or concern for the Resolution Team, please contact Tammy Wawro.
twawro@cr.k12.ia.us

District Resolution Team

April 14, 2010

Suzanne Blomme, Jill Cirivello, Tania Johnson, Mary Ellen Maske,
Dr. Sandy Stephen, Tammy Wawro & Kandy Bekeris (for the Para agenda)

FYI

Rescinding of a Leave of Absence or Retirement- Unless there are dramatic circumstances, the Resolution Team will not agree to any reinstating jobs who have already requested a LOA or Retirements and that have already been approved.

Process for a Letter going into a Personnel file: If an administrator feels that a letter must be placed into a teachers file certain steps must be taken. First the administrator shall contact the Executive Director of their division. A meeting with the teacher will happen to discuss the situation. The teacher should be offered representation for this meeting. The letter must be approved by the Executive Director of Human Resources as well as the Executive Director of the Department (elementary, secondary and special ed). There must be a place at the bottom of the letter where the teacher signs stating they may not agree with the letter but they have received it. The teacher may always add a letter of their own explaining the situation to their file.

Years of Service for teachers and paras

Years of Service Awards were discussed and Human Resources researched and shared what had happened.

The following is a Memo from HR regarding years of service recognition:

In order to avoid confusion regarding the awarding of additional benefits based on years of service in non-certified bargaining units, the Human Resource department calculated years of service this year based on the school year of July 1st through June 30th rather than using the calendar year so that recognition awards were received at the same time as the awarding of the additional benefits. An unintended consequence of this method of calculation was that teachers did not receive their award at the end of the school year in June since a typical start date of teachers begins in August. When it was being calculated on calendar year, it went from January 1 to December 31 so teacher's "formally" having a full year of service on their anniversary date in August was included in the parameters. When it's on the school year, those that started in August don't show up because their anniversary date isn't until August. We will ensure going forward that teachers and teacher associates receive their awards at the end of the school year as they have in the past.

To rectify the situation this year, employees who expected service awards this spring will soon receive the packet of information regarding choosing their award. We will then order the awards this summer and plan to formally recognize their years of service upon their return. We will also be sending them an e-mail explaining how this happened this year. We apologize for the confusion and any inconvenience that this has caused to staff.

If you have a question or concern for the Resolution Team, please contact Tammy Wawro.
twawro@cr.k12.ia.us

District Resolution Team

May 12, 2010

Suzanne Blomme, Shelia Lehman, Jill Cirivello, Tania Johnson, Mary Ellen Maske,
Dr. Sandy Stephen, Tammy Wawro & Kandy Bekeris (for the Para agenda)

FYI

Staffing update- More letters for people who are getting called back will be sent from HR as the call back process continues. We are working together to ensure the callback list is accurate.

General education Para staffing

This will occur on May 26, 2010 ~ the para contract will be followed with the District and CROTA at the table.

Final Date for Teacher Evaluations and Observations: Last 10 days- MAY 26th

Contract language below:

- ALL beginning teachers:

3. Prior to the last ten (10) days of the beginning teacher's first year, the evaluator will complete a summative assessment of the teacher's performance to that point in the Iowa Teaching Standards.

- NEW to the District

Prior to the last ten (10) days of the new professional teacher's first year in the district, the evaluator will complete a summative assessment of the teacher's performance in the Iowa Teaching Standards. The evaluator will provide the teacher with a copy of the completed summative evaluation at least one day prior to the conference.

- Veteran teachers in 3rd year

d. The performance review conference shall be completed prior to the final 10 (ten) days of the school year. During this conference:

1) The evaluator shall document the teacher's continued competence in the Iowa teaching standards.

2) If, at the conference, additional documentation, evidence, or artifacts are requested by the evaluator, a mutually agreed upon time will be set for a follow-up meeting to review said documents, evidence, or artifacts.

3) For a teacher meeting the Iowa Teaching Standards, the evaluator and the teacher will begin discussion of future professional goals that might be included in the his/her next Individual Professional Development Plan.

OBSERVATION DATE- last date was FRIDAY MAY 14th !

Contract language below:

1. At least one observation shall be for a continuous length of time no shorter than 30 minutes and shall be conducted at a mutually agreed upon date and time. No observation shall be conducted during the first 20, or last 20 days of the contract year, except by mutual agreement. No observation shall be conducted the day before or after a day of vacation or holiday, except by mutual agreement.

Para evaluation dates:

Contract language below:

B. CONTINUING EMPLOYEE EVALUATION

3. All evaluations shall be completed prior to **May 1st** and an evaluation conference shall be held with the employee by the responsible administrator.

Para in-service pay procedure when going to another building for training

When a para goes to another building on a District early dismissal for para training, the drive time TO the new location is counted as part of the work day. Clock out when leaving your assigned building. There will now be a blue time sheet at every meeting for paras to fill out and the person conducting the training will have those to hand out at the meeting. Include drive time on the blue sheet. The blue sheet will be signed by the person in charge of the meeting and then the para should return the blue sheet to the building secretary.

Teacher Licensure

It is the responsibility of the teacher to ensure that license is kept up to date. Remember that licensure comes due with birthrate. The District has the right to remove any teacher who is not current with their license. To check on your status go to the BOEE website:

<https://www.iowaonline.state.ia.us/boee/>

If you have a question or concern for the Resolution Team, please contact Tammy Wawro.

twawro@cr.k12.ia.us

District Resolution Team

June 9, 2010

Sheila Lehman, Jill Cirivello, Sue Clapp, Mary Ellen Maske,
Dr. Sandy Stephen, Tammy Wawro & Kandy Bekeris (for the Para agenda)

FYI

Permanent Subs- The list of people who are permanent subs in the District, due to their high seniority but job reduction, is down to 6 (4.6 total FTE). These teachers are being assigned a home building for which they are the on-call sub for that staff. The principal and secretary will be given guidelines to help them work with staff to ensure that the teacher is used first before SEMS is called for any other absences. HR will work on a way to be sure to also use these teachers for any long-term assignments in their field as well.

Middle School Activities and the end of the day period- The District understands that starting activities so close to the end of the day at the Middle school requires staff to either need last hour prep OR to have someone cover their class for part of the time. They will be looking at ways to help alleviate the depth of the problem system-wide, understanding the importance of our teachers working with our students as coaches is valuable.

High School Winter Conferences- The District has shared they will be cutting the winter conferences from the HS schedule. A subcommittee will be looking at how this 1 ½ days of conference time will be made up beyond the contract day. (1/2 day is already made up with graduation duties)

Time Clock Sub-Committee- A time clock subcommittee will meet within the first four weeks of school to help write guidelines for para use.

Sub shortage language Implementation- A subcommittee will meet this summer to work on the procedure to implement language agreed upon as a pilot program for next year. This language will allow teachers to get paid the \$18 stipend rate if they have to take their 40 minute prep to cover in a colleague's room when there is no sub available.

If you have a question or concern for the Resolution Team, please contact Tammy Wawro.
twawro@cr.k12.ia.us