

District Resolution Team

August 2011

FYI's

Mandatory Reporting Training fee We understand that a fee is now being charged by the AEA's of \$25.00 for the completion of this course which by law is required to renew any license...

Relicensure will require documentation of successful completion of mandatory reporter training for children and dependent adults. Any person applying for ". . . ANY LICENSE ISSUED BY THE BOEE must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel before his/her license can be renewed (BOEE 01/29/02)."

Resolution Team and The District Teacher Quality Committee will have this on each of their agendas to brainstorm ways we may be able to create our own course or other way to help staff with this new burden.

Snow days – last year and this year- Last year a snow day was made up on an in-service day and thus technically teachers worked 190 days instead of 191 contracted days. This year if a snow day is to be made up on an in-service day the district will add that as a snow make up day at the end of the calendar so staff works 191 days in a building.

12 Hour High School Supervision and IEP (contract language reminder)

New tweaking from negotiations:

Participation in parent/teacher or IEP conferences after contract hours may count towards 12 hours of supervision for both special education teachers and regular education teachers who are present at the conference verified by parent signature.

Building administration will maintain the records of teacher participation.

AND What will be followed up on this year is:

Teachers who have not scheduled or fulfilled their 12 hours of supervision by May 1, must use personal leave, if available. Extenuating circumstances, where another contractual leave may be appropriate, will be referred to the Resolution Team-If a teacher does not have personal leave to use, payroll will reduce their paycheck for un-served hours.

Teacher pay periods- First new pay check will be September 9th with 26 pay periods this year. Also, remember that both the District's portion and the individual portion of IPER's contribution will be increased. This was mandated by IPERS to continue to keep our retirement system as solid as possible.

Future Resolution Meeting dates -The District Resolution team meets officially on a monthly basis. Situations are dealt with on a daily basis by groups of members. Last year over 30 staff members were helped by the team with leave issues alone that did not include maternity situations.

Enrollment Study- Resolution Team recognizes there **may** be changes in facilities and teaching assignments for next school year pending the outcome of the enrollment study committee who are meeting regularly through this December. The Association and the District will be working on

District Resolution Team

October 19, 2011

Sheila Lehman, Jill Cirivello, Sue Clapp, Mary Ellen Maske,
Dr. Sandy Stephen, Tammy Wawro, Kim Miller, Kandy Bekeris, Tania Johnson

FYI's

Board Policy Changes- There have been many board policy changes that affect staff and because of this, it has brought to light the fact there are MANY board policies that staff should be aware of and probably are not. HR and CREA are working on a way to highlight pertinent board policy to employees.

Teacher Insight- TeacherInsight WHAT IT IS: (from website) *For more than 40 years, Gallup has studied measurable success in the teaching role -- and has applied that learning to help schools and districts find teachers like the very best through TeacherInsight, its online assessment of teaching talent. But the latest version of TeacherInsight is a breakthrough. In developing TeacherInsight, Gallup used value-added scores to identify the talents of teachers whose students demonstrated greater gains. As a result, TeacherInsight is designed to identify teacher applicants whose students will achieve higher levels of success.*

As an online assessment, TeacherInsight provides valuable information about applicants while it increases the speed of the interview process. TeacherInsight results are based on the applicant's responses and include a total score that is predictive of an applicant's potential for producing student growth. Additional information about the applicant is provided in a Talent Dimension Report, giving districts a greater understanding of the applicant's talents and relative strengths.

TeacherInsight can be integrated with existing applicant tracking systems, making the administrative process seamless for districts. Districts without applicant tracking systems may access results through Gallup Online, a secure Web-based reporting site.

CURRENT STAFF can take this voluntarily when applying for other positions or short term contracts BUT DO NOT HAVE TO. IF you are a veteran and have taken this and want to know your score or want your score removed from your records you need to contact someone in Human Resources.

Teacher Retirement Program- October 24th is the first time to school board will read the policy for The Separation package for this school year and the plan for next school year. The plan is the same as in the past years. There is no "extra bonus" as there was in the 10-11 school year as that money was from the Ed Jobs Bill and was one-time money used in CR to save Educator jobs. See the board minutes for details.

Walkthrough updates- Elementary administrators will begin using technology in order to "log" what they are viewing during their normal walkthrough, quick visit, or other observations. The forms themselves for observations and walkthroughs are not different than in hard copy.

Enrollment Study Reminder – *excerpt from earlier email:*

The Enrollment Committee is expected to make recommendations to the Superintendent by Winter Break 2011. The Superintendent plans to make recommendations (if any) to the Board of Education for their consideration in January and February - 2012.

Opportunities for public input will be part of the process.

We want to be sure that all employees understand that discussions between District administration and the Cedar Rapids Education Association are ongoing regarding contract issues related to employment rights should a closure occur. Other impacted staff members would be addressed pursuant to their work agreements. A school closure would be an extraordinary event and would require extraordinary efforts.

If this occurs, faculty and staff who were impacted by a possible school closure would be consulted regarding position openings and placement issues. Some staff might move with programs that may be reassigned to a different school. Good examples of this type of consideration are Special Education, AK, or Early Childhood. Other faculty and staff might move with students as more staff positions are required at relocated school sites.

The District Resolution Team would be utilized during this process and every effort would be made to ensure a smooth transition.

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

a memo for procedures that will be used to ensure contract is maintained and ensure that we are working together to make any changes IF needed as painless as possible for staff.

Sub shortage language Implementation reminder-

Building secretaries received a packet last year, which had **GREEN** time sheets for teachers to fill out if they have used prep time to cover for a colleague. (both for those who called in with a leave but it has not been filled by SEMS AND for those who have assisted when a coach has had to leave early due to competition away. The timesheets will help us track the number of non-covered times. HR will be working on sending a new packet for this year .There is also a log in this packet that will help keep track of the times the classes are covered by people who do not fill out a time sheet. Please either make more **GREEN** sheets or contact HR for more time sheets.

IF a counselor, Teacher Librarian, or instructional coach must cancel a class with students they would fill out a timesheet for **that** period because the expectation would be the class is made up. The log would not be filled out at this time because data would be tracked through the time sheets.

Basically anytime prep is given to cover for someone, teacher who gave their prep are paid the stipend rate.

This year it will be acceptable to use this pay for coverage for colleagues with coaching duties when necessary.

The District understands that starting activities 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. The depth of the problem of changing start time dramatically is system-wide. Because of bussing issues, the transportation department has asked that all middle schools release for in-town "game" in time so that buses can leave the property at 2:35- allowing them to get to elementary schools for dismissal time.

The time that a coach may need covered should be worked out within building, keeping in mind that the importance of our teachers working with our students as coaches is valuable.

FROM LAST YEARS FYI's: Early Dismissal Schedule- elementary update- It is the objective for early dismissal times to allow for both teachers to work in their own PLC's and to participate in professional development.

Para Professional Development and early dismissals-

On early dismissal days there are three **choices** for paras:

- 1) I choose to take the additional hours after student dismissal without pay
- 2) My designated administrator and/or staff member will provide work for me to reach my full hours that day
- or 3) I will attend the district-designated professional development classes with pay for up to 8 hours

Prep time reminder- Contract Language from Teacher Agreement

It shall be the objective of the school district to provide employees with an average of forty (40) continuous minutes of preparation time daily. Wherever practicable, the preparation time will be provided during the time students are typically in attendance. The parties acknowledge that financial, enrollment, and scheduling limitations may adversely affect this objective. No later than thirty (30) employee working days after the start of the school year, the Superintendent and/or designee shall meet with a committee of not more than five (5) employees designated by the Association President to review those circumstances that merit consideration when this objective has not been reached.

A reminder is that “when students are in attendance” means when they would be counted absent or tardy from class.

Part-time or Early Bird Teacher/Nurse work on Early Dismissal days

On District early dismissal days, teachers with less than full time FTE or on adjusted schedules due to early bird classes may choose to stay for professional development activities and be paid their per diem. Blue timesheets should be filled out noting that the 1 to 2 hours were spent on professional development in district or building PLC work. Approved timesheets should be sent by the building administrator or secretary to Laura Eveland at Kingston. (Laura will be adding the account number to the timesheets.)

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District Resolution Team

November 2011

FYI's

Thanksgiving week Comp day reminder

There are two days in the fall for compensation days for conferences AND conference prep work, those days this year were November 21 and 22. It has always been understood that these days will never be an hour-to-hour make up of the time worked. When the days are counted the Wednesday of break is NOT a day at all for teachers- NOT a paid holiday and not a work day – it is not one of the 191 days..it is like a summer day but in that week as is Thanksgiving. Teachers do not have paid holidays but a 191 work day schedule with 4 of those 191 days being comp days for conferences in fall and spring for elementary and middle school and for fall conferences and Supervision afterhours for High school.

Retirement

The school board did final approval on the teacher retirement program for the end of this school year. It is the same as they had proposed last year, with the clear exception that the one time \$25,000 retirement payout is NOT an aspect of the program as it was for last year only.

Leave Of Absence reminder date change

For a teacher to take an unpaid leave of absence for the 2012-13 school year, the date to file for approval of that has been moved earlier. The date is February 1st for BOTH retirement and Leaves of Absence approvals.

Staffing and Building “Proposals”

After the District enrollment study committee has their next December meeting and we have been given true proposals, the District and the Association will begin to have staff meetings in the proposed buildings to be closed. Discussion continues between the District and the Association on the plans and procedures to help make any transitions as smooth and fair as possible for everyone involved.

Potential of Paperless Leave Requests

The district is looking at ways for teachers to move from the papercopy of leave request to an electronic version. This would take away the need for social security numbers to be written and would give teachers the autonomy over the “form”. As more information is gathered it will be shared and piloted.

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District Resolution Team
January 2012

IMPORTANT FYI

Snow days – last year and this year-

Last year a snow day was made up on an in-service day and thus technically teachers worked 190 days instead of 191 contracted days. Teachers/nurses never made up the In-service day –contractually. Of course people worked at home, etc. But the District showed 190 work days rather than the contractual 191 at the end of last year.

This year once again, the snow day for students is going to be made up on an in-service day... Feb 20th the district will add this In-service day on March 2nd- this is listed on our calendar as a potential snow make up day (or it would have been a comp day if there were no weather situations) The comp day must be considered the snow day that we were not contractually obligated to go to work. IF there is a snow day between now and March 2nd then March 2nd will become a snow day and teachers will be expected to report on Monday June 4th for the In-Service Day in the summer.

12 Hour High School Supervision and IEP (contract language reminder)

IF part of someone's 12 hour supervision is cancelled by the District within a week of the date it was scheduled the teacher will not be required to sign up to make up the time that was cancelled. This does not include IEP meetings that are required; if those are cancelled on any part the regular procedure to make these up is still required.

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