

## **District Resolution Team**

September 2012

### **FYI's**

#### **Professional Development Hours for para-educators**

The CROTA contract for para-educators allows for 8 hours of professional development time during the year. Two hours of this time was used on Monday, August 20<sup>th</sup> for the beginning of the year meeting held at Franklin. All para-educators have 6 hours beyond their normal contract time remaining to use for professional development activities of their choosing.

A menu of professional development choices for early dismissals is being created and will be communicated in the near future.

#### **Information About the Resolution Team**

The Resolution Team is a representative group of employees and district administrators whose purpose is to solve issues/problems. The goal is to prevent problems (staff concerns, administrators' concerns, physical plant issues, interpersonal issues, etc.) from getting in the way of student learning.

Resolution Team agenda items are compiled by the facilitator and come from teachers, para-educators, administrators, parents, students, school board, legislature, etc. These items are accepted by any of the team members providing the person/s submitting has attempted a solution at the building level, is able to communicate/verify the attempt, and the outcome has not or cannot reach a satisfactory conclusion without further assistance. Many times agenda items are completely informational communication between the district and employees.

Informational minutes that have been written by the facilitator and edited by the team members go to all administrators, teachers and para-educators in a generic format to protect confidentiality. Minutes are kept in a sort-able, electronic format and are reviewed as similar cases are brought to the team.

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

If you have a question or concern for the Resolution Team, please contact Sue Clapp.

[sclapp@cr.k12.ia.us](mailto:sclapp@cr.k12.ia.us)

## District Resolution Team

October 2012

### FYI's

#### Teachers Subbing during Prep Periods

A letter of understanding has been in place for several years now about teachers being called upon to cover classes during their prep periods. This is to remind everyone of some key points about this understanding.

- These are situations when a **substitute is called** and none are available.
- These situations need **prior approval** or knowledge of the building administrator or designee.
- Teachers should **volunteer**/agree to subbing during their prep.
- Coverage for coaches needing to leave early for **competition** may also be approved.
- Teachers covering during their prep should **log into the time clock** using the job code number 799.

#### Courses for Credit

There have been more opportunities for teachers to take courses for credit during the contract time especially from GWAEA. These trainings are valuable and may even be recommended by the District but the credit may not be used for district level changes and should not be submitted to the TQ Liaison. For example, credit for Contemporary School Leadership and PBIS training may not be used for level change as the class is during contract time. The teacher contract states:

Credit/course attendance and work may not be done during assigned work time, unless using one's personal day(s). Assigned work time includes the eight hours of professional development in Article III.

#### Completion Reminders

Human Resource personnel will be contacting employees that have not completed or fulfilled responsibilities from the 2011-12 school year. Expectations included Darkness to Light for teachers, twelve hours of volunteer work in the high schools and CDA certification of early learning paras. Early Learning paras must have the CDA certification completed this year to maintain their placement in the early learning programs.

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## **District Resolution Team**

November 2012

### **FYI's**

#### **Holiday Pay for Para-Educators**

- According to the Teacher Associate Contract, para-educators are paid for 13 holidays. In order to receive the payment, they must be in paid status.
- Para-educators on an unpaid leave of absence will not receive holiday pay for any that are scheduled during their unpaid status.

#### **Para-Educators Subbing for Teacher**

- When a para-educator is a certified teacher and asked to be the substitute for a teacher in their building, they will be paid at their typical per diem if that rate of pay is higher than a substitute rate of pay.
- If their hourly rate is lower, they will receive substitute teacher pay.

#### **Substitutes from SEMS**

- Teachers are reminded that all substitutes should be arranged through SEMS. SEMS ensures licensure and background check standards.
- Facilitators, counselors, instructional coaches, and others on teacher contracts that do not require a substitute are not required to enter their absences through SEMS.
- Our time clock should be used to log absences from your building assignment and only those absences requiring a substitute should also be logged in SEMS.

#### **Behavior/Safety Task Force Committee**

- A committee will be convened to look at student behavior issues and safety concerns in our classrooms. This is per a letter of understanding added to the Teacher Contract for Article XIV on Safety Provisions. The joint task force will provide recommendations for bargaining.

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## **District Resolution Team**

December/January 2012-13

### **FYI's**

#### **Para-Educator Guidelines for Inclement Weather**

When inclement weather necessitates a delay in the normal beginning time, para-educator start time shall equally be delayed. Compensation for their full normal daily hours will be provided if they are able to report at the delayed start time. If they cannot arrive by the delayed start time, they may use emergency leave for the time missed.

In the event school dismisses early, para-educators shall be dismissed as soon as their responsibility for students is completed. They shall be compensated for their full normal daily hours.

#### **Part Time Teacher Pay at all day Professional Development Trainings**

Teachers on a part time contract invited to attend all day professional development trainings (such as Write Tools) shall be compensated for the hours beyond their contract time, if they choose to stay for the full day of training. The rate of pay for these extra hours shall be the stipend rate of \$18 an hour if they are a participant in the training. If the teacher is the facilitator or leader of the professional development activity, per diem pay for extra hours is used.

#### **Book Study Guidelines**

Book studies are becoming a more widely used form of professional learning and are a positive way for staff to study best practices and current research.

- Book study time can be held during the contractual day but should not exceed the expectation for meetings per week. Per contract language: "A goal is for employees to have at least two mornings per week where they are not required to attend meetings. In addition, meetings should be kept to a minimum during conference windows."
- Reading the material may be done on or off contract time.
- Discussion time for school-wide book studies should include all staff during contract time.
- Participation in book studies outside of contract time **must** be voluntary.

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