

District Resolution Team

September 2013

FYI's

Information About the Resolution Team

The team members are Mary Ellen Maske, Jill Cirivello, Sheila Lehman, Val Dolezal, Kim Miller, Kandy Bekeris, Shawn Thomsen, Tania Johnson and Sue Clapp.

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.

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

Para-Educator PD Time

According to the Para-Educator collective bargaining agreement, paras have several options on early dismissal days. With the approval of their responsible administrator the employee may:

- Be asked to attend specifically assigned District provided in-service courses with at least 2 weeks' notice, if assigned.
- Take the remaining contract time as unpaid or use available leave time.
- Perform additional assigned duties to complete their contracted hours.
- **Attend other district provided in-service classes of their interest and choosing** – Paras do have up to 8 hours of time provided for professional development. It is appropriate for paras to remain for the entire session even if the time goes beyond their contracted time. These extra hours are **not** counted against building budgets.

Recognizing that Professional Development is very important, the District Resolution Team has agreed that time to attend trainings this year can still be requested, even if the 8 hours have been used. Paras in special education classrooms should obtain approval from their Associate Director in Special Services of the extra hours they will be using to attend Professional Development. A para should notify their building administrator that they would like to attend a training on an early dismissal day and that they will be clocking extra time. The exact amount of extra time should be noted. This notification is only for paras that are out of PD hours. If PD falls within normal daily hours no notification or approval is needed. To clarify, these additional hours are **not** counted against building budgets.

New Students to the District

New students to the district should begin classes even if records from the sending district have not arrived. If records arrive, and there is an IEP, the IEP should be implemented as closely as possible to the existing IEP. If the new student is from another district in Iowa, then after learning the child's needs, the new district must either adopt the IEP as written or write a new IEP. If a new student with an IEP has moved here from another state, it is necessary for LEA and AEA staff to review all records and determine if there is enough information to determine that the student is eligible under Iowa guidelines. If there is sufficient information, no formal re-evaluation is needed. If available information is insufficient, then re-evaluation is necessary. The student should receive services during this assessment period.

An IEP for a new student may indicate that additional adult support is needed for all or part of a day. The provision of this service during the assessment period can be accomplished by existing staff or by substitute personnel. A decision about necessary supports in the new environment will be made by the IEP team after the assessment window. Staffing decisions are made by Special Services.

There are times when records may be significantly delayed. In this case, if there is a reason to believe that a new student had been determined to be eligible for special education, special education services should be provided and an interim IEP should be completed. The "reason to believe" is generally based on parent interviews or professional judgment of staff.

Confidentiality

Please remember to keep information about job applicants confidential. If you are contacted as a reference, you should be aware that the applicant might not want others knowing that they are applying for other positions. This reference call should be kept as confidential as the names of those that are interviewed for positions.

Substitute Shortages

The District is aware of times when classes have not had substitute coverage. Buildings should develop a plan collaboratively to assist with covering absences at these times. Available staff should work together so that the burden does not always fall on the same individual.

District Resolution Team Minutes

October 2013

Parent/Teacher Conference Expectations

- All certified staff should provide the opportunity for parents and students to conference about student learning.
- It is the expectation that staff are present for extended contract hours to account for the comp days provided on November 25th and 26th.
- Staff not able to attend the evening conference times established by the building, should collaborate with the building administrator to make individual arrangements.
- The intent is for the extended hours to be meaningful and used to provide information to the students and their families about their learning progress.
- Printing of the Progress Reports for elementary should not be required prior to the conference prep days.

Substitute Shortages

- Buildings should develop a plan/rotation for coverage so the same staff are not called upon too often.
- Try to limit absences on days when teachers are already being sent for out of building trainings.
- Arrange for substitute coverage as early as possible.
- Remember that teachers losing their personal prep time to cover a class when a substitute is not available shall be compensated at the stipend rate of \$18.
- Staff may be asked to rearrange their absence if possible but should not be denied the right to leave when family or emergency situations arise. Coverage for the students should be arranged before leaving as the first responsibility is for the safety of students.

Resolution Team Minutes

December 2013 & January 2014

1. Calendar updates for certified staff

- Certified staff have **2 days** beyond the last day with students.
- The weather-related school cancellation on Friday, Dec. 20, 2013, will be made up on **Monday, Feb. 17, 2014**. Since this was established as a staff learning date, certified staff will make up the professional development day on **Wednesday, June 11**.
- The last contractual day for certified staff **currently** will be **June 12** and designated as a clerical day.
- Taylor's weather-related school cancellation on Monday, Jan. 6, 2014, will be made up on **Monday, Feb., 17, 2014**. Since this was established as a staff learning date, certified staff at Taylor will make the professional development day up on **Friday, May 30**.
- Taylor staff will have their clerical day currently on June 2nd.

2. Late start/Early dismissal Schedules

- Due to the numerous weather related late starts and the early dismissals, discussions should be held on equity for the schedules for these days.
- The same student should not always be missing their Exploratory or Specials classes.
- If periods are reduced, all periods should be reduced to equal times for **all** periods in a regular day. (If there are 7 periods in the day, all 7 periods should be accounted for in the reduced schedule.)
- If periods 1 and 2 have been eliminated due to a late start, the next late start should have periods 3 and 4 eliminated and periods 1 and 2 allowed to have a spot in the schedule. The next late start would eliminate periods 5 and 6 and so on.
- It is important to have equity when needing to make schedule changes for **both** students and staff.

3. Clarification on Emergency vs. Personal Business Days

- Teachers do not need to disclose the reason for Personal Days.
- Personal Days do not need to be used before use of Emergency Leave.
- The written request, to the employee's responsible administrator, shall state the reason for the proposed emergency leave.
- The building administrator has the right to grant emergency leave according to the stated criteria. The Resolution Team may be consulted if agreement is not met.
- Personal Business and Emergency leave may be granted on or before a holiday or during the first and last 10 school days, if it is warranted **as an unusual circumstance** and the appropriate supervisor approves it.

Resolution Team Minutes

April 7th, 2014

1. Schedule C

- Each secondary building has been asked to make cuts in the Schedule C expenditures.
- Reductions should be considered first from coaches that are not certified staff.
- Any certified staff coaches to be reduced will need to receive a R.I.F. notice for the coaching contract prior to May 1st.
- If a Schedule C contract is in consideration to be split among any interested applicants, a request may be made to the Resolution Team for such permission.

2. Calendar updates for certified staff

- Certified staff have **2 days** beyond the last day with students.
- The weather-related school cancellation on Friday, Dec. 20, 2013, will be made up on **Monday, Feb. 17, 2014 and then Feb. 17th was a snow day**. Since this was established as a staff learning date, certified staff will make up the professional development day on **Friday, June 13th** and students' last day will be June 12th.
- The last contractual day for certified staff **currently** will be **June 16th** and designated as a clerical day. However, flexibility may be granted for staff to complete the clerical duties prior to June 16th. (i.e. - time spent on Saturday or extra hours prior to the end of the last week)