

Resolution Team FYIs 2006-2007

August 2006

- 1. Career Teacher Evaluations** – All teacher evaluations were put on hold for the 2005-2006 school year. During the 2005-2006 school year teachers and evaluators were able to put in place Individual Career Development Plans (ICDP). Teachers who were to have their 3 year evaluations completed in the 2005-2006 school year will have them completed this year. This will push everyone forward one year, i.e. 2006-2007 will be in 2007-2008, and 2007-2008 in 2008-2009. However, due to some buildings having numerous “new to the profession” teachers, who by state law must have intensive evaluations done for the first two years of employment, and the normal building transfers this could leave a single evaluator with more than half of their staff to be evaluated in one year. If an evaluator finds themselves in this situation, **due to one of the two reasons stated**, the evaluator may equalize the evaluation schedules by making a decision as to whom they will evaluate during the current school year and who will be moved ahead one more year. Teachers to be evaluated must be informed in writing by September 30th.
- 2. Course Pre-approval** – Gaining pre-approval from Human Resources, Jill Cirivello, for a continuing education course **before** taking the course is highly recommended. The course must pertain to your current teaching assignment. To advance on the pay scale the course must be completed before the start of the school year.
- 3. Paraeducator Evaluations** – The paraeducator evaluation form for both probationary and non-probationary paraeducators has been revised for this school year. New to our district paraeducators are to be evaluated by a licensed evaluator during their probationary period of 3 months. Employees who have satisfactorily completed their probationary period shall be evaluated by a licensed evaluator at least once every 3 years. Paraeducators who are to be evaluated on the normal 3 year cycle must be notified during the first 4 weeks of school.
- 4. Paraeducator Meeting**– All available paraeducators attended an inservice meeting at Jefferson High school before the start of school. They were welcomed by Superintendent Dr. Markward, Executive Director of Human Resources Jill Cirivello, and Uni-Serv Director Kathy Krehbiel (CROTA Paraeducator’s Union director). Copies of the paraeducator’s contracts were distributed and Kathy Krehbiel reviewed each section of the document with those in attendance. Carolyn Cleveland is being employed by the District to develop inservice trainings for paraeducators and she presented them with a survey to help establish topics for inservice sessions. The topics of; **Ethics, Professionalism, and Role definition – Liability and other Legal Issues – Managing Behavior & Helping the Resistant Student** are topics that apply to all paraeducators from Para I to Sign Language Interpreters and it is hoped the inservices offered will be well attended. . One correction from the inservice is: associates who take part in district inservice training during the work day are **NOT** allowed to use these credits toward a salary adjustment/change.
- 5. Job Descriptions** – Employees must pay close attention to their written job descriptions, which must be furnished to them by Human Resources. If they are not able or willing to perform the prescribed duties they may apply for a transfer or resign their position.
- 6. Fundraisers**- The District agrees that philanthropy is a vital part of our student’s education, however legal issues force us to place parameters on student involvement in fundraisers for charitable causes. Students may meet and organize on their own or with PTA help as long as it is outside of school time, does not utilize school facilities, (including the email system), and is not staff driven. Staff members are always free to organize themselves and other adults on non-school time and not using school facilities including the email system. Staff may also use the staff lounge or common area where students are not present to post fliers and gather donations.

September, 2006

- 1. Payroll Dates** – There are 27 payroll dates this year. In most school years there are 26 payday Fridays for teachers and nurses and contracted salary is divided into 26 equal checks. In the 2006- 2007 school year there are 27 payday Fridays for nurses and teachers. This means that in most cases, even with a raise, biweekly checks will be smaller...**however there will be more of them!**
- 2. Salary Changes – Good news!** Over 200 District teachers are receiving an adjustment to their salary this school year beginning in late September/early October. The adjustment comes to some teachers in the 3rd year to 12th year in the BA+12, BA+24, and MA levels, because some of our district salaries were below the state-mandated minimums. The state has mandated that all experienced teachers must make at least \$2000 more than beginning teachers. Since we have been able to boost our beginning teacher salaries, some of our salaries had to be raised. When we raised those salaries, this affected teachers who have more experience than they, so we adjusted their salaries. This affected more teachers and so on. Some salaries will not require much adjustment (the smallest amount is \$2.00) while others

will see a larger adjustment. The reason we are able to make these adjustments is that the legislature has allotted a larger amount of money to the district to be used to boost teacher salaries in 2006-07.

3. **State Teacher Bonus Check** – As in the past, all teachers will be receiving an additional December paycheck with salary from legislative compensation monies. This check is due to two programs sponsored by the legislature: a.) Money to boost teachers' salaries. The amount of this bonus salary will be similar to the amount received in December of 2005. b.) Money to pay for an additional day of professional development. This pay is the compensation for the September 1 Staff Learning Day, the date our district determined would be the additional professional development day. The staff learning day amount is pro-rated by FTE.
4. **Additional 8 hours of Professional Development** – In addition to the state-sponsored additional professional development day, the CRCS and the CREA agreed in bargaining to add another 8 hours of professional development for every teacher/nurse in the district (regardless of FTE.) The additional 8 hours of professional development must be conducted outside of the regular contract hours. The contract reads:
"Employees shall also be required to attend eight (8) hours of development sessions annually, in not less than two (2) hour increments. Sessions shall be scheduled and announced no less than two (2) weeks in advance. Contractual leaves may be used when an employee cannot attend. Professional development may be different within a building/site for differing teams/groups/departments. Administrators and teachers should work together to determine the professional development needs of their building/site and how best this time can be used to improve student achievement."
Some buildings chose to add an extra day to the pre-service days. Other options being chosen are: using the morning of a comp day, adding time to the end of several work days, having high school curricular teams working days separate from other curricular teams, etc.
5. **Schedule C Form** – If you are accepting a schedule C contract that is not an athletic coaching position there is not an endorsement or authorization that you need to provide to the District. There is a statement asking you to provide the endorsement or authorization in many of the schedule C contracts; it is being removed from non-athletic supplemental contracts.
6. **IEP Training Times** – CRCS will conduct IEP web training during inservice/contract time.
7. **Email Cc** – Be extremely careful of what you write in emails. If there are names or words that you are not ready to let anyone see do not include them in an email. In the same respect if you decide to copy a third party when answering an email from someone who had not included that party in the original email be very cognizant of repercussions. Remember to keep confidential information confidential. That is, don't forward or CC: people unless they have a specific need and right to know the information.
8. **Athletics/Fine Arts Eligibility for Students with IEPs** - Students who have IEPs will be judged eligible for extra curricular athletic/fine arts participation by determining if he/she is making satisfactory progress in the subject area/s for which their IEP goals are written. It is important to note that if a student earns less than a letter grade of "D" in any subject area for which he/she *does not* have an IEP he/she will be deemed ineligible to participate in extra curricular sports/fine arts. Progress reports on students with IEPs are now going out at 4, 8, and 12 weeks each trimester and these reports affect student eligibility if a student is not passing 20 credits. Eligibility is also affected if the student is not on target to graduate.
9. **Completion of Course Work for Level Change** – This subject in general, along with several individual issues, has been discussed in depth. It is a bargaining issue and has been referred to the CREA and District bargaining team.

Additional Employee Leave – Administrators and employees are required to adhere to the leaves that are contractually provided. Individual administrators or employees don't have the latitude to go beyond the contracted leaves currently available to the individual employee, such as substituting one type of leave for another. Unfortunately, we know that there are rare times when dedicated employees require assistance for unique circumstances. The GOOD NEWS is that the District, CREA, and CROTA have provided a negotiated recourse for teachers and paraeducators who are in need of leave beyond what is available to them. Additional leave may be requested through the Resolution Team and the Resolution Team may grant

additional leave when/if it is determined that the employee's personal situation and circumstances warrant such consideration.

In Article VIII section A of the teacher contract Resolution Team is referred to regarding shortages that may occur when accessing maternity/adoption/ and/or paternity leaves. Section B gives the Resolution Team the ability to grant waivers converting one type of leave to another. Section N of the article refers to the Leave of Absence Reserve which may be accessed by contacting the Resolution Team. The Leave of Absence Reserve works to grant additional leave to an employee without depleting any other type of leave the employee has and may need to access later in his/her career. The paraeducator's contract refers to the same in Article VI, sections A, B, & L.

Schedule C Changes - There will be a new handbook this year outlining implementation and administration of Schedule C positions.

Comp Time and 8 hours of Staff Development – The contractually provided additional 8 hours of staff development may occur during the contracted four days of comp time if the decision for the timing of this training was agreed to per contract guidelines. As a reminder, the guidelines state that the decisions regarding the additional 8 hours of staff development must be reached by a representative group of teachers and administrators.

Fundraising – In the August 30th minutes the following was printed;

The District agrees that philanthropy is a vital part of our student's education, however legal issues force us to place parameters on student involvement in fundraisers for charitable causes. Students may meet and organize on their own or with PTA help as long as it is outside of school time, does not utilize school facilities, (including the email system), and is not staff driven. Staff members are always free to organize themselves and other adults on non-school time and not using school facilities including the email system. Staff may also use the staff lounge or common area where students are not present to post fliers and gather donations.

Several inquires were received asking about Student Government and school club projects. These events are generally not in violation as long as students are not forced to participate and organization/work related to the event is done outside of the normal school day.

October 2006

Paraeducator Calendar – The working calendar for Paraeducators consists of 190 days. Nine days are paid holidays; teachers do not receive paid holidays. When counting the paraeducator workdays to reach the 190 days you must count the 9 paid holidays.

This year the holidays are/were 9/4, 11/23, 11/24, 12/25, 12/26, 1/2, 1/3, 3/30, & 5/28.

The days that are full day inservice non-student contact days, or student vacation days, which paraeducators do not work, are not paid for, and are not paid holidays are, 9/1, 10/9, 11/3, 11/20, 11/21, 11/22, 12/27, 12/28, 12/29, 3/1, 3/2, 3/26, 3/27, 3/28, 3/29.

Paraeducators work their full contract hours on early dismissal days by either staying in their buildings to work or taking paraeducator inservices offered by the district.

Leave Reserve Guidelines – Any time that an employee has exhausted all leaves contractually provided and appropriate to their need the Resolution Team must be contacted before anything other than unpaid leave may be accessed. Contact any member of the team listed at the top of the minutes.

Administrator Supervision -There is not a legal requirement for an administrator to be present on any school day or at any school sponsored function. A teacher's liability is not increased when the District does not have an administrator present. As a professional, each teacher is required to make a good judgment call on any emergency or disciplinary situation or action. That's all the employee can be held accountable for regardless of the presence or absence of an administrator.

Hopefully each situation where there is not an administrator present has a back-up plan. The process that is to be followed when a teacher needs assistance is a topic for staff discussion and policy.

In-service and Part-Time Teachers - Attending inservice training is part of the professional responsibilities of teachers. If a teacher is less than full time, he/she should consult with his/her building principal to determine which inservice sessions require the teacher's presence and which provide information that can be shared in another way. There are several ways that a building or program may approach the inclusion of part-time teachers who aren't working when an inservice occurs:

1. Compensation paid by the District program holding the inservice.

2. Compensation paid by the building.
3. Utilization of teacher contract Article III, paragraph 2... *“However, employees may be required to attend one (1) faculty meeting of reasonable length per month beyond the normal work day, scheduled at least one (1) week in advance, and a maximum of three (3) other professionally related events, one of which shall be open house, after normal work hours and on a work day.”*
4. Accessing the part-time employee’s obligation to participate in 8 hours of contracted professional development time that is required of all teachers. Teacher contract Article III, paragraph 3... *“Employees shall also be required to attend eight (8) hours of development sessions annually, in not less than two (2) hour increments. Sessions shall be scheduled and announced no less than two (2) weeks in advance. Contractual leaves may be used when an employee cannot attend. Professional development may be different within a building/site for differing teams/groups/departments. Administrators and teachers should work together to determine the professional development needs of their building/site and how best this time can be used to improve student achievement. Note: this 8 hours is NOT pro-rated by FTE.*
5. Use of state funding appropriated by the legislature for Professional Development. This fund is administered by the Professional Development Committee and can be used ONLY for teacher salaries. For more information on the amount of funding available and to access these funds, please contact Gary Anhalt or Chris Rauscher.
6. Alternate dates or times which fall within the teacher’s contractual day may be arranged between the teacher and his/her evaluator.

PTA-PTO Insurance Coverage – The Cedar Rapids Community Schools has included all of its PTA and PTO units as an additionally insured entities under its general liability policy. The policy does not insure any property that the unit owns or any funds or bonding coverage on officers. Individual PTA or PTO organizations will need to obtain that coverage separately, if desired.

Security- All policies and procedures associated with providing a safe workplace and learning environment are currently under review by the Superintendent’s Cabinet.

Candy in the Classroom- There is not a hard and fast rule against candy in the classrooms. However, as part of a federally mandated Wellness policy (CRCS Policy 610 may be located on the district’s website), the use of candy as an incentive is discouraged. It is felt that there are a lot of better alternatives to candy in the classroom. The district policy review committee is drafting specific recommendations for a regulation that will provide more detail.

Teacher Workload Task Force- The task force is in the process of arranging their first meeting this fall. The task force is comprised of both classroom teachers and administrators.

SEMS- Substitute teachers appreciate information that helps them determine if they are qualified to substitute for you. There are two ways to give additional information about your work assignment and classroom.

1) Record your name so that your grade level or classroom designation is included. You may re-record your name by calling SEMS at 366-0039 and, instead of entering your PIN, press the * key and follow the directions. (You may also use this function to review your PIN.)

2) Use the 30 second message to give additional information about your classroom and requirements of the plan for the day. This capability is only available to you by calling in your absence using the telephone. **DO NOT USE THE TEXT BOX ON WEBCENTER.** Information typed in will not be read to the substitute when they are called. This function should not be used for lesson plans either as substitutes do not always have access to a computer.

You must enter your absence before midnight of the day that it occurs. The earlier you enter your absence the more likely you are to get the correct substitute. If you fail to complete this requirement you must not backdate your absence. (If you do this, it will become an active job for the next year.) If you have any further questions, you may contact your school secretary on how to get these jobs properly recorded.

If, on your own, you arrange in advance for a particular substitute to cover your absence this must be recorded correctly in SEMS. After you enter their telephone number, you must indicate that you have already talked to them and that the system will not call them. On WebCenter this is done by checking the “yes” to the question, “Has the substitute accepted this job?” On the telephone you must confirm the correct sub and confirm that the system will not call this or any other sub. If the system will not accept that substitute’s phone number, hang up and check with the substitute, your secretary, or the SEMS Help Desk to determine why this substitute is not available. A substitute who shows up as

unavailable cannot be utilized by your school as a substitute. Also, do not proceed with obtaining a job number without properly identifying your prearranged substitute to the computer or a different substitute will be called. *The substitute called by the system will then work that day and the substitute you had arranged for will be sent home with no pay.

Use the Cedar Rapids absence reasons when recording your absence. These are numbered (1) through (10) and are the only reasons available to you. When using the dropdown menu on WebCenter please do not venture down past (10) because these are absence reasons for other districts served by SEMS.

Please check your assigned school and classification on SEMS. If you need to make a change, or if you have any other questions about SEMS, please contact the SEMS Help Desk at 399-6761.

Paraeducators do not call the SEMS system for a sub. Only the building secretary or Donna Fitzgerald in Human Resources may use SEMS when arranging for a substitute paraeducator.

- **Paraeducator Calendar Correction- Paraeducator Calendar** – The working calendar for Paraeducators consists of 190 days. Nine days are paid holidays; teachers do not receive paid holidays. When counting the paraeducator workdays to reach the 190 days you must count the 9 paid holidays.

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December 2006

The Washing of Soiled Student Clothing by Staff – Questions have surfaced in many buildings and programs about the procedure used when a student has soiled their clothing. There is presently an inconsistent policy and a great concern about sanitation and the proper handling of clothing or materials soiled with body fluids. Suzanne Bloome will meet with Rhoda Shepherd and Rosemary Berckes to draft a district policy.

Safety Issues – Safety issues within special education classrooms are of constant concern and comprise the highest incident of workman's comp claims. Training is constantly available year round for teachers and paraeducators in this group. If you would like to receive the training contact the Associate Director of Special Education assigned to your quadrant i.e., Sheila Lehman, Jane Breitwisch, Cynthia Donaldson, or Deb Scott.

Teacher Retirement – If your intent is to retire at the end of the present school year and receive District severance you must formally contact the District by February 1, 2007. To receive severance offered by the District you must be 55 years of age and have worked in the District for at least 20 years. All teachers meeting the age of 55 and 20 years of service will receive 105 days per diem.

To receive a monthly contribution of \$465 towards health insurance you must have been enrolled in the District's health insurance for two years (2005-2006 & 2006-2007). If you should turn 55 years of age after July 1, 2006 you must have been enrolled in the District's health insurance for 3 years and the contribution will be \$450 per month. It is presently the District's intent to keep increasing the required years of district health insurance participation yearly until reaching 5 years. However there is no guarantee that it will stop at 5 years.

School Climate – Presently school climate and staff workload seem to be synonymous. Studies are underway and the problem is in the forefront. This is not an answer, but an acknowledgement that we are constantly looking for ways to alleviate the workload and in turn, hopefully improve school climate in many buildings.

Bus Routes – The problem of staff consistently needing to stay late with children due to late buses, is generating administrative meetings to find solutions.

February 2007

Jury Duty Leave – In the teacher/nurse contract it is stated, “If the employee is not selected, the employee should return to work.” In the paraeducator (associate) contract it is stated, “When a juror is not required to do full time jury duty, the employee is expected to report for regular work.”

After an employee makes the call confirming they must report for jury duty, they must make appropriate arrangements to be absent from work. Those arrangements include calling the SEMS system if a teacher or nurse and notifying the building secretary if a paraeducator. After jury selection is complete and the employee has been excused, they must return to work, providing the school work day has not ended. If a substitute is in place the substitute will also stay and perform duties within the building.

Incense Burning/Room Deodorizers – Incense burning is not permitted in schools. It would act the same as an open flame if coming in contact with material such as paper. Plug in deodorizers are also not permitted. They go against indoor air quality and could be asthma triggers.

Paraeducator Qualifying Event for Insurance Enrollment – Should a paraeducator’s contract be increased at any time during the school year, making them eligible for the District contribution to health insurance, it is considered a “Qualifying Event” and allows him/her to enter the program, even if he/she had not previously been enrolled. A paraeducator must work 6 hours a day or more to receive the monthly District contribution of \$145.00 towards health insurance. If a paraeducator’s contract is reduced below 6 hours a day during the school year it would also be a “Qualifying Event” allowing them to leave District insurance.

Handling of Clothing Contaminated with Fecal Matter –

The CRCS District recommended practice for the handling of clothing contaminated with fecal matter is as follows:

1. As soon as possible, and again at the beginning of each school year and/or as new students enroll, please notify parents/guardians what to expect if a student soils their clothing with fecal matter while attending your school. You may state that e-coli outbreaks and sanitation issues surrounding shared laundry facilities have influenced your decision and as a result, clothing contaminated with fecal matter will not be laundered at your school.
2. When an incident occurs, staff members should take exposure control precautions including wearing gloves while assisting a student and handling contaminated clothing.
3. Place the clothing in a plastic bag. Clothing should not be rinsed. If you notice blood in the stool, obtain a biohazard sticker from your building’s health clinic and place it on the outside of the plastic bag.
4. If outside contamination of a bag holding the clothing occurs, it should be placed in a second bag to prevent soak-through or leakage.
5. It is recommended that a home contact is made to alert the parents/guardians that this clothing is being sent home prior to the student’s dismissal the day of the occurrence. This includes notification to group homes. If the stool is bloody, be sure to communicate that information as well.

The District recognizes that there may be rare and extenuating circumstances when laundering contaminated clothing is appropriate. If you choose to pursue that option, the following steps must be followed:

1. Wearing gloves, place the clothing in a plastic bag before transporting to the laundry area.
2. Do not place any other items or any other student clothing in the washing machine with fecal contaminated clothing.
3. Wash the clothing at the **hottest temperature** available on your washing machine along with **detergent** and **1 cup of color safe bleach**.
4. After you have removed the clothing from the machine, sanitize the washer by running an additional full cycle (wash & rinse) at the **hottest temperature** available. Add **one cup bleach** to the wash cycle during this process. Please be sure to do this before anyone else uses the machine.

References:

- Center for Disease Control
- Linn County Public Health
- Mercy Medical Center
- CRCS Exposure Plan
- All About the ECERS-R

March 2007

Leave Procedures – Available soon on the Intranet will be a document clarifying the role of the District Resolution Team as mentioned in both the Teachers/Nurses contract and the Paraeducator contract.

Personal Leave – Teacher, Nurse, & Paraeducator personal leave may not be taken in the first or last 10 employee working days in any school year, or on a day immediately preceding or following a school holiday or vacation period. The reason for using your personal day is personal and does not have any bearing on it being approved by your administrator, but the timing and consideration of student needs/events during your requested leave may influence the approval. Administrators should not ask for an explanation why an employee is requesting personal leave. Be sure to clear it with your administrator prior to the absence. Occasionally Resolution Team will grant a request to use personal leave outside of the designated time period, but the circumstances must be unique and verifiable.

Painting Classrooms – The District does not compensate employees for time they may need to prepare their classroom for District painting. There is a painting schedule on the District website under “Building and Grounds” showing when each building is scheduled for painting, the occurrence is approximately once every 10 years.

Late Call on School Cancellation – Repercussions of making a late call to cancel school are far reaching and was a topic of discussion during this meeting.

April 2007

1. Resolution Team on The Intranet – There is a new web page under H.R. on the District Intranet. It is entitled Resolution Team and provides information on the District Team. Currently there is a link on the page to take you to two documents. One of the documents is titled, Resolution Team Role in Leave Procedures for Teachers/Nurses and Paraeducators and the second link takes you to the collective Resolution Team FYIs for 2006-2007. There are several pages of FYIs, but since it is a PDF page you will get a tool bar which allows you to do several things. Two of the most useful are first, increase the size of the print by changing the percent and second, click on the binoculars icon and type in a key word to the information you are seeking. For example you would like some information on Inservice so you type Inservice into the box provided and you will get 15 hits. Each hit is listed and to the left of it is an icon which will tell you on what page it is located. If you click on each of the results it will highlight the corresponding word on the document.

2. Health Insurance Deadline – Health insurance/dental insurance/medical reimbursement/dependent care reimbursement choices for the 2007-2008 year must all be completed by May 31st this year. There are three important-to-remember changes for insurance enrollment for 2007-08. One is: in order to use the medical reimbursement and/or dependent care pre-tax reimbursement accounts, one MUST re-enroll. This is a federal government requirement. If one doesn't actively select this option, one may not continue one's participation (it used to be that if one did nothing at re-enrollment time, the program simply rolled over with the same contribution rates.) The second important-to-know change is: there will be a lock out after May 31st. This means that a current employee will NOT be able to make any changes to his/her insurance program after May 31st, 2007. The third important-to-know change is: sign up will be by computer and is for all employee groups. It is very user friendly and will not take long. If anyone feels uncomfortable with the task or cannot get computer access there will be hours before school and after school when computers and assistance will be available at the ESC. If an employee is not full time and wishes to sign up during the day, instead of before or after school, they may come to Human Resources and assistance will be available. The process has not yet started, but watch for further information soon.

3. Evaluation Paperwork - When sending a teacher/nurse 3 year evaluation document to Human Resources the evaluator need only return the completed **Performance Review – Supporting Document Form** and include the dates of the pre/post-observation conferences and observation. (the HR office is NOT collecting the forms used in pre/post-observation.).

4. Paraeducator Substitute Identification Badges – Paraeducator substitutes have not had identification badges this year, however next year they will be made and issued by the Human Resources office staff.

5. Staffing for Next Year – Special education surplus and placements for next year have been completed. Any special ed teacher who has been placed, may apply for a transfer to any posted vacancy as an internal candidate by using the District web site. They will then compete as any other candidate for openings. Soon the elementary and secondary staffings will also be completed and the same process will be followed for anyone who has been placed in a position but may wish to apply elsewhere.

6. How to Apply: Internal Applicants – Any teacher who is currently employed by the District must complete an internal application in order to be eligible to apply for a transfer to other positions in the CRCSD. There is no longer a requirement for internal applicants to call a building to ask to be on their “list of applicants.” The new electronic application system allows internal applicants, once they have completed a transfer application, to click a button to indicate they wish to be considered for an open position. Teachers should call the HR office if they have any questions.

Teacher Surplusing & Placements – The surplusing and placing of both elementary and secondary teachers for next year is well under way and in many cases completed. There is no reduction in force related to teachers with continuing contracts for the 2007-2008 school year. Any teacher who has been surplusd from his/her building and is placed in another position is welcome to apply as an internal candidate to any posted position for which they are qualified and would rather teach. The same is true for anyone else wishing to change positions for the next school year. All vacancies are being posted and applied for online at the District’s web sight.

Special Education Paraeducators Surplusing & Placements – Special Education Para surplusing is well under way. No reduction in force will be implemented, but many changes are anticipated.

Regular Education Paraeducator Surplusing and Placements – Surplusing and placement for regular education paras is still a ways away, but reductions in force are not seen as much of a probability. Things are not solid as to where paras will be placed due in a great part to the reading prep program, which paras are heavily involved in. Kindergarten prep (Prep K) and first grade prep (Prep 1) have been administered this year and next year the District will be adding Prep 2 for second graders. The District reading assessment teams will be making their rounds of the schools during the first month next year to determine where the Prep paras will be needed. Prep will be administered to the bottom 10% of reading achievers in kindergarten, the bottom 10% in first grade, and the bottom 10% in second grade, therefore the number of students and paras are known, but not the locations.

Para Evaluations – May 1 is the deadline for paraeducator evaluations. If evaluations have not been completed for paras they should be held over for the next year.

Final Dates for Personal Days – On April 13th a notice was sent out as a reminder of the last date for some employee groups to use their personal day if they intend on doing so. Clear the date ahead of time with your administration and, if a substitute is needed be sure one has been secured.

*Last date to use a personal day this school year for **Teachers is May 21st**.*

*Last date to use a personal day this school year for **Paras is May 24th**.*

With the last paycheck some employee groups were also reminded of the ability to be paid for an unused personal day by retuning an included green card to payroll with the request.