



Cleveland Teachers Union

News & Notes

Compiled by Tracy Radich, 1st Vice President
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News & Notes is intended to be a weekly publication. Please make sure that you are receiving N & N from your Chair or checking on the CTU website for the latest N & N.

SPECIAL NOTE FOR THE PAYROLL THAT IS GOING TO BE SUBMITTED THIS FRIDAY, JANUARY 27

DO NOT enter anything for January 16. That was MLK Day and a district wide holiday. Leave January 16 blank. When submitting, you will be submitting only 9 days. The day will automatically be submitted for teachers, paraprofessionals, and related service providers which will then equal 10 days. All CMSD approved calendar holidays are built into the Workday system and will automatically be added to the submitted time. No time entry is required for those days and employees should not attempt to put in hours for official holidays as this creates time keeping errors that must be correct before payment is processed, potentially delaying an employee's check.

TDES TIMELINE **COMPRESSED EVALUATION SCHEDULE**

If you are returning from a leave of absence, are a new hire, or did not have both of your TDES events in the first semester – you may be concerned about the timely completion of your TDES events before the composite is due. If you are concerned about the timeline, then you must put your concern in writing to the TDES Co-Chairs indicating that you would like to request a compressed cycle. Emails requesting a compressed cycle can be sent to the TDES Co-Chairs via tdes@clevelandmetroschools.org.

ARTICLE 15 GRIEVANCES

All Grievances that are the result of violations to Article 15 must be submitted on a newly created Article 15 Grievance form. Article 15 includes student assaults, student discipline, SEL, SST, classroom meetings, planning center, etc. The actual form is a salmon colored form. An electronic version the form has been sent to all Chairs and is available on the CTU website. This new Grievance form will also follow a new procedure. Step One of Article 15 Grievances DO NOT go to the principal. Step One of Article 15 Grievances will be sent directly to grievances@ctu279.org. The Grievance Team will send it to the Director of Labor Relations who must respond within 5 days. Again Step One does not go to principal for Article 15, it is sent directly to

grievances@ctu279.org and the Grievance Team will process and send to the Director of Labor Relations. Student assaults are a part of this new procedure. Remember that before you file a Grievance on Assaults/Menacing you must follow the procedure that is outlined in the contract which includes appealing to the Network Leader if you do not agree with the principal's decision.

PARAPROFESSIONAL AIDE PERMITS

Cherylane Jones-Williams is asking all paraprofessionals that have an educational aide permit that expires on June 30, to take the time to renew the permit NOW. Also check to see when was the last time that you were fingerprinted. Fingerprints are required by state law every 5 years.

B.E.ST. RUBRIC

It is getting close to the time of the year when staffing is done for the 2017-2018 school year. The goal is to have staffing done prior to the end of the school year so that everyone knows where they will be and what they will be doing next school year. A timeline has NOT yet been agreed to. BEST Rubrics have been sent to principals to print and give to each teacher. Paraprofessionals DO NOT need to complete BEST Rubrics. If allocations are reduced at your school that necessitate transfers, the BEST Rubric is used to determine teacher(s) that will be identified for transfer if there are not sufficient volunteers. You do count this school year as a year of experience. BEST Rubrics are due back to principal with a copy to the Chair by February 1. This is to make sure this piece is completed prior to any staffing. BEST Rubrics were done in the fall and do need to be completed again. You are able to add another year of experience, new licenses may have been added, people have changed in the building, etc. BEST Rubrics are verified by Principal and Chair and then checked again by Human Resources.

FEBRUARY 9

Michelle Rzucidlo wants to remind everyone that Thursday, February 9 is an extended day for conferences. On February 9, students will have a half a day of school. All students will be dismissed at open house times. Conferences will be held in the afternoon and continue 2 hours after the regular student dismissal time. The 2 additional hours are a part of the 6 additional hours that we work in order to have the Wednesday before Thanksgiving off. The first 2 hours were scheduled on the

Thursday or Friday before school started. The final 2 hours are scheduled for the week of April 24-28 (schools will choose the day and it is not early dismissal for kids in April, just 2 hours after school is dismissed). Since there is no additional pay for this day, the additional 2 hours will NOT be entered in Workday.

ATTENTION ALL NEW PARAPROFESSIONALS & TEACHERS

All paraprofessionals and teachers new to the district that have not yet been trained on Para TDES or TDES, need attend a training session in February. Training for new paraprofessionals will be conducted on Thursday, February 2 from 9:00-12:00 at East Professional Development Center. Training for new teachers will be conducted on Tuesday, February 7 from 9:00-4:00. Paraprofessionals and teachers must register for the session through the TDES Calendar or by contacting Megan Scully (megan.scully@clevelandmetroschools.org).

LINKAGE

Mark Baumgartner wants to remind everyone that there will be Linkage coming Spring 2017. This year is very important because the Pause on PARCC ends next school year. The data from the OSTs and end of course exams SY2016-17 will count for our value added score for next school year, SY2017-18.

In the 2017-18 school year teachers in a value added grade or subject will have your final Teacher Effectiveness Rating be comprised of 50% TDES, **35% Value Added**, 15% SLO. The grades and subjects that have value added as 35% of their final Effectiveness Rating are the grade and subjects that must go through Linkage this spring 2017.

Linkage will take place April 19-May 9.

The following grades and subjects will link:

GRADES 2, 3, 4, 7 – ELA & Math

GRADES 5 & 8 – ELA, Math, & Science

GRADE 6 – ELA, Math, Social Studies

HIGH SCHOOL – Algebra I, Geometry, Int. Math I & II, English I & II, American History, American Government, Biology.

*State law dictates what subject and grade levels receive value-added data.

STAFFING

Staffing for the 2017-2018 school year will start soon. First, SBB will be done in schools. Seems like February is going to be SBB season. The BEST Rubric will be sent to principals and Chairs to be completed by February 1. Paraprofessionals DO NOT need to complete the BEST Rubric. Preferences also need to be collected from teachers in the month of February and submitted to the principal and Chair. Please check with your Chair on the

form needed and deadline for preferences at each school. The contract calls for all preferences to be turned in by April 15, the reality is that staffing happens way before that and preferences need to be considered BEFORE staffing decisions are made. A staffing timeline has been proposed, but has not been agreed upon yet by CTU and CMSD. When it is agreed upon, then it will be sent to all members.

ESSA UPDATE

The state of Ohio just released their 25-page executive summary of the State's ESSA plan that will be submitted to the federal government. The date it is due to the federal government is April 3. In early February, the entire plan will be on the ODE website and a 30-day window and will be open for public comments. Please feel free to submit your own comments during this window. Mark Baumgartner will be sending out more details once the entire plan is online in February for your information and as a reminder that the public comment window is open.

CALL AND SAY "NO" TO BETSY DEVOS

Kurt Richards, Director of Political Action, is urging all members to take a few minutes and make 3 quick phone calls to urge the following senators to vote no on the confirmation of Betsy DeVos for Secretary of Education.

Senate Health Education Labor and Pensions Chair Lamar Alexander (R-TN) 202-224-2621

Senate Health Education Labor and Pensions Committee Ranking Member, Patty Murray (D-WA) 202-224-2621
Ohio Senator Robert Portman (R-OH) 202-224-3353

Ohio Senator Sherrod Brown has already committed to vote NO to Betsy DeVos. Thank you Senator Brown for your support of students and public education.

Sample script: I am calling to oppose Betsy DeVos for Secretary of Education. She is unprepared to lead this country's public education plan. She has never attended or worked in a public school. Her children have never attended a public school. She has no experience with public education. This country deserves better than Betsy DeVos.

LICENSE RENEWAL

All CTU members with a license, certificate, or permit that expires June 2017 – PLEASE RENEW NOW. All renewal licensure and permit applications are completed online per ODE requirements. Payment for the new license or permit is also done online. After applying and paying online, teachers and related service providers must submit a sealed transcript or CEUs, IPDP approval email, a copy of current license, and a copy of proof of payment receipt from the ODE website, which is issued after successful completion of the online application. Documentation will not be accepted without the ODE proof of payment receipt. Teachers, related service

providers, and paraprofessionals must also be fingerprinted. Fingerprints are required, by law, for all employees every 5 years.

FINGERPRINTS

Educators who are renewing and have lived continuously in Ohio for the previous 5 years and have a BCI check on file – will only need to have FBI background check. If you have NOT lived continuously in Ohio, then both BCI and FBI are required. CMSD Safety & Security does fingerprinting at East Professional Center (formerly East High) on Monday, Wednesday, & Friday from 9:00-11:00 and 2:00-4:00. You can contact their office at (216) 838-0420 to make sure that hours are not changed over break. The cost for fingerprints through CMSD are BCI = \$22.00 and FBI = \$24.00. This is payable ONLY by money order. Again, educators who are renewing and have lived continuously in Ohio for the previous 5 years and have a BCI check on file – will only need to have FBI background check.

SAVE THE DATE

Paraprofessional Annual Workshop Luncheon will be on May 6th at East Professional Development Center. Invitations will be sent to all Para Reps. and Alternates.

TDES

TRAINING VIDEOS

A joint message regarding required training videos was sent from Jillian Ahrens and Victoria Brian. Here is the message:

On December 1, the District sent out an email regarding the four annual, mandatory online training and asked all staff members to complete this required training. This required training should take approximately one and a half hours to complete. Professional Development Hours of 1.5 PD hours will be provided towards CEUs.

The required training is the following group for school year 16-17:

Sexual Harassment

Family and Medical Leave Act (FMLA)

Ohio Ethics Law

Blood Borne Pathogens for School Employees

Please review the options below regarding how to complete this training group. The completion deadline is on or before March 1, 2017.

** Your APT team and Principal can agree to use the 100 minutes of professional time to complete the training (per Article 9, Section 2).*

** Your UCC and Principal can agree to use the Professional Days on January 9 and/or February 17 to complete the training (per Article 9, Section 7).*

** Your Principal can use his/her monthly Staff Meeting times for the remaining months to complete the training group (per Article 9, Section 2).*

** You can combine the above options to cover 1.5 hours*

If sufficient time is not identified with your principal and/or bargaining unit group within the professional time, professional days, or staff meetings to complete the required training, please ask a staff member or principal to send this information to Jillian Ahrens and Victoria Brian to assist in identifying time.

WORKDAY APP

If you have a smart phone – there is a Workday app. I have downloaded it and it seems pretty easy. Seems like this might be a very easy way of interacting with Workday. The Tenant is: clevelandmetroschools.

WORKDAY

All employees in the district are going to have to utilize Workday, but how employees interact and what exactly they need to do, how they do it, and when will vary based on the position. What CTU members do is different from security officers and security officers are different from school secretaries, etc. You will hear some information that is conflicting. You will hear some information that is different. It is going to happen. A few notes for all CTU members. This is all teachers, paraprofessionals, related service providers, substitutes:

You do NOT check in and check out each day.

You do NOT have to log into Workday every day.

You do need to verify and submit every 2 weeks.

You do need to add in additional things that you are compensated for like coverages and detentions.

Overages will NOT be entered in Workday.

Please do submit this week (Dec. 19-23) worked before you leave on Friday.

You do NOT submit or enter anything while you are on break.

The first pay check that is issued under Workday will be on January 13.

If you call in absence through the sub center (Smart Find Express), you will continue to do that. There is no change to the absence procedure for sick or personal days.

If you are a substitute, the jobs that you accept will automatically be communicated to Workday.



Cleveland Teachers Union 279



@ctu279



TEXT ALERTS

A text service is available for members of the CTU. You can sign up right now to receive mobile text message alerts from AFT-Cleveland Teachers Union. You will receive updates, notices, and reminders. Get your phone out right now and send a text message with the word ctu279 (lowercase, no spaces) in your message box. Send to the phone number 69238.

AFT-CTU will never charge you for text messages, your carrier's Message & Data rates may apply.