



**Section 220- (pp.24-30)
Teaching Assignments**

Although earlier Newsliners have highlighted Section 220 of the CBA, it remains important to understand the procedures concerning the Teacher Day (p25-a). CFT has seen a rise in the numbers of inquires about Preparation Time, particularly from secondary teachers.

Elementary K-8 teachers shall be assigned preparation time and or/ conference time of 255 minutes per week (p.25-c). Your schools ILT should be monitoring and implementing a

schedule that ensures everyone in the building is in compliance.

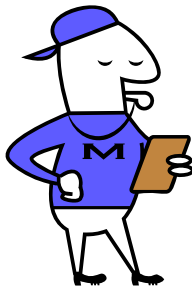
Secondary schools seem to be more problematic in that, the decision to add or eliminate courses is often based on student needs, rather than the "tight" structure followed in most K-8 programs. For instance, the need to add a "AA" class of advanced students, could inadvertently create an additional preparation to a teacher's schedule. According to the CBA (p27-j), "Teachers (7-12) shall not be assigned more than three preparations in each marking period, including one-quarter course." It further states, "that in the event that the

principal is unable to schedule classes in compliance with this provision, the principal after consultation with the teacher and the department chair involved, schedule additional preparations by distributing them in an equitable manner within the department."

The CFT leadership strongly urges secondary teachers with concerns about preparation time, to review your teaching schedule with your ILT representative and administrator.

Schedule E Work & Compensation is Part of the CFT CBA by Ed Jaspers

The CBA states that the ILT shall annually develop an extracurricular (Schedule E) plan by May 15. If your school's ILT has not developed a Schedule E plan, you should do so immediately. This also requires a staff vote (a simple majority) to approve the ILT recommendation.



If there is a vacancy in any Schedule E position, the principal shall post the vacancy in the building for five (5) working days during which time a teacher may indicate his/her preference for such position. If

a vacancy is not filled by a teacher in the building, the principal may declare a vacancy system-wide and, if so, shall distribute a notice of vacancy to each school and consider any applications received within ten (10) working days of the date of distribution. All qualified teachers who have indicated their preference for a position shall be considered and the principal shall appoint a district teacher unless no current teacher applies who is qualified for the position. If two or more district teachers apply for the position, the principal shall consider their training, experience, and individual qualifications and the number of other extra-curricular activities to which the teachers are assigned. If those factors are substantially equal, seniority shall con-

trol the choice. Supplemental contracts specifying the amount of compensation shall be issued to all teachers who are assigned to positions under Schedule E prior to the time of supplemental employment or as soon thereafter as possible. The principal is required to post a list of all schedule E positions that are filled or vacant at each school in the school office at the end of the first and third quarters. The list must include the name and contract amount for each schedule E position. Board Procedure 4115.5 shall apply to the selection of teachers to fill the positions of Athletic Director, Head Varsity Football Coach, and Head Varsity Basketball Coach.



The CFT membership would like to thank Steffi Volk, CFT Social Chair, and her committee for another Outstanding Fall Celebration. A good time was had by all!!!



Background Checks, Inactivation of Certificates



Educators holding eight-year, permanent or permanent non-tax certificates were required to submit fingerprints for state and national background checks by Sept. 5. The Ohio Department of Education will be mailing letters shortly to those certificate holders who did

not meet this deadline, advising them of impending inactivation of their certificates. **The employment status of educators who hold multiple licenses/certificates and are currently working under a valid license will not be affected.** Background checks will be required when you renew your two-year or five-year license.

When the background check re-

sults are received at ODE, your certificate will return to *issued* status. For more information and a link to frequently asked questions, visit <http://www.ode.state.oh.us/> and search keywords: *background checks*. For immediate assistance, contact: educator.licensure@ode.state.oh.us, or call (614) 466-3593 or (877) 644-6338 (toll-free).

Interested in becoming a Lead Teacher? By Lesley-Ann Gracey, Professional Issues Rep

All interested and eligible teachers are invited to submit to the Career in Teaching Panel the Lead Teacher Application for Assessment form, which can be downloaded from the Career in Teaching Staffnet site. You can request to have a paper copy of the application sent to you via the pony mail by contacting the Career in Teaching office at 363-3350. Questions regarding this process should be directed to the Career in Teaching Facilitator, Angel Roddy at 363-3359.

Applications must be time-stamped in the Department of Human Resources no later than 4:30 p.m. on October 27, 2008.

Any applications that do not arrive by pony, regular mail, or any other delivery system by October 27th, 2008 at 4:30 p.m. will not be



considered. Any application completed near the deadline should be hand delivered to the Department of Human Resources at the Education Center.

The next application period will be in March 2009. For more information regarding the Career in Teaching Program please see Appendix D of the Collective Bargaining Agreement.

Do You Need Help With Your Individual Professional Development Plan (IPDP)?

On Thursday, October 23rd, there will be an overview session on how to write IPDPs from 4:30-5:30 p.m. in the training room (formerly the cafeteria) at Old Douglass school.

The address is 2825 Alms Place Cincinnati, OH 45206 in Walnut Hills.

Remember that IPDPs are due within 6 months of receipt of your license. Professional Development should not be started until an approved IPDP is on file. Additional information and resources are available on the LPDC website of Staffnet.

The Mayerson Academy is offering a new course for teachers to assist with practical strategies for Domain 2 – Creating an Environment for Learning.

“Practical and Effective Strategies for Successful Classroom Management”

This course will give teachers a hands-on approach in developing management strategies that maximize student achievement. The course, which will be taught by Dr. Bill DeMeo, will take place on Tuesdays – November 18, December 2 and December 16 from 4:15-6:15 at the Mayerson Academy. Please register at MyPD, course # 453.1107.

Evaluation Clarification

We’ve been getting some calls asking for clarification about when teachers on steps 16, 21, and 26 will be evaluated. The CBA, section 210.j page 20 states:

- (2) “Teachers at steps 16, 21, and 26 shall successfully complete two annual observations to receive the increments at the next steps.”
- (3) “Teachers scheduled for a Comprehensive Evaluation on steps 16, 21, and 26 will defer the Comprehensive Evaluation to the following year.”

Teachers can not be on evaluation for a step 16, 21 or 26 pay increment and be on comprehensive at the same time.

Don't Forget to fill out your HRA at www.myhumana.com to be eligible to receive your Benefit Bank deposit for 2009!



GE Foundation

High School Mathematics Texts

New textbooks were purchased for high school mathematics courses this year. Last year, teachers from across the district learned and applied an evidenced-based process for analyzing instructional materials. The recommendations of the committee were supported by the Superintendent and adopted by the Board of Education last June. Initial orientation PD was offered in early August. Further PD related to the adoption will be the focus of the District-wide Professional Development days.

John Rowe

Teacher Coordinator, CPS-GE Foundation Developing Futures in Education Grant

It's CFT/ACPSOP Directory Time!!

The CFT/ACPSOP staff is beginning to gather information for the bi-annual CFT/ACPSOP Membership Directory. Please email CFT at cft@cft-aft.org (subject line: Directory Information) or call the CFT Office at **513-961-2272**, with any changes to your directory information by **November 3, 2008**.



Teachers Take Note

Teach in a summer camp, live with a host family and travel by participating in the 2009 Summer Three Week Experience in China.

Longer Teaching Experiences also available.

If you are interested, call Mimi Gingold 513-531-9218 or email: mimigingold@gmail.com

CFT Welcomes Back

Lesley-Ann Gracey
Professional Issues Representative

Lesley-Ann's direct CFT telephone number is 513-475-6042 or email her at Lgracey@cft-aft.org

Cincinnati Federation of Teachers Association of CPS Office Personnel

2721 Central Parkway, Suite B
Cincinnati, Ohio 45225
513-961-2272
Local 1520, AFT-OFT / AFL-CIO

Non-Profit Organization
US Postage
PAID
Cincinnati, Ohio
Permit No. 1834