

The CEA Voice

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Professional Staff Survey Coming

Spring is coming, and with it comes the Article 211 selective interview process. Whether you have to interview this spring or you are thinking about interviewing, we know you want to make an informed decision. What better way to find out about a potential new school than from the CEA members that currently work there?

Because this is important for our members, it is part of the contract. The *CEA Master Agreement* provides for a district-wide evaluation of each school by the membership. Members will be able to rate work locations on professional environment, democratic procedures, teacher involvement and other important areas. Members will also have the opportunity to provide additional open-ended, anonymous responses on the survey.

The 2014–2015 annual staff survey will be administered online. An email containing the link to the survey was sent to members' non-CCS email addresses on Friday, Jan. 16. The survey will close on Sunday, Feb. 1, at 11:59 p.m. If you did not get the email message, or if CEA does not have your current non-CCS email address, please send it to telcea@ceaohip.org to participate in the survey. You will be able to access this survey from home or from work.

The survey results for each school/building will be published on CEA's website, so you can make informed decisions during the 211 process.

When you complete the survey, you will automatically be entered into a drawing to win one of five \$100 VISA gift cards or one of twenty gas cards worth \$25 each.



OTES Update

As the second semester begins, teachers and LSPs on the Full Evaluation Cycle should be finishing up the first semester with a Post-Conference with their evaluator and should be getting ready to begin the second semester cycle with a Pre-Conference (evaluators have the option of combining these two conferences into one meeting).

For teachers and LSPs on the Skilled or Accomplished cycle this year, their evaluator needs to complete one conference and one observation during the course of this school year (recorded before May 1).

All interactions (observations, walkthroughs, conferences) must be promptly documented in ILEAD in order to be official records and allow the teacher to access the written feedback/rubric and comments.

For classroom teachers who are completing SLOs, the

SLO scoring template is now available in ILEAD in the SLO Portal. A separate scoring template must be completed for each SLO and submitted by Apr. 17 in order for the rating to be submitted to the Ohio Department of Education. It is vital that all teachers adhere to this SLO submission deadline or risk receiving the lowest score of "1" for their SLO score(s).

For the detailed charts and other information about the evaluation process, go to <http://www.ccsoh.us/ILEAD.aspx>.

Continuing Contract: Deadline Approaching

If you are eligible to receive a continuing contract beginning with the 2015–2016 school year, you must fill out and submit an application form on or before Mar. 6. While a limited contract is renewable from year to year upon recommendation of the superintendent, a continuing contract remains in effect until you resign, retire or are terminated or suspended.

Section 401.16 of the *CEA Master Agreement* explains more about the process. To be eligible, you must meet all of the coursework and service requirements which include:

- Having a five-year professional license or permanent certificate on file in Human Resources
- Completing (by the end of this school year) three years of successful Columbus teaching experience within the last five years OR completing two successful years of Columbus teaching if you previously had a continuing contract in Columbus or another Ohio district

Under the new licensing standards, you must also meet the following coursework requirements:

- If you have a master's degree: six semester hours of graduate coursework in your licensing or related area
- If you do not have a master's degree: thirty semester hours of 300-level coursework or above in your licensure or related area

The form is located on the CCS Intranet under Human Resources/HR Administration/Mira Wright or can be downloaded from the CEA website at <http://bit.ly/1415continue>.

Return your completed forms to Nancy Young, Teacher Certification/Licensure, Columbus Education Center, Human Resources, 270 E. State Street, Columbus, Ohio 43215. Your Association highly recommends hand delivering your form and requesting a time-stamped copy as a receipt. For questions on eligibility requirements, contact Nancy Young at 365-5658.



Tuition-free Ashland Courses

The Office of Professional Learning & Licensure has contracted with Ashland University-Columbus to offer 25 tuition-free courses for CEA bargaining unit members. These one-semester hour courses will meet on evenings and/or Saturdays at the Ashland-Columbus branch at 1900 E. Dublin-Granville Road, Columbus, OH 43229.

Go to <http://www.ccsob.us/UniversityCredit.aspx> for a listing of the courses and directions on how to access the online registration system and click on "2014–2015 CCS/Ashland University Tuition-Free Courses."

ESL Course

The ESL Department has purchased access to an online training and paired up with Ashland University to offer one-semester credit hour towards license renewal.

ESL PD Now! is an online program that provides educators the

information they must have to support the achievement of English language learners in the general classroom and in all learning environments. The coursework and additional resources are suitable for all types of educators, including general and special education teachers, administrators, adult educators and anyone else who works with English language learners.

The course is free and is worth 1.7 CEUs, compliments of the ESL Department. If you would like the Ashland credit, your cost is \$173. To meet the course requirements, 13 of the 17 modules (about one hour each) will need to be completed, with a passing post-test score for each. Three artifacts showing what strategies/activities you try with your ESL students must also be submitted.

The course will begin Jan. 15, although you can start later, and will end June 28.

If you are interested, go to https://docs.google.com/forms/d/1TTNOFxPAUC1loJ7Q-tB1oxGY9CTehrZg_OLi0JK-WueU/viewform to fill out the form. Kerri Gonzalez will send you additional information to get you started.

Know Your Middle School At-Large Governor: Kim A. Jones

Asked why she's a CEA District Governor, Kim A. Jones responded: "My favorite saying is, 'If it is to be, it is up to me.' This tells me I can't just sit back and allow someone else to wave my flag. I have to stand up and make sure my voice is heard. CEA is the vehicle for our voice. CEA's Voice is our voice. CEA sings my song, so it was only natural that I would be involved."

Jones, a single mother of three nearly grown children, teaches at Mifflin MS. She was born and raised in Columbus, attended Deshler and Stewart ESs, Hilltonia MS, South HS and graduated from CAHS.

This is her third year in the classroom, but she has been involved with CEA since she got her membership card, hardly missing a beat before volunteering, running for Faculty Representative, winning a seat as Senior Faculty Representative, then moving on to run for governor.

"My most important goal as District Middle School Gov-



Kim A. Jones

ernor is to make sure that middle school teachers' concerns are not overlooked," she said. "Right now, so much is being put into elementary school, due to the Third-Grade Reading Guarantee, and high school, due to graduation testing. We, too, in middle schools, comprise an important component of the educational process."

Her most significant CEA experience has been hard to pin down. "It is not a single occurrence," she said. "It has been the support and encouragement that I have received from the CEA executive team. With a team this awesome, who wouldn't want to be a part of this?"

Kim sees CEA as a large family and wants to remind all members that they help make the Association the powerhouse that it is. "CEA is not just the staff on East Broad St." she said. "We are CEA!"

Know Your Contract: Co-curricular Activities and Extra Duties

The *Master Agreement* states that bargaining unit members may supervise up to five extracurricular activities that occur outside of the workday each year. Participation in open house counts as one of the five duties. Section 209.02 provides for their conditions.

Administrators should first seek volunteers to supervise the extracurricular duties (examples include, but are not limited to, concerts, athletic events and drama productions). Bargaining unit members cannot be required to sell tickets or handle money in connection with supervisory duties.

If no one volunteers and bargaining unit members must be assigned to supervise, your administrator must provide two weeks' notice of such assignment.

These extracurricular supervisory assignments should not be longer than three hours in length or extend past the length of a normal school-related evening activity.

Special Notes

- The Professional Leave Fund for the 2014–2015 school year has been exhausted. No further applications will be accepted for this school year. Your Association will provide information on dates and deadlines for the Professional Leave fund for the 2015–2016 school year late this spring.
- If you want enhanced, or super severance pay, you must notify the district of retirement intentions by Feb. 1 in the year you are retiring. To estimate the amount of your severance pay, access the intranet under "Treasurer's Office," "Payroll," and use your latest pay stub to access the amount. Notification letters go to the Director of Human Resources, Columbus City Schools. The letter should include your name, your employee ID and your last day of service. You should hand deliver the letter and take a copy to be time-stamped for your records.
- You have until Feb. 1 to request a preferred teaching assignment. Give your request in writing to your building principal. Call CEA with questions.
- Running for a CEA office in the spring? You have until 5 p.m. on Feb. 20 to declare your candidacy for one of these: Governors for Districts 3, 6, and two High School At-Large (three-year terms); Governor for District 10 (to fill the unexpired term ending on July 31, 2016), 2015 NEA Delegates, 2015 NEA State Delegates At-Large and 2015–2016 OEA Delegates. The campaign period ends Mar. 30. Voting will take place from Mar. 17–30. Votes will be tabulated on Mar. 31. In the event of run-offs, voting will take place from Apr. 21–May 4, with votes tallied on May 5.
- Lacking a sub for one of your building's classrooms? Contact CEA right away. We are tracking instances when a teacher or specialist is absent and the district hasn't covered it. Send an email to tellcea@ceaohio.org, or call us at 253-4731. It is important we take responsibility for all the students in our buildings. Disruptions are not helpful.