

Health and Safety During Remote Learning

During the remote learning period, the current MOU provides the following Health and Safety Provisions:

At any workspace to which a CEA bargaining unit member reports within the District, the Board shall ensure that safety protocols are in place which comply with all orders issued by federal, state, and local governments and agencies in response to the COVID-19 crisis consistent with law. To provide a safe workplace, the BOARD shall:

- i. Ensure that designated workspaces are provided for each CEA bargaining unit member and are at least 6 feet or more of distance from any other workspace. The BOARD's intention is to provide classroom space to CEA bargaining unit members, and the Board will provide environments that are conducive to effective instruction and that comply with Ohio Department of Health and Columbus Public Health orders consistent with law.
- ii. Require all employees wear facemasks in common areas consistent with Ohio Department of Health and Columbus Public Health orders. A cloth mask will be provided to each employee if requested. Employees will be responsible for laundering masks.
- iii. Regularly disinfect workspaces consistent with Centers for Disease Control (CDC) COVID-19 guidelines.
- iv. Provide hand sanitizer and other appropriate cleaning supplies at each workspace.
- v. Provide access to staff-only restrooms equipped with running water, soap, and paper towels.
- vi. Provide training to CEA bargaining unit members on CCS safety & compliance procedures.
- vii. Common areas will have designated limited occupancy consistent with Ohio Department of Health and Columbus Public Health orders consistent with law.
- viii. Require all employees to sign in when entering the worksite.
- ix. Work in cooperation with Columbus Public Health when an employee tests positive for COVID-19 at a worksite so that Columbus Public Health may send out proper notification to employees who have potentially been exposed.

Health and Safety Issues and How To Address Them

Your Union bargained language in the 2019–2022 CEA Master Agreement to address Health and Safety issues at our bargaining unit members' work locations. If you believe that you have a health and safety complaint it is incumbent upon you or your school/unit SFR or FR to initiate the process. The current Remote Learning MOU has shortened the response timeline for this process. Below is the procedure with the current timelines.

- A. An employee or Association representative shall file in writing a health and safety complaint with the immediate supervisor or principal within two (2) work days of the occurrence of the alleged violation.
- B. If the immediate supervisor or principal does not respond in writing to the alleged violation to the satisfaction of the employee/Association within three (3) work days, the employee or the Association may appeal the complaint to the Director of Buildings and

Grounds by filing a written appeal with the director within three (3) work days of the immediate supervisor/principal's response or due date to respond. The director or designee shall respond in writing to the complaint within three (3) work days of submission of the appeal. If the corrective action is identified in the response, then the response shall include a planned date of project completion.

- C. After receiving the response from the Director of Buildings and Grounds, a bargaining unit member who is dissatisfied with the disposition of the Health and Safety complaint may file a complaint with the Ohio Bureau of Workers Compensation Public Employees Risk Reduction Program (PERRP) using Form SH-6.

Requesting an Absentee Ballot

Due to the COVID-19 Pandemic, many Ohioans will choose to vote via absentee ballot instead of in-person voting. In order to vote by absentee ballot, voters must request a ballot no later than Oct. 31 at 12 p.m. Voters can obtain an absentee ballot in several ways:



- 1) Go online and print your own absentee ballot request form at <https://www.ohiosos.gov/elections/voters/absentee-ballot/>.
- 2) Fill out the required information on a sheet of paper listed at <https://www.ohiosos.gov/elections/voters/absentee-voting/>.
- 3) Call your local board of elections and ask them to send you an absentee ballot request form.
- 4) If you are already registered to vote, you may have already received an absentee ballot request form in the mail from the Ohio Secretary of State's Office. Please note that regardless of the method you choose, you will still be required to fill out the request and send it to your local board of elections. Once the board has received your request, they will mail you back a ballot. You can track the status of your ballot application by going to <https://www.ohiosos.gov/elections/voters/toolkit/ballot-tracking/>.

Voting by Mail

Your ballot must be postmarked on or before Nov. 2, the day before the election. You must attach your own postage in order for it to be mailed. Due to concerns about potential mail delays, it is advisable that you mail your absentee ballot back as soon as you receive it. You may also drop your absentee ballot off at your county board of election's secure drop box up until 7:30 p.m. on Nov. 3.

Voting Early In-Person

Early in-person voting began Tuesday, Oct. 6, at all county boards of elections. The statewide schedule for early in-person voting is as follows:

- Weekdays through Friday, Oct. 16: 8 a.m.–5 p.m.
- Monday, Oct. 19 through Friday, Oct. 23: 8 a.m.–6 p.m.
- Saturday, Oct. 24: 8 a.m.–4 p.m. and Sunday, Oct. 25: 1–5 p.m.
- Monday, Oct. 26 through Friday, Oct. 30: 8 a.m.–7 p.m.
- Saturday, Oct. 31: 8 a.m.–4 p.m. and Sunday, Nov. 1: 8 a.m.–5 p.m.
- Monday, Nov. 2: 8 a.m.–2 p.m.

Textbook Selection Committee Nomination

Our *Master Agreement* provides CEA members input into vital classroom decisions. Section 504.01 details the agreed-upon framework for one of these, textbook selection. When it is time to review textbooks in a particular subject area, teachers from those subjects participate. The District will be selecting textbooks for social studies for grades 6–12. Here's how the process works:

- CCS posts a notice asking for textbook-adoption committee participants.
- Only teachers from each pertinent subject area and grade level at schools involved elect the nominees.
- Each of the building nominee elections is conducted by its principal and Association Building Council (ABC).
- Nominations should be emailed to CEA President John Coneglio (coneglio@ceaohio.org) and copied to Kenny Lee (klee1@columbus.k12.oh.us) no later than 4:30 p.m. on Friday, Oct. 30.
- Nominations should be on school letterhead signed by both the building principal and Senior Faculty Representative.
- Nominees go to a joint Association and Board committee for a final vote.

Benefits Open Enrollment; It's Required

During Open Enrollment (Oct. 12–30, 2020), all benefit-eligible bargaining unit members must do one of the following:

1. Reconfirm any current benefit elections. Note that if you are planning to contribute to an FSA in 2021 you will need to make an election. Your 2020 election **will NOT** rollover.
2. Elect or make changes to benefits (add or delete dependents, update beneficiary information, etc.) It is important to know, if you are adding a new dependent to any of your Core benefits (medical, dental or vision), you will be contacted via CCS email by HMS (the third party verification administrator for CCS) to provide eligibility documents. Review page 7 of the 2021 benefits guide for detailed information.

Employee Self Service (ESS) will be used for the 2021 benefits enrollment process to enroll in CORE benefits (medical, dental, vision, and life). Make sure you are able to log on to ESS PRIOR to the start of Open Enrollment to ensure you are able to access the system at <https://columbus.munisselfservice.com/default.aspx>.

Benefit choices made during Open Enrollment will be effective Jan. 1, 2021.

This year's Open Enrollment is completely virtual. To participate in Open Enrollment, benefits-eligible bargaining unit members can:

1. Meet online with a Benefits Counselor in a co-browsing session or over the phone. To schedule your meeting ahead of time, visit <https://bit.ly/34f9HBJ>. Scheduled Call Center appointments will be available from 10 a.m. to 6:30 p.m. Monday through Friday. You must be able to access ESS and join the Benefits Counselor on a computer with the ability to print your confirmation statement. You will be responsible for entering your information into ESS with Counselor assistance. Please note, if you are planning to make changes to your Voluntary Benefits, you must schedule a call with a Benefits Specialist, as Voluntary Benefits cannot be changed in ESS. Voluntary benefits include; short-term disability, critical illness, accident coverage, life insurance and pet insurance. You can also terminate any coverages during your meeting with the Benefits Specialist or call 1-800-735-0080 to terminate coverage.
2. Use ESS to confirm, change or waive your Core benefit elections on your own time. It is important to know that CCS must report health care coverage information for its employees and their dependents to the federal government. Please ensure the Social Security Numbers, dates of birth, and genders are entered correctly into ESS. Once you have submitted your elections, you should receive a confirmation page to your CCS email. If you do not receive the email, double check your submitted your elections.

As always, if you have questions regarding the Open Enrollment

Process or about the plans, contact CCS Benefits Department by emailing them at benefitquestions@columbus.k12.oh.us or calling (614) 365-6475. Benefits information can found on the CCS Benefits page at <https://www.ccssoh.us/employeebenefits>.

LA Attendance

One of the many duties of Faculty Representatives is to attend the CEA Legislative Assembly (LA). Held on the first Thursday of nearly every month of the school year, the LA is the policy-making body of your Association. Your elected faculty representatives receive vital updates from CEA officers and staff and vote on important issues affecting your Association and its members. Any CEA member is welcome to attend the LA. **The next meeting** will be held **Thursday, Nov. 5, at 4:30 p.m.** The following is a list of buildings/units that were represented at the Oct. 1 Legislative Assembly:

Alpine ES, Arts Impact MS, Avondale ES, Beatty Park ES, Berwick PreK–8, Broadleigh ES, Buckeye MS, CAHS, Cassady ES, CEA, Cedarwood ES, Centennial HS, Champion MS, Columbus Africentric EC ES, Columbus City Prep. School for Boys, Columbus Downtown HS, Columbus Gifted Academy, Columbus Global Acad. 6–12@Brookhaven, Columbus North International HS 7–12, Columbus Scioto 6–12, Columbus Spanish Imm. K–6, Como ES, Cranbrook ES, Devonshire ES, Dominion MS, East Columbus ES, East HS, East Linden ES, Easthaven ES, Eastmoor Acad. HS, ECE @ Central Enrollment, École Kenwood K–6, Elementary Art, Elementary Music, Elementary Phys. Ed., Fairmoor ES, Fairwood K–6, Forest Park ES, Ft. Hayes Arts & Academic HS, Georgian Heights ES, Gifted & Talented, Hamilton STEM Acad. K–6, Highland ES, Hilltonia MS, Huy ES/A.G. Bell Program, Independence HS, Indian Springs ES, Indianola Informal K–8, Johnson Park MS, Juvenile Intervention Center, Leawood ES, Liberty ES, Lincoln Park K–6, Lindbergh ES, Linden STEM Acad. PreK–6, Linden-McKinley STEM 7–12, Livingston K–6, Maize ES, Marion-Franklin HS, Medina MS, Mifflin HS, Mifflin MS, North Linden ES, Northgate Intermediate ES, Northland HS, Northtowne ES, NPSS Tutors, Nurses, Oakland Park ES, Oakmont ES, Ohio Avenue ES, Olde Orchard ES, OT/PT, Parkmoor ES, Parsons K–6, Part-Time Intervention Specialists, Psychologists, Ridgeview MS, School Counselors, Shady Lane ES, Sherwood MS, South HS 7–12, Southwood K–6, Special Ed. Transition Coordinators, Special Ed/VI Coordinators, Speech & Language, St. Vincent, Starling K–8, Stewart ES, Trevitt ES, Valley Forge ES, Valleyview ES, Walnut Ridge HS, Watkins ES, Wedgewood MS, Weinland Park ES, West HS, Whetstone HS, Windsor STEM Acad. PreK–6, Woodcrest ES, and Woodward Park MS.

Building Substitutes

Last spring, the HR department began to offer each school the opportunity to have the option of having a building substitute. That individual would be assigned to a building and be the first person to call on to fill an absence. To receive a building substitute, administrators simply had to request that one be provided—at no cost to your principal's budget. Principals who have not yet requested a building substitute may still do so by emailing sems@columbus.k12.oh.us.

Your Union would like to thank the principals at the following schools for requesting a building substitute:

Arts Impact MS, Avalon ES, Avondale ES, Berwick PreK–8, Binns ES, Briggs HS, Broadleigh ES, Buckeye MS, Cassady ES, Champion MS, Clinton ES, Colerain ES, Columbus Downtown HS, Columbus North Intl. HS 7–12, Columbus Scioto 6–12, Como ES, Cranbrook ES, East Linden ES, Easthaven ES, École Kenwood K–6, Fairmoor ES, Forest Park ES, Gables ES, Gifted & Talented, Independence HS, Indian Springs ES, Indianola Informal K–8, Innis ES, Liberty ES, Linden STEM Acad. PreK–6, Linden-McKinley STEM 7–12, Maize ES, Marion-Franklin HS, Medina MS, Mifflin HS, Mifflin MS, Northland HS, Oakmont ES, Olde Orchard ES, Ridgeview MS, Shady Lane ES, South HS 7–12, Southwood K–6, Sullivant ES, Valleyview ES, Walnut Ridge HS, Wedgewood MS, Weinland Park ES, West Broad ES, West Mound ES, Westgate ES, Westmoor MS, Winterset ES, Woodward Park @Walden, and Yorktown MS.

Grievance Update

Your Association works hard to protect your rights and maintain the integrity of the negotiated contract. While we advise bargaining unit members to work out problems at the building level first, we know this isn't always possible. We will regularly inform you of the grievances on which CEA is working.

Building/Unit/Administrator	Statement of Grievance	Relief Requested	Disposition
South HS Edmund Baker	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of South HS, Edmund Baker, failed to adjust classroom numbers so that the class sizes/student load for teacher(s) at South HS meet contractual requirements.	That the principal immediately adjust numbers to make all classes and student loads for teacher(s) in the building compliant with the numbers required in the contract; and that no reprisals be taken against any member of the bargaining unit because of the filing of this grievance and that NO reprisals be taken against the grievant because of filing of this grievance.	Arbitrator selected. Arbitration hearing date pending.
CCS Administration	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Board failed to provide the sufficient number of elementary physical education teacher(s) at Berwick K-8 to ensure physical education once per week in grades K-5 for 45 minutes.	That the Board provide a sufficient number of elementary physical education teacher(s) at Berwick K-8 to ensure physical education once per week in grades K-5 for 45 minutes and that NO REPRISALS be taken against the grievant or any other bargaining unit member due to the filing of this grievance.	Step II Hearing pending.
East Columbus ES Jamie Spreen	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of East Columbus ES, Jamie Spreen, failed to provide appropriate administrative support to the grievants in the discipline of their students.	That the grievants shall be made whole in every way, including, but not limited to the following: that principal provide appropriate administrative support to the affected bargaining unit members and that NO REPRISALS be taken against the grievants or any other bargaining unit member due to the filing of this grievance.	Step I Hearing pending.

Your Dues Dollars At Work: Mini-Grants

CEA is pleased to announce the Fall 2020 CEA Foundation Mini Grants available to ALL CEA members. The CEA Foundation's mission is to empower CEA members to design and implement innovative initiatives that will ultimately lead to higher achievement for all students. There are three mini grants for members to choose from:

- **Early Educator Mini Grant**—20 total grants up to \$300 each (for teachers in Years 1–5 of their career)
- **STEM/STEAM Mini Grant**—10 total grants up to \$600 each (open to all CEA members)
- **General Mini Grant**—25 total grants up to \$320 each (open to all CEA members)

CEA encourages members to think about supplies, materials and/or programs they personally fund. Members are eligible to receive one Mini Grant per year. Due to COVID-19, the application is online through the CEA website (www.ceao.org) and can be found under the 'Forms/Resources' tab.

These Mini Grants are separate from the Teacher Dream Grant and all CEA Mini Grants are funded completely through the CEA Foundation. Only CEA members are eligible to apply for the Mini Grants. Your emailed application is due no later than 4:30 p.m. on Oct. 28, 2020. If members previously sent in applications through the U.S. Mail, a new application is not needed, however, all new applications must be emailed to CEA. See the directions posted on the CEA website.

Evaluation Update

At the beginning of the school year the Joint Evaluation Panel voted to pause virtual walk-throughs and observations in case the Ohio Department of Education (ODE) and/or legislation would have some additional guidance for school districts. The JEP agreed to reconvene on Tuesday Sept. 22, 2020, to determine how to move forward with the 2020–2021 evaluation process. The Joint Evaluation Panel voted to move forward with 2020–2021 evaluation cycle with the following caveats:

- Virtual walk-throughs can be conducted if a staff member is remote for three (3) or more days a week. Should the staff member return to face to face instruction three (3) or more days a week, virtual walk-throughs will no longer be permitted.
- Virtual observations can be conducted as long as the staff member is 100 percent remote. Should the staff member return to face-to-face instruction at least one day a week, virtual observations will no longer be permitted.
- There will be no virtual walk-throughs or observations of recorded material, unless a staff member initiates a request to the evaluator within five school days of the recorded lesson occurring.
- Should legislation pass that impacts the 2020–2021

evaluation, the committee will reconvene to make any necessary adjustments.

- While working virtually, if a staff member experiences a technology failure/commandeering of electronic platform which gets included in the evaluation record it would constitute a procedural error and could be appealed as such.
- These changes to the evaluation protocols are only effective for the 2020–2021 school year.

There is currently a proposal in the Senate, SB 358, that may impact the evaluation process. As of the Joint Evaluation Panel meeting, it had been through two hearings of the Senate Education Committee. We will share updates as they become available. If you have any questions about the Evaluation process, reach out to Teri Mullins via email (tmullins@ceao.org) or call the CEA office at (614) 253-4731.

Retiring? Avoid OTES

Bargaining unit members who are planning on retiring at some point in the 2020–2021 school year can be exempted from the Ohio Teacher Evaluation System. If you would like to exercise this option, you must submit the notice of retirement by Friday, Oct. 30, to Human Resources. Go to <http://bit.ly/ccsretireresign> or feel free to draft your own.

While we are working remotely, you can email your notice of retirement to Terri Trigg (ttrigg@columbus.k12.oh.us) in Human Resources. If you have further questions regarding this option, contact Teri Mullins, CEA Staff Consultant at (614) 253-4731.

PAR/CEU Classes

The Peer Assistance and Review (PAR) office will be offering a series of professional growth opportunities for teachers of all skill and grade levels. Participants will receive 0.2 CEUs. Course materials will be provided.



Oct. 20 Virtual Instruction Platforms

Oct. 20 Books Bring Balance-**Elementary** (Session 2)

Nov. 4 Understanding the Power of Assessments

Nov. 4 Books Bring Balance-**Middle School** (Session 1)

Register today on PD Planner for any or all of these sessions. All classes will be held from 4:30–6:30 p.m. Call the PAR Office at (614) 365-5110 for more information or ask your PAR CT if you have questions.

Only CEA Members' Children Get Free College Scholarships

The CEA Member Scholarship Fund is now open for applications. This benefit is for our members with children who are college seniors. The fund provides \$1,500 in tuition assistance for each senior attending a four-year college or university. Eligible stu-

dents are college seniors between Sept. 2020 and June 2021 with at least a 2.0 GPA. Payment will be made directly to the college or university. Parents or guardians must have taught in the Columbus City Schools for four years prior to the application date and must be continuous CEA or CEA-R members. To download the application, go to <https://bit.ly/2FXMf3r>.

The deadline is 4:30 p.m. on Friday, Oct. 23. If you have questions, call Kathy Wilkes at (614) 253-4731.

Honoring our Veterans

Veterans Day is a time for us to pay our respects to those who have served. For one day, we stand united in respect for you, our veterans.

Submit your name and branch of service to Bob Hern (USN) at hernb@ceaohio.org so CEA can recognize our members who have served.



Celebrate the National Day on Writing®

You are invited to join National Council of Teachers of English (NCTE), Jacqueline Woodson, and moderator Julia E. Torres for a special conversation to celebrate the National Day on Writing®! on Oct. 20, 2020, at 8 p.m. This event is open to all. Membership is not required. Register at <https://bit.ly/3jzZeaB>.



National Council of Teachers of English

Jacqueline Woodson is the recipient of the 2020 Hans Christian Andersen Award, the 2018 Astrid Lindgren Memorial Award, and the 2018 Children's Literature Legacy Award, and she was the 2018–2019 National Ambassador for Young People's Literature. Her New York Times bestselling memoir, *Brown Girl Dreaming*, won the National Book Award, as well as the Coretta Scott King Award, a Newbery Honor, and the NAACP Image Award. She also wrote the adult books *Red at the Bone*, a New York Times bestseller, and *Another Brooklyn*, a 2016 National Book Award finalist. Her dozens of books for young readers include *Before the Ever After*, New York Times bestsellers *The Day You Begin* and *Harbor Me*, Newbery Honor winners *Feathers*, *Show Way*, and *After Tupac & D Foster*, and the picture book *Each Kindness*, which won the Jane Addams Children's Book Award.

Julia E. Torres is a veteran language arts teacher and librarian in Denver, Colorado. Julia facilitates teacher development workshops rooted in the areas of anti-racist education, equity and access in literacy and librarianship, and education as a practice of liberation. Julia works with students and teachers locally and around the country with the goal of empowering them to use literacy to fuel resistance and positive social transformation. Julia also serves on several local and national boards and committees promoting educational equity and progressivism. She is the current NCTE Secondary Representative-at-large, an Educator Collective steering committee member, a Book Love Foundation board member one an Educator Collaborative Book Ambassador.

About the National Day on Writing®

The National Day on Writing® (Oct. 20), an initiative of the National Council of Teachers of English, is built on the premise that writing is critical to literacy but needs greater attention and celebration.

Writing is an important part of life. It allows us to communicate and collaborate, to think and learn, to celebrate and share our voices, our struggles, our experiences.

The National Day on Writing® celebrates writing—and the many places, reasons, and ways we write each day—as an essential component of literacy. Since 2009, #WhyIWrite has encouraged thousands of people to lift their voices and share why and when and how they write.

NCTE invites you to join our 2020 National Day on Writing on Oct. 20 and tell us about what compels you to pick up a pen, sharpen a few pencils, dust off the chalk, find a marker that works, or tap your keyboard

The online conference fee is \$45. The cost of the event is refundable to you by The Capital District if you send your registration information to Dorothy Wilson (dwilson@ceaohio.org) at the CEA office.

Special Note

❑ **Catastrophic Leave Donation Request: Michelle A. Innis-Dorsey** has been approved for **Catastrophic Leave** and is in need of donated days. **To donate**, enter your name at the top of the CCS "Report of Employee Absence" form. In the "Comments" section write the words, "Catastrophic Sick Leave Donation." Be sure that you and your principal or supervisor sign the form. Indicate on the form which individual you would like your donation directed toward.

Remember that your
CEA Master Agreement
is always located
on our website at

www.ceaohio.org/cea-contract/

and click on

2019–2022 CEA Master Agreement

Columbus
Education
Association

cea

Master
Agreement
2019–2022

We put you *first* at
**Education First
Credit Union!**



Join your credit union and start
saving money!

- Low Rate Auto Loans
- Higher Rates on Savings
- Mobile & Online Banking
- Mortgage Loan Specials
- Lower Fees
- Interest-Free Classroom Supply Loans
- Checking Accounts
- Low Rates on Credit Cards

We invite you to see all the great things we can do for you. Membership is easy, with convenient locations in Reynoldsburg, Westerville, and Downtown Columbus. We're online and mobile too! Go to educu.org to see how we can become a financial resource for you or call (614) 221-9376. Join today!



Some restrictions may apply.

**Open Enrollment begins
Monday, Oct. 12, and runs
through Friday, Oct. 30.**

CEA Pre-Paid Legal Services Plan OEA/NEA Attorney Referral Program

At Cloppert, Latanick, Sauter and Washburn, we have dedicated ourselves to teachers in and out of the classroom. Our experienced personal injury, divorce, dissolution, criminal, probate and real estate attorneys are available to you at moderate rates which are lower than we normally charge our private clients.

Contact us today and allow our experience to work for you.

(614) 461-4455 • www.cloppertlaw.com

CEA Office Contact Information

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Go to www.ceaohio.org to find out more about our Association and how to become an active member.