

King Dinner Adjusts for 2021

"I have the audacity to believe that peoples everywhere can have three meals a day for their bodies, education, and culture for their minds, and dignity, equality, and freedom for their spirits."

—Dr. Martin Luther King, Jr.



In January of 1979, the late CEA President John Grossman welcomed attendees to what would become an institution in our Union—the Columbus Education Association's first-ever Dr. Martin Luther King, Jr. Awards Dinner. Every year since 1979, your Union has maintained the tradition of this important awards dinner; making it the longest-running celebration of Dr. King's Legacy in the city of Columbus.

Each year, a high-profile and nationally known keynote speaker delivers a rousing address to the gathered attendees. Two awards are traditionally given out at the event. The Dr. Martin Luther King, Jr. Humanitarian Award marks distinguished service in the community in the areas of education, social justice, or human and civil rights. The Helen Jenkins Davis Award is named in honor of the first black teacher hired by the Columbus City Schools and presented annually to a CEA member who has promoted social justice, diversity, and human and civil rights.

The planning and execution of this important annual event is the responsibility of the Minority Involvement Program (MIP). It was created years ago for the express purpose of carrying out the committee's name. The mission of the MIP is to encourage the continuous involvement in the Association of minorities and promote the interest of more minority members using a variety of opportunities, including the Dr. Martin Luther King, Jr. Awards Dinner.

Due to the COVID-19 pandemic, your Union will not hold the 42nd Annual Dr. Martin Luther King, Jr. Awards Dinner this year. In place of the Awards Dinner this year, at the request of the MIP Committee, the CEA Board of Governors voted unanimously to contribute of \$5,000 to I Know I Can (IKIC).

IKIC's mission is to inspire, enable, and support Columbus City Schools students in pursuing and completing a college education. It was founded in 1988 as a result of the foresight, dedication, and generosity of community and civic leaders who believed that no child should be denied a college education simply because they could not afford it.



IKIC is the only college access program in Columbus and one of the largest and most successful in the nation. Since its beginning, I Know I Can has made higher education a reality for tens of thousands of Columbus City Schools students who dreamed of a college education and worked hard to get it.

"Personally," said MIP Chair Izetta Thomas, "I would not be in the position I currently am in as a 17 year veteran teacher without I Know I Can. When I graduated in 1999 from East HS, IKIC helped me to gain access to ACT and SAT prep, financial aid for college exams and applications, mentorship, and college counseling.

"I know that my story is not unique from many of our district's staff members and students," continued Thomas. "IKIC's legacy of serving marginalized communities with greater access to higher education is in the spirit of Dr. Martin Luther King, Jr."

Options for any CEA Member Recalled to Work

Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA) expired on Dec. 31, 2020. However, just before winter break, CEA announced that our Union was successful in reaching a groundbreaking agreement with the District to extend all provisions of the FFCRA through Mar. 23, 2021, for CEA Bargaining Unit members. It is important to note that the names of these benefits, or the forms used to apply, may change as they are no longer tied to federal law. However, the benefits themselves will remain intact for the duration of the extension. It is also important to note that there was no "reset" of available leave time. Therefore, if you exhausted FFCRA leave in 2020, you will not be eligible for the extended benefits.

If you are caring for minors whose school or daycare is closed/unavailable, you or a household member have tested positive for COVID-19, are exhibiting symptoms, waiting for test results, or are under a quarantine order you likely qualify for FFCRA leave. FFCRA includes two major components; Emergency Paid Sick Leave (EPSL) and Emergency Extended FMLA (EFMLA). These leaves, combined, can cover up to 12 weeks of paid leave. They are in addition to district leaves and do not affect sick leave balance. The member may elect to use sick leave simultaneously to receive full pay instead of the ⅔ pay provided for by FFCRA. These leaves can be used intermittently just like FMLA.

- More information on FFCRA from the District FAQ: <https://bit.ly/2Si7Gzo>.
- Apply for FFCRA EPSL: <https://bit.ly/2HNT2he>.
- Apply for FFCRA EFML (after applying for EPSL above): <https://bit.ly/3na0gMA>.

If you are denied, or have questions specific to your situation, contact the CEA office.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a Federal Law that requires employers to make reasonable accommodations for individuals with a diagnosed disability. If you have been diagnosed with a physical condition which puts you in a COVID-19 high-risk category (see <https://bit.ly/3cRwmYL>), or a mental health condition that is worsened by the COVID-19 pandemic, you may be eligible for accommodations under the ADA. These accommodations can include, but are not limited to, additional PPE, increased distancing, transfer to a vacant position with less contact, remote work, or even medical leave.

- Apply for ADA Accommodation at <https://bit.ly/2ScYnR6>

If you are denied, or have questions specific to your situation, contact the CEA office.

Unpaid Medical Leave

All Board of Education employees are eligible for Unpaid Medical Leave of up to two years according to the Ohio Revised Code 3319.13. If you do not fall in to one of the categories above and do not wish to return to work in the current environment, this is an option available to you. Contact the CEA Office for more information.

Apply for the Teacher Leadership Institute (TLI)

CEA is seeking 40 CEA members to participate in the 2021 cohort of the Teacher Leadership Institute. Those who are selected and complete the entire experience will receive a \$500 completion honorarium and earn 18 CEUs for their work.

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The CEA Master Agreement is set to expire in fewer than 575 days.

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.
Sherri C. Williams Columbus Africentric Early College 6-8	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when Columbus Africentric Early College 6-8 Principal, Principal Sherri C William, acting as an agent of the Board of Education for Columbus City Schools, issued a Summary of Conference to grievant without just cause.	The grievant shall be made whole in every way, including but not limited to the following: The district shall withdraw the Summary of Conference issued on or about November 13, 2020 from the grievant's personnel and discipline files. Any record of the Summary of Conference Issued on or about November 13, 2020 which must be maintained by the district as public record pursuant to state law shall contain a notation stating that the Summary of Conference was withdrawn by the Board. The Summary of Conference issued on or about November 13, 2020 or any record thereof shall not be cited as past discipline or referenced in any future employment record or reprimand, warning, or discipline issued to the grievant. There shall be no reprisal against the grievant by any agent of the Board of Education for the filing of this grievance.	Based on the information presented at the Step 2 grievance, there was no evidence presented that management violated the Master Agreement between CEA/Board of Education. Based on the above, the relief requested is denied.
CCS Administration	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Columbus City Schools Board of Education failed to fill certain department chair supplemental positions in accordance with the CEA-CCS 2019-2022 Master Agreement.	The affected bargaining unit members shall be made whole in every way, including but not limited to the following: The district shall fill supplemental department chair positions at K-6 buildings to for both K-5 Literacy or Math and 6th grade English and Math positions. There shall be no reprisals against the grievants by any agent of the Board of Education for the filing of this grievance	Based on the information presented at the Step 2 grievance hearing, there is no evidence to support the Union claim that management has violated Article 203 or Section 905.01 of the CEA-CCS 2019-2022 Master Agreement. The intent of the language was to allow K-8 schools to have an elementary school chairperson and a middle school chairperson. K-6 and Pre-K-6 are considered elementary schools making them eligible to receive a middle chairperson for the 6th grade. In lieu of the above, the relief requested is denied. The CEA Board of Governors has voted to send this grievance to arbitration.
Dr. Tonya Milligan Briggs HS	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Principal at Briggs HS, Tonya Milligan, failed to ensure that the grievant would be paid the full amount, \$3,542, for their coaching service under Section 905.01.	That the principal ensure the grievant is paid the full amount of \$3,542 for their coaching service and that NO REPRISALS be taken against This Bargaining unit member due to the filing of this grievance.	Based on the information, (<i>sic</i>) presented at the Step 2 grievance hearing, there was no additional evidence to support the Grievant's position that Management violated the 2019-2022, (<i>sic</i>) Master Agreement between the CEA/Board of Education by prorating the Grievant's (<i>sic</i>) supplemental coaching pay. In reviewing the facts, the Grievant did not meet the criteria as outlined in Section 905.04 (B) of the Master Agreement to qualify for full pay as outlined in Section 905.01 (<i>sic</i>) of the Master Agreement. Therefore, the relief requested is denied.
Nikki Myers Salem ES	Salem ES principal Niki Myers, in her capacity as agent of the Board of Education of Columbus City Schools, violated the Columbus Education Association-Columbus City Schools 2019-2022 Master Agreement by authorizing the issuance of a Letter of Direction to grievant without just cause.	The grievant will be made whole in every way, including but not limited to the following: The district shall immediately withdraw the Letter of Direction issued on or about December 8, 2020 from the grievant's personnel and discipline files. Any record of the Letter of Direction issued on or about December 8, 2020 which must be maintained by the district as public record pursuant to state law shall contain a notation stating that the Summary of Conference was withdrawn by the board. The Letter of Direction issued on or about December 8, 2020 or any record thereof shall not be cited as past discipline or referenced in any future employment record or reprimand, warning, or discipline issued to the grievant. There shall be no retaliation against the grievant by any agent of the Board of Education.	Step II Hearing held. Disposition pending.

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The deadline to submit your online application is Jan. 29, 2021. Go to <http://bit.ly/CEATLi21> to submit your application. Be sure your application is complete. Applicants will be notified of selection by the end of February. For information about applying for this program, contact Dorothy Wilson at (614) 253-4731.

TBTs: How They Function

Your Union has been receiving an increase in calls about Teacher Based Teams (TBTs) and their work, composition, and duties as it relates to the Ohio Improvement Process (OIP).

TBT Composition

Every single CEA bargaining unit member is expected to be a member of one TBT. Each TBT should meet once per week for approximately 45 minutes. These meetings should take place within the workday, but outside of elementary planning/preparation time or secondary conference periods, unless the members decide differently amongst themselves. Additionally, TBTs should be comprised of school-based personnel and can be organized a

variety of ways; most are organized by grade level or content area.

TBT Functions

Most importantly, TBTs are one of several types of collaborative implementation teams prescribed by the OIP. A collaborative team, especially a TBT, are essential for shared leadership and effective communication. To function effectively, TBTs should have shared leadership and decision making. This means they should not be "run" by one person. Instead, every member of the team shares in the decision-making process. Occasionally, school or district-level staff may attend your meetings. They should be welcomed, for they are there in a support role however, their presence does mean they are "in charge" of the TBT.

The Five-Step Process

The work of the TBT is to follow the Five Step Process as defined by the OIP. At its best, the process is an organizational strategy which provides for collaboration, communication, shared decision-making, and the inclusion of multiple perspectives to guide

the work of the district toward organizational learning and continuous improvement. At its worst, the process is simply an exercise in compliance; meeting to meet and filling out mounds of virtual paperwork. There should not be a predetermined calendar of when each TBT moves from one step to another. This process is fluid, and each TBT will spend differing amounts of time on each step.

Step 1: Identify Critical Needs

Once the Building Leadership Team (BLT) completes a school needs analysis, it will identify the critical needs for the school. At this point your TBT begins gathering multiple data sources that will illustrate the critical needs. Most importantly, those data sources should go beyond simple test scores.

Step 2: Research and Select Evidence-Based Practices

After your school’s critical needs have been identified, the next step is to research and select evidence-based practices to implement. Your BLT could identify evidence based-practices for TBTs to use or TBTs could select something different than what is suggested by the BLT.

Step 3: Plan For Implementation

At this point in the process, TBTs gather to collaborate on a plan to implement the evidence-based practices. Every plan looks different because the needs of every TBT are different.

Step 4: Implementation

Once the plan is in place, the TBT monitors the plan continuously. This point in the process is about focusing on student work, the evidence-based practice(s), and monitoring how students are responding to efforts. Monitoring does not mean an individual outside of your TBT comes in to your meetings with a checklist.

Step 5: Examine/Reflect/Adjust

The final stage of the process is to determine whether or not the evidence-based strategies had the expected outcomes. TBTs should reflect on replicating successful practices, identifying practices to improve and then adjusting course.

Take the Professional Staff Survey

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, it is part of the contract.

The *CEA Master Agreement* provides for a district-wide evaluation of each school by the CEA bargaining unit members. Participants 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 2020–2021 annual staff survey will be online. Additionally, this year’s survey will offer bargaining unit members in citywide departments the opportunity to rate their department as well.

An email containing the link to the survey was sent to members’ non-CCS email addresses on Friday, Jan. 15. The survey will close on Sunday, Jan. 31, 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, send it to tellcea@ceaohio.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.

Unique 211 Opportunity to Apply at World Language MS

The District’s new World Language Middle School (WLMS) will open at the former Dominion MS location at the start of the 2021–2022 school year. The program will provide a rigorous bilingual language immersion continuum of Spanish and French for rising students from the Columbus Global Academy, as well as the District’s two immersion schools—École Kenwood French

Immersion and Columbus Spanish Immersion Academy. All of the vacant positions for this brand-new school will be included in the Article 211 Selective Interview Process.

Note the following:

- The posting and interview timeline for WLMS, in both rounds, will start earlier than the rest of the District due to the large number of vacancies at the school; dates are detailed in the Article 211 Calendar Revision.
- Offers to selected WLMS applicants will be made at the same time as other selected applicants at other schools.
- CEA bargaining unit members under a three-year commitment in their current position who meet the qualifications for any WLMS vacancy may apply at that school in Rounds 1 and 2. This waiver applies only to WLMS per the MOU signed by your Union and the administration.

If you have any questions, call CEA at (614) 253-4731.

Article 211 Calendar2021 (Conducted Virtually)

January		
Wednesday	20	Article 211 Training (Mandatory) Location: Virtual via WebEx 9 a.m.-11 a.m. (Departments) 1 p.m.–3 p.m. (Region 2 and Region 5)
Thursday	21	Article 211 Training (Mandatory) Location: Virtual via WebEx 9 a.m.-11 a.m. (Region 1 and Region 4) 1 p.m.–3 p.m. (Region 3 and Region 6)
February		
Friday	5	Administrative Staff Reduction Notification (Please ensure written notification is provided.)
		Deadline to Notify Staff of Reorganizations (Please ensure written notification is provided.) *Future reorganizations may be necessary due to vacancies that occur.
Wednesday	10	Alternative Interview Panel due to CEA
Wednesday	10	Round 1 Vacancy Postings <u>only</u> for WLMS
Thursday	11	Round 1 Interviews will begin <u>only</u> for WLMS
Friday	12	Round 1 Postings OPEN [All known openings] by 2 p.m.
Tuesday	16	Round 1 Postings CLOSE Applications no longer accepted after 5 p.m.
Thursday	18	Round 1 Interviews Open Schools & Departments [All known openings] Interview Times are as follows: Elementary & K-8—after 3:30 p.m. Middle & High Schools—after 2:30 p.m.
Tuesday	23	Round 1 Interviews Close Schools and Departments Selection Agreement Forms and Rosters sent by HR to Principals (electronically) by 5 p.m.
March		
Tuesday	2	Round 2 Vacancy Postings <u>only</u> for WLMS
Wednesday	3	Round 2 Interviews will begin <u>only</u> for WLMS
Wednesday	3	Round 2 Postings OPEN [All known openings] by 2 p.m.
Monday	8	Round 2 Postings CLOSE Applications no longer accepted after 5 p.m.
Tuesday	9	Round 2 Interviews Open Schools and Departments [All known openings] Interview Times are as follows: Elementary & K-8—after 3:30 p.m. Middle & High Schools—after 2:30 p.m.
Friday	12	Round 2 Interviews Close Schools and Departments Selection Agreement Forms and Rosters sent by HR (electronically) to Principals by 5 p.m.
Tuesday	16	All Round 2 School and Department Selection Agreement Forms due to Human Resources (electronically) by 5 p.m.
Wednesday	17	All Round 2 School and Department roster changes must be resolved and sent back to Human Resources by 5 p.m.
Friday	19	Virtual Job Fair—4:30 p.m. (complete instructions on virtual job fair process will be made readily available to participants)
Wednesday	24	Remaining Teacher Placements: Human Resources



SFR Article 211 Training

Article 211 training for Senior Faculty Representatives and building principals/supervisors will be held virtually on Wednesday, Jan. 20, and Thursday, Jan. 21. The schedule is as follows: Wednesday, Jan. 20, 9–11 a.m. (Departments) 1–3 p.m. (Regions 2 and 5) Thursday, Jan. 21, 9–11 a.m. (Region 1 and 4) 1–3 p.m. (Region 3 and 6).

Building principals/supervisors and CEA Senior Faculty Representatives are required to attend the 211 training. Building principals are responsible for ensuring the Senior Faculty Representatives can attend.

Super Severance: Good Attendance Pays Off for Retirees

If you want enhanced (or super severance) pay, our contract requires members to notify the district of retirement intentions by Feb. 1 of their retirement year. You will receive pay for 50 percent of your personal leave days, regardless of when you notify CCS, but notifying the district by Feb. 1 also means you receive more for your unused sick leave. Article 810 of the *CEA Master Agreement* defines how severance pay is granted. To estimate the amount of your severance pay, access Employee Self Service and use the severance pay estimator. You will need your latest pay stub to obtain the necessary information.

Notifications of retirement are being accepted in electronic format only. Go to <https://forms.gle/qpv9t4EQAZSnpTY56> to submit your **notice of retirement**. The example below represents a retiring teacher with a yearly salary of \$97,312 (Master's at Step 31) with a daily rate of \$499.03, 410 sick leave days and 30 personal leave days.

Notification by Feb. 1*				Notification after Feb. 1*			
Sick Leave				Sick Leave			
	Rate	Per Diem	Amount		Rate	Per Diem	Amount
1st	100 days x 25%	x \$499.03	= \$12,475.75	410 days x 20%	x 499.03	=	\$40,920.46
2nd	100 days x 30%	x 499.03	= 14,970.90				
3rd	100 days x 35%	x 499.03	= 17,466.05				
4th	100 days x 40%	x 499.03	= 19,961.20				
	10 days x 45%	x 499.03	= 2,245.63				
+ Personal Leave				+ Personal Leave			
	Rate	Per Diem	Amount		Rate	Per Diem	Amount
	30 days x 50%	x 499.03	= 7,485.45	30 days x 50%	x 499.03	=	7,485.45
Total			\$74,604.98	Total			\$48,405.91

**This example is for illustration purposes only and is not intended for use as an official calculation.*

Teaching Preferences

Have a particular teaching preference? Now is your chance to make your request for the 2021–2022 school year. Section 211.05 of the *CEA Master Agreement* allows members to express their teaching assignment preferences in writing for the following school year to the building principal. The deadline is Feb. 1. There are no guarantees, but our *Master Agreement* gives educators this opportunity.

Is Your License Expiring?

If your Five-Year Professional License expires in 2021, you were sent an email from Human Resources in November with comprehensive instructions for renewing your license. If you have a Resident Educator License that expires in 2020, you will be receiving an email from Greg Mild in Professional Learning & Licensure. Your teaching license is your most important credential. Please read the email carefully. That detailed message contains specific instructions about the renewal process for this year, including how to complete the online application process through the Ohio Department of Education (ODE) website. Failure to comply with renewal regulations could result in non-renewal from the District.

If your license from ODE is expiring June 30, 2021, and you have a limited employment contract, you must complete the required coursework or CEUs necessary for renewal and apply before Feb. 1 to be licensed by ODE for the 2021–2022 school year. If you have a continuing contract, you have through June to complete your coursework and submit your application. Failure to

renew your license may result in suspension of pay and initiation of termination/non-renewal proceedings.

In addition to the online application, you will need to complete a background check. All fingerprint results must be completed electronically through Webcheck. A permanent certificate still requires fingerprinting every five years. The Human Resources Department, located at 3700 S. High, oversees this process. The CCS Fingerprint Office is open Monday–Friday, 8 a.m.–4:30 p.m. Accepted forms of payment are credit/debit card or money order made payable to Columbus City Schools. Go to <https://bit.ly/ccsFPsignup> to schedule a date and time to complete your fingerprinting.

If you have any questions about the date of your last background check, or if you do not plan to renew your license, contact Leslie Butler, Human Resources, Teacher Licensure, at license@columbus.k12.oh.us. Any questions concerning CEUs or the license renewal process should be directed to Greg Mild at gmild@columbus.k12.oh.us.

Continuing Contract

It is that time of year to apply for a Continuing Contract. The Continuing Contract application is a Google Form. Bargaining unit members will have to be logged into their CCS Google account in order to access the online form. To complete the online application go to <https://bit.ly/CCapp2022>.

You must meet all the eligibility requirements on the application to be considered. In accordance with CEA Contract Article 401.16, to be eligible to receive a continuing contract you **MUST** have the following:

- A five-year professional license or a permanent certificate shall be on file in Human Resources. The certificate/license should be received in Human Resources on or before Mar. 5, 2021.
- At the conclusion of this school year, you must have completed three years of successful Columbus teaching experience within the last five years. If you previously had a continuing contract in Columbus, or another Ohio district, you must have completed two successful years of successful Columbus teaching experience.

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

- If you hold a master's degree at the time of initially receiving a teacher's certificate/license, then six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license is required.
- If you do not hold a master's degree at the time of initially receiving a teacher's certificate/license, then thirty (30) semester hours of 300 level coursework or above in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license is required.

If you believe that you will be completing the requirements making you eligible for a continuing teacher contract for the 2021–2022 school year, you must complete the online application no later than Mar. 5, 2021. If you have questions, email Leslie Butler at license@columbus.k12.oh.us.

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 CEUs. Course materials will be provided.

- Jan. 20** Make and Take Mini-Session: Edpuzzle (from 4–5 p.m.) (0.1 CEUs)
- Jan. 26** Overcoming Trauma (0.2 CEUs)
- Feb. 4** Make and Take Mini-Session: Nearpod (from 4–5 p.m.) (0.1 CEUs)
- Feb. 9** Learning for All: Differentiation in the Classroom (0.2 CEUs)

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

Records Day

The second Records Day of the 2020–2021 school year will be Tuesday, Jan. 19. On this day, there will be no PD pullouts, no forced TBTs, no suggested meetings by supervisors or administrators—they also get, and need, this time. This is your day to spend working on whatever professional items you need to complete, such as: grade cards, progress reports, IEPs, RIMPs, lesson plans, etc. Records day is a work day. All members are expected to work the regular contract day. Let's show everyone how valuable this day is to us. Take full advantage of the time we have to get the things done that take valuable time away from our ability to provide additional support for our students.

Special Notes

- **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 to whom you are donating the sick time.
- **CEA Spring Elections:** Our Association's annual elections are fast approaching. The following positions will be filled: **Governors for Districts 3 and 6, High School Governor-At-Large, 2021 NEA Local Delegates, 2021 NEA State-At-Large Delegates, and 2021–22 OEA Delegates. Declaration Forms are available on CEA Website and due at the CEA office no later than 4:30 p.m. on Friday, Feb. 12. Voting will begin on Tuesday, Mar. 9, and will end on Tuesday, Mar. 23. Ballots will be collected and tallied by the Elections Committee on Wednesday, Mar. 24. Contact Brittany Herb, CEA Elections Chair, at (440) 225-2631 with any questions.**
- **Professional Leave:** There is \$200,000 available to bargaining unit members each year to pursue professional development opportunities outside the school district. These include taking a course or attending a conference or workshop. **Due to the COVID-19 Pandemic, all district-related travel has been prohibited, however, professional leave is available for online conferences.** Forms to apply for professional leave are available in the **"Forms"** section of the **CEA website** or the **CCS Intranet**, along with the full leave guidelines and the deadline schedule for applications based on the activity date. The fund is usually depleted before winter break, so if you have been thinking about some special training activity, apply now.
- **PBIS FRIDAY LIVE!** Every Friday the District PBIS Coordinators present fifteen minutes of SEL Connections and PBIS Quick Tips. These are a great opportunity to connect with other staff, practice self-care, and start your Friday in a positive and calm way. **All staff are welcome.** Join us on Fridays from 8–8:15 a.m. Questions? Contact Jacquie Pencek, District PBIS Coordinator, at jpencek9864@columbus.k12.oh.us. Go to <https://ccsoh-us.zoom.us/j/3059377463#> to participate.
- **Save the Date: CEA February LA**—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, Feb. 4, at 4:30 p.m.**
- **CEA Needs Your Personal Contact Info**—We need your personal (**non-CCS**) email address and your cell phone number so we can communicate important information to you. CEA needs to communicate critical information to you by the most expeditious means possible, and that is not always

the *CEA Voice*. We can communicate with you in a moment's notice through text messages and emails. If you are not receiving messages from CEA, send an email with your contact information to Kathy Wilkes at wilkesk@ceaohio.org.

Asking for Assistance is not a weakness. Contact EAP for help.

From time to time, we all feel stressed out. One of your negotiated benefits is the **Employee Assistance Program, (EAP)**. Get help, **at no cost to you**, for confidential and private counseling services.



The program is run by ComPsych. Referrals include free, short-term counseling for a variety of issues. Call **800-774-6420** for help. Go to www.guidanceresources.com, and use "CCS" as the company ID to register.

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