

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 not 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.

Losing One of Our Own

We regret to inform you that the Columbus Education Association and Columbus City Schools has lost one of our own. Instructional Coach Kim Jones (Leawood ES) passed away last week, one day before the passing of her husband, a former CCS teacher and administrator. Our hearts and thoughts go out to their family and colleagues. If you would like to support the family in funeral or large expenses, you can access the family's GoFundMe at <https://gofund.me/86fd0ffb>. If there are other supports you would like to provide, please contact Tessa Martinez (Leawood ES) at (614) 325-2505.

Records Days Are Remote

On Wednesday, Oct. 25, there will be no PD pullouts, no forced TBTs, no suggested meetings by supervisors or administrators. This is your day to spend working remotely on whatever professional items you need to do such as grade cards, progress reports, IEPs, RIMPs, lesson plans, etc. Records Day is a work day. All members are expected to work at their regular start time and work the full day. Let's show everyone how valuable this day is to us by taking full advantage of the time we have to get those things done that take valuable time away from our ability to provide additional support for our students.

Additionally, your Union has negotiated that the first, second and third quarter records days for the 2023–2024 and 2024–2025 school years will be remote. Members are required to attend the fourth quarter records days for both school years in person.

Columbus Education Association

cea

Master Agreement 2022–2025

Fight Flu and Earn a Gift Card from Wellness!

There are on-site flu shot clinics happening at several CCS locations. To see if there is a CCS flu shot clinic at your building, visit the Wellness website here or ask your school nurse.

Staff who receive a flu shot before Dec. 31 will earn a \$25 gift card. After you receive your flu shot, visit the Flu Shot Information tab on the Wellness website and fill out the flu shot form. You do not need to receive your flu shot at a CCS location in order to be eligible for the gift card. Questions? Email wellness@columbus.k12.oh.us.

The November General Election is Almost Here

There are many local races that matter. For our Union, none is more crucial than Issue 11, the CCS Levy. The Membership Action Team (MAT) will be hosting a canvass event in the voter-dense Clintonville neighborhood. Join the MAT Team on Saturday, Nov. 4 from 10 a.m. to 12 p.m. We'll meet at the **Iron Grill BBQ & Brew** (5295 N. High St.) and disperse from there to knock on doors and encourage folks to vote “YES” on the levy. Go to <https://bit.ly/cea23canvas> to sign up.

RENEW our commitment to Columbus' future. REINVEST in our students on November 7.

Educators and Our Community are Voting 'YES' on the Columbus City Schools Levy

Grievance Update

CEA works 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 regularly inform you of grievances we are working to resolve. To view each grievance in its entirety, go to <https://bit.ly/3FoY4Lv>.

| Building/Unit Administrator | Statement of Grievance | Relief Requested | Disposition |
|-------------------------------------|---|---|--|
| Cassady ES Amber Hall | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of Cassady ES, Amber Hall, subjected the grievant to repeated and/or extreme verbal abuse in... | That the principal apologize in writing to the grievant, that the principal does not subject the grievant to repeated and/or extreme verbal abuse in the future; that the administration work with the principal to control such behavior in... | Awaiting Step 2 hearing. |
| CCS Administration | The CCS Board of Education and/or its agents violated, misinterpreted, or misapplied provisions of the 2022-2025 CEA/CCS Master Agreement when it was determined that their... | Both grievants shall be made whole by immediate repayment of the classroom reassignment pay that has been calculated, plus 5% interest compounded annually; and that NO REPRISALS be taken against the... | Step 2 hearing pending. Awaiting response. |
| Salem ES Nikki Myers | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of Salem ES, Nikki Myers, subjected the grievant to direct verbal criticism/extreme... | That the principal apologize in writing to the grievant, that the principal does not subject the grievant to repeated and/or extreme verbal abuse in the future; that the administration work with the principal to control... | Based on the information presented at the Step II hearing, the Hearing Officer's... |
| CCS Administration | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Administration unilaterally altered the start and end times of the school day at the JIC. | That the administration revert to the original start and end times in place at JIC, that the grievants be made whole for any expenses incurred as a result of the change (i.e. child care) and that NO REPRISALS be taken... | Based on the information presented at the Step II grievance it is the Union's position that... |
| CCS Administration | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Administration unilaterally changed the schedule at JIC from a nine period day to an eight period... | That the administration reduce the number of teaching sections to five and reinstate the duty period, and that NO REPRISALS be taken against the grievant or any other bargaining unit member due to the filing of... | Step 2 hearing held. Based on the information presented at the Step II hearing, it is the... |
| Indianola Informal K-8 Brandy Koeth | Indianola Informal K-8 Principal Brandy Koeth, acting in her capacity as agent of the Columbus City Schools Board of Education, violated, misinterpreted, or misapplied provisions... | The grievant shall be made whole in every way, including but not limited to the following: The Board shall provide appropriate administrative support consistent with Article 208.01 and shall immediately cease and... | Step 2 hearing held. Relief granted as requested. |

United Way-Campaign ends Oct. 27.

When you give to United Way in celebration of our centennial, you're joining a movement to set our children and the entire community on a path to success for generations to come. Your generous contribution stays here, in the place you call home.

With our long history as a trusted convener, United Way is uniquely positioned to bring together educators, corporations, nonprofits and government entities, as well as donors and volunteers like you, to ensure every child has the resources and opportunities necessary to succeed in school and life. Join us in our vision for a stronger, more equitable community and give today.

If you have questions, contact your faculty representative or CEA Vice President Phil Hayes at (614) 253-4731.



CEA Special Fall Election: The following elected positions will be filled in the **2023-2024 Special Fall Election:** Governors for High School At-Large, Middle School At-Large, and 1-2 OEA Delegates. Ballots were sent to building SFRs to arrive the week of Oct. 23. The voting window begins Monday, Oct. 30, and ends Tuesday, Nov. 14. Members of the Elections Committee will collect ballots for tally Wednesday, Nov. 15. Call CEA Elections Chair Brittany Pierce at (440) 225-2631 with any questions. (If there is a run-off election, ballots will be sent to buildings on Friday, Dec. 1. Run-off voting begins Tuesday, Dec. 5 and ends on Monday, Dec. 18. Tally day is Tuesday, Dec. 19.)

For the position of Capital Vice President, declaration must be filed with the Election Chair of the Capital District prior to 5 p.m. of the deadline date of Friday, Oct. 27, 2023.

Retiring? Avoid OTES: Bargaining unit members who are planning on retiring during the 2023-2024 school year can be exempted from the Ohio Teacher Evaluation System. To take advantage of this, submit your notice of retirement to Human Resources by Wednesday, Nov. 1. You must continue to complete the evaluation process until your retirement has been approved by the Board of Education. To download retirement information or access the Google form to submit notification of retirement, go to <https://www.csoh.us/Page/2340>. If you have questions, contact Teri Mullins, CEA Staff Consultant at (614) 253-4731.

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. 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. Act as soon as you know the date of your conference.

Education First Credit Union exists solely to serve our member-owners. You'll benefit from fewer and lower fees, lower loan rates, and higher deposit rates. Open your account today! Go to <https://www.educu.org/join-today/>.

Members of CEA: If you are not receiving electronic communications from CEA, email hernb@ceaohio.org with your name and non-CCS email address.

Membership is Critical to Our Continued Success! Now more than ever, membership in CEA is critical to our continued success. If you know someone new to your building or unit, approach the person and ask them to become a member of CEA. We have made joining CEA simple and quick. **Step 1:** Click "JOIN" on the homepage at www.ceaohio.org; **Step 2:** Download the CEA Membership form to your device and complete it. (It is a fillable pdf for your convenience); **Step 3:** Email the completed form to membership@ceaohio.org. Call CEA at (614) 253-4731 with questions.

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.

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

PAR Presents

The Peer Assistance and Review (PAR) program facilitates professional development sessions which are open to all CCS educators. Session descriptions can be found in the **CCS PD System (PDS) #57848**. Call the PAR Office at (614) 365-5110 for more information. Upcoming sessions include:

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| Oct. 24 | RESA Support for RE2's and 3's (4:30-6:30 p.m., AIMS Cafetorium) |
| Nov. 8 | Advanced Ag in the Classroom: What else can we grow (4:30-6:30 p.m., 2548 Carmack Rd.) |
| Nov. 14 | Classroom Management: Building Relationships (4:30-6:30 p.m., Columbus Metropolitan Main Library, Rm 2B) |
| Nov. 28 | CCS 101: Student Support (4:30-6:30 p.m., Walnut Ridge HS Library) |

Special Notes

Make a donation to the Catastrophic Sick Leave Bank: The following members have been approved for Catastrophic Leave and are in need of donated days: **Sarah Helvey, Independence HS; Andrea Spaulding, West Mound ES; and Timothy Myles, Northland HS.** To donate, complete the **Catastrophic Sick Leave Donation Form**, available on the CEA and CCS websites. Submit the completed form to leavesofabsence@columbus.k12.oh.us.

2023 Mini Grant Application Window Closes Wednesday, Oct. 25, 4:30 p.m. To apply, sign in to your personal Google Drive and go to <https://bit.ly/ceaminigrant>. There have been changes to the application process. There will be **one (1) application window**. If you have a **project planned for the spring, apply now**. Complete the application on a Chromebook, laptop, or desktop. You must be in your personal Google Drive, **not your CCS Drive**. Contact **Tracie Helmbrecht** at ceaminigrants@gmail.com or text (614) 398-1201 with questions.

Join the **Columbus Early Career Educators** for their **October Social** on **Friday, Oct. 27 @4:45 p.m.** They will meet at the **Ohio Brewing Company**, 421 E. 2nd Ave., Columbus. If you have questions, email columbuscece@gmail.com.