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From November 1, to November 30, 2010, the LEA Member Rights UniServ Director Dan Studer provided the following services to members (in no priority order):

- Advised and then represented a member at a meeting at Human Resources with an HR representative and principal.
- Have been advising a teacher re: job performance issues brought to them by their principal.
- Advised and represented a member in a meeting at Human Resources with Risk Management re: leave.
- Advised an FR as well as a member at another site re: concerns related to Indoor Air Quality issues.
- Have continued to advise and represent members in meetings with their administrators regarding NPC 1 progress.
- Advised multiple members re: Risk Management/leave/Worker Comp issues.
- Clarified for numerous members issues having to do with TAS and issues surrounding pre-arranged leave (see below).
- Collaborated with NSEA re: assistance to a member.
- Advised a member re: appraisal process.
- Met with multiple members at two sites to discuss meetings and related workload concerns at one site and to present a mini Member Rights presentation at the other.
- Prepared two LEA documents for LPS: a brief history of Professional Committee (ProCom) from 1992 to present day and a history of ProCom's role in matters pertaining to the joint LEA/LPS Extra Standard Committee.
- Advised members who are being told they are "highly encouraged" to use plan time for the instruction of students. **Members need to be aware of the difference between "highly encouraged" and a mandate/directive. "Highly encouraged" cannot and should not be considered a mandate/directive and members are free to volunteer their services, or not, as they see fit without fear of repercussions. Further, teachers should NOT feel any obligation to provide formal instruction to students during plan time. Plan time should be exactly that: planning to help students meet greater success. When plan time was first established for elementary teachers in LPS, a March 1988 memo defined and justified the intent for plan time: "...professional time has been sought to allow teachers time to complete lesson planning, materials preparation, classroom maintenance, and record keeping; to provide time to confer with colleagues, to read professional journals, and to apply what they read to their practice; to participate in team planning, building in-services, and district and professional association committee work." Nothing in the 1988 memo or in any Professional Agreement in the meantime has established that plan time at any level is to be used for the instruction of students. Teachers are certainly able to work with students individually during their plan time to assist the students in meeting greater success, but such work is to be at the teacher's discretion. To feel obligated to or mandated to instruct students during one's plan time is not plan time, but additional student contact time.**
- Met with LEA staff and LPS Human Resources representatives re: Association and District issues.
- Attended as a member of the LEA-LPS ProCom.
- Presented at FR Council (see below)
- Logged **19 confidential phone calls** with members.
- Had **4 confidential one-on-one** meetings with members.

Clarifying "Pre-Arranged" Leave Before/After Breaks:

In an attempt to be pro-active and because the LEA office had received a lot of calls and e-mails, LEA presented the information below about pre-arranged leave to FR Council on November 16th. Since that time, there appears to be some new confusion about pre-arranging leave before or after a break due to an e-mail sent to principals from the District.

LEA confirmed with Ken Babcock in Human Resources on 11/24 that the e-mail that went out shortly before Thanksgiving break applied to pre-arranging leave, ONLY, and agreed that the information LEA gave at FR Council was and is correct (see below). Further, Mr. Babcock said that if building administrators had questions about the procedures regarding pre-arranging leave before and after a break, they should feel free to contact him.

Pre-Arranged Leave:

The new (underlined) contract language for 2010-2012 regarding pre-arranged leave in **8-1 B. Eleven Day Annual Leave Plan (Option B)** states:

“(3) Annual leave may be used for prearranged days. In the event an employee wishes to prearrange an absence for any reason other than medical reasons, the days shall be available subject to availability of substitutes and shall be granted on a first come first served basis. No more than five (5) percent (fractions rounded up) of building level certificated staff needing a substitute may use prearranged days on a given day. Prearranged annual leave shall not be used for the first ten (10) nor the last fifteen (15) student contact days of the school year, or the day immediately before or after scheduled breaks. Human Resources shall have the authority to authorize use of prearranged annual leave for reasons other than illness during this period.”

There appears to be confusion on some members’ part that they *cannot be absent before/after a break unless they receive permission*. Such is **not** the case. Individuals are still able to call in using Option A or B leave the day of their intended absence before and after breaks and individuals on Option B do **not** need to cite the reason for their absence (unless it is a staff development/PLC/FLEX day). However, individuals who want to be guaranteed a substitute (especially a preferred substitute) need to prearrange their absence and give an explanation for their request to Human Resources in order to have prearranged leave approved. *For elementary teachers missing a plan day during which there is no substitute required and during which there are to be no mandatory meetings, there is absolutely no reason to pre-arrange one’s leave unless that day is part of a series of consecutive days of absence.*

Important Dates:

- Nov 1-Jan 3:** Window of time during which Seniority **and** Assignment List placement may be challenged and errors corrected using the Grievance Procedure outlined in the *LEA-LPS Professional Agreement*. **See the November 8, 2010, issue of the LEAdvocate regarding the importance of checking and verifying this list!!!**
- Dec 15, 4:00 p.m.** LEA/LPS Extra Standard Review for Liaisons
- Jan 19, 4:00 p.m.** Deadline for Secondary Teachers to submit 2nd quarter student grades
- Jan 21, 4:00 p.m.** Deadline for Elementary Teachers to submit 2nd quarter student grades

PLEASE NOTE: IT IS IMPORTANT FOR SPONSORS TO ATTEND THESE REVIEW SESSIONS! YOUR EXTRA STANDARD STIPEND DEPENDS UPON YOUR ATTENDANCE AND PARTICIPATION! LEA/LPS Extra Standard Reviews are held at the LEA Office, 4920 Normal Blvd.

This Month’s Bumper Sticker:
“Time is what keeps everything from happening at once.”

