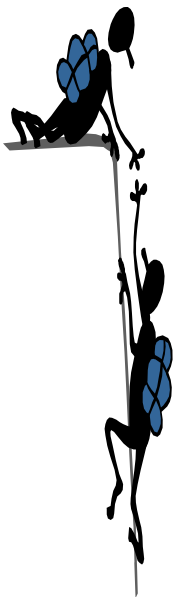


December 2011

The LEA Insider



From November 1, to November 30, 2011, the LEA Member Rights UniServ Director Dan Studer provided the following services to members (in no priority order):

- ✓ Advised various and sometimes multiple members re:
 - leave and pre-arranging leave/receiving permission (**see reminders below**),
 - health and maternity leave issues,
 - leave and pay docks surrounding parent-teacher conferences,
 - seniority list concerns,
 - plan and lunch time issues involving supervisory duties,
 - teacher workload,
 - required FLEX sessions,
 - class size appeals,
 - worker comp claims,
 - indoor air quality issues,
 - concerns re: site administrators, colleagues, and parents, and
 - length and number of staff meetings.
- ✓ Advised and secured assistance for a member re: health insurance benefits.
- ✓ Advised and represented a number of members in meetings with their site supervisors/ appraisers regarding job performance concerns and personal issues.
- ✓ Advised and represented a number of members in meetings with LPS Human Resources regarding job performance concerns and personal issues.
- ✓ Assisted a member at the request of NSEA legal counsel.
- ✓ Sought and met with NSEA legal counsel re: contract maintenance issues.
- ✓ Met with LPS Human Resources re: appraisal rubrics for a specialty area.

Pre-Arranging Leave

Thursday, December 22, 2011, is a student day at all levels before the beginning of winter break, a contract day, and certificated employees are expected to be on duty. Teachers with students who know well in advance that they need to be gone 12/22/11 are expected by LPS to pre-arrange leave for the day and permission by Dr. Nancy Biggs must be given in advance.

Friday, January 6, 2012, is a teacher "professional duty day" at all levels, a contract day, and certificated employees are expected to be on duty. Friday, January 6, 2012, falls at the end of winter break just before the beginning of second semester which starts on Monday, January 9, 2012.

HOWEVER, because there are no students in attendance on January 6th, to use leave on that day, teachers need only follow their building procedures to call in their absence and leave. Teachers have no students. They do not have to pre-arrange leave. They do not need permission to be gone.

Monday, January 9, 2012, is not considered a day following a break because January 6th is a contract work day for all staff. Teachers may utilize leave following usual leave procedures without pre-arranging leave and receiving permission unless they want to pre-arrange leave to ensure getting the sub of their choice. Permission to be gone need not be granted.

Monday, January 16, 2012, is a break for Martin Luther King, Jr. Day. Therefore, certificated employees with students knowing well in advance that they will be gone on Friday January 13, 2012, and/or Monday, January 17, 2012, are expected to pre-arrange their leave and receive permission to be gone.

Important Dates Coming Up

Nov 1-Jan 6 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*. **Additional information on the Seniority List was provided**

to members in the fourth issue of the *LEAdvocate* on 11/16/11. If needed, this issue can be found on the LEA web at: <http://lincolneducationassociation.org/LEAdvocate.html>

December 22 Deadline for **appraisers** to have performed a formal observation of probationary staff with a pre-observation form completed and submitted by the appraisee. The post observation form needs to be completed **by both the appraiser and the appraisee** by this date. An in-person conference between appraiser and appraisee needs to occur in a timely manner following the observation.

January 6, 2012 Teacher Professional Duty Day for staff to engage "in professional duties at their discretion" [5-4 (a) 1 in the *Professional Agreement*]. No mandatory meetings of any kind (barring an emergency) can be called at the site or district level for teachers at any grade level by administrators, coordinators, peers, etc. on January 6th.

Jan 10; 4:00 p.m. Deadline for **Secondary** Teachers to submit 2nd quarter student grades.

Jan 12; 4:00 p.m. Deadline for **Elementary** Teachers to submit 2nd quarter grades.

Bumper Sticker of the Month: "The control key on the keyboard does not work."