



POLICY POINTERS

APRIL 7, 2008

At this time of year, some teachers are asked to adjust their level of contract to meet building staffing design needs. Policy 4116 B addresses this issue.

Policy 4116.B—

1. After January 1, 1995, probationary teachers who are offered a “Teacher” contract in the District will be guaranteed a contract at a percentage at least equal to the percentage of the contract offered that year. Any mutually agreed to increase or decrease will become the new guaranteed minimum percentage.
2. Nothing in this policy shall preclude a teacher from agreeing to a less than full-time contract in any given year. However, teachers offered “Teacher” contracts or who had attained “Teacher” status prior to January 1, 1995, retain the guarantee for a full-time contract.

NON-RENEWAL REMINDER

For probationary teachers, the issue of non-renewal is upon many of you. Some policy reminders include: Notice of intent to non-renew is not sufficient notice of non-renewal. The teacher will receive official written notice by June 1 from the Board of Education.

- A teacher should request letters of recommendation from supportive administrators as soon as the teacher is made aware of the intent to non-renew.
- Request, in writing, what reasons were given by the Principal for the non-renewal.
- If a teacher voluntarily resigns rather than face non-renewal, the teacher should be aware that this action could negatively effect their eligibility for unemployment compensation.
- There is no legal basis for challenging a non-renewal unless there is evidence of that the decision was based on unlawful discrimination or constitutional violations.

- Most non-renewals are eligible for in-district transfers.
- Remember that most teachers who are non-renewed are either rehired at a different school in the same district or are hired in a different district if they actively seek a teaching position.
- Generally, unless you relocate, an end of the year resignation is viewed in much the same way as a non-renewal by a new district.
- **Only teachers who have been non-renewed for cause (severe performance problems) are not eligible for employment in the District the following year.**

4115: Transfer/Reassignment

In most years educators do not begin to look for transfer opportunities until May. Job postings are already beginning to appear. In the Negotiated Agreement, the transfer form is 4115.3, or it is available from Human Resources, building office managers and online.

Once you file a transfer form, please approach getting an interview in the same way an out-of-district applicant might. Develop a resume and cover letter to send to principals; follow it with a phone call; use any networking connections that you might have with educators already in the school. **Be Proactive!**

Policy 4141: YR Specialist Planning

A reminder for specialists in year-round schools. Specialists responsible for writing substitute lesson plans for off-track times in a four-track school will be provided release time to write the plans. The release time will not be less than a half-day per week of lesson plans.

Knowing Your Contract Pays!

FROM THE PRESIDENT

Jody Dasher

It is the spring and people are thinking about their assignments for next year while trying to finish out the current school year. It is a busy time for everyone. In the midst of all this, we have the probationary teachers suffering with the angst of renewal, will it happen or not. Please look at the column on the front page about non-renewal and the column on the right regarding policy 4170, the evaluation policy.

I have tried to make sure that the most common questions regarding the evaluation, renewal, and transfer policies are answered on these two pages but they are very detailed policies. Please do not hesitate to call with specific questions or concerns. I would like to remind you all that we are in the last year of a three year agreement regarding salary. If the current numbers hold in the legislature, the salary increase for nurses and all people on the teacher salary schedule will be 2.95%. That is the COLA factor used for determining the money to apply to Amendment 23 plus .75%. This money is not definite yet, but the School Finance Bill currently in the legislature is using these figures and I do not believe they will change much.

The Negotiations team is currently working with the District to settle what new money will be applied to benefits as well as a few other issues. Keep an eye out for epacts and other communications.

Teacher Appreciation Week is coming May 4-10. Teacher Appreciation Day is Tuesday May 6 with Nurse Appreciation Day on May 7.

Policy 4170— This policy outlines the evaluation policy implemented in the Cherry Creek School District. All probationary teachers must have received a formative evaluation report no later than December 15. The evaluator must have conducted at least two classroom observations for a minimum of thirty minute in duration with timely post-observation conferences. A second set of observations and a summative evaluation are due by May 15.

It is important to maintain documentation of visits, times, topics discussed, etc. for as many of the evaluation activities as possible.

Placement on a domain is based on 50% or the domain's selection. For example, if a teacher had received proficient ratings in all elements but one, and that element received an unsatisfactory, then the whole category should have been marked as proficient. The domain's rating must have at least 50% of the elements rated as unsatisfactory to receive an unsatisfactory. The ratings on domains should be based on the average of ratings on the elements.

Probationary teachers are to be evaluated by administrators. An agreement was reached that the allows quasi-administrators to perform formative evaluations, but the summative must be done by an administrator if there is any chance of non-renewal.

Remember that your signature on the evaluation is not an agreement but a signature that you have received the forms. You may write responses to any part of the evaluation. Do not hesitate to call for assistance if you have any questions or concerns regarding your evaluation (303-696-6265).

Calendar

April 10—12	CEA Delegate Assembly
April 17	AR Meeting at Laredo Middle School
May 1	Recognition Dinner at the Valley Country Club
May 4— 10	Teacher Appreciation Week
May 7	AR Meeting at Laredo
May 8	Teacher of the Year Dinner

Cherry Creek Education Association, affiliated with FRUU-CEA-NEA
2851 South Parker Road Suite 1000 * Aurora, Colorado 80014

Ph: (303) 696-6265 * Fax: (303) 696-0104 * E-mail: cceanow@aol.com * www.cceanow.org
The Representative Organization Working to Improve Conditions for Successful Educators in Cherry Creek