

KEEPING YOU INFORMED

August 2018
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**Duval Teachers United:
Representing Paraprofessionals,
United Office Personnel of Duval, and
Teacher Unit Members**

TEAM DTU!!!

Welcome Back:

As usual, summer vacation has come and gone all too quickly. As you transition back to work, be assured that DTU will be there for you at the beginning and throughout the year to assist. As DTU receives information important to you, we will pass it along via school meetings, or electronically through the "Keeping You Informed" newsletter or a "DTU Update". Don't hesitate to contact us directly or through your DTU school representative with questions and concerns. We are here to assist you in any way we can.

Pre-planning officially begins on August 6, 2018 and students return on August 13, 2108.

Be prepared with any changes in curriculum or the Student Code of Conduct. Each year there are changes to the **Student Progression Plan (SPP)**. This year is no different. Please take time to review the SPP document which is posted on the DCPS website, especially the grading and retention procedures. Welcome back!

Preparing for the 2018-2019 School Year:

As the new school year begins, it is important to be aware of specific information regarding pay increases and yearly work responsibilities. The information reviewed in this newsletter can impact evaluations and employment. While specific dates are still not readily available for some of the events, you need to be aware that they will occur. Be prepared, so when dates are announced, you won't be caught off guard. DTU will notify you of dates not currently available as soon as received.

Start Dates for the 2018-2019 Work Year:

Twelve and eleven month employees have already returned to work. Instructional staff in designated schools have also returned early for additional training.

- **Regular Start Date for Schools:** 10 month employees begin work as follows:
 - **UOPD:** August 3, 2018
 - **Teachers:** Unless otherwise notified, August 6, 2018
 - **Paraprofessionals:** August 6, 2018 and August 7, 2018 will be training days for Paraprofessionals: Head Start/VPK, CDA, ESE, ESOL, ISSP, General Ed
Paraprofessionals will report to the appropriate training location see below. These paraprofessionals will not report to their schools until Wednesday, August 8, 2018.

Paraprofessional Training Schedule

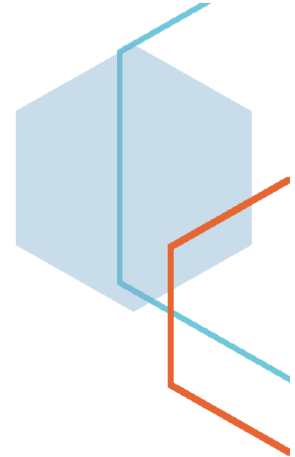
DCPS 2018 Paraprofessional Trainings

In collaboration with various departments and stakeholders, DCPS will be offering two days of Paraprofessional trainings for Head Start/VPK, ESE, ESOL, ISSP, and General Education Paraprofessionals. Please log on to the district's [ERO system](#) to register for the trainings. The ERO Course Code and Session Reference Numbers (SRNs) are listed below for each training to find out more information about the professional development opportunity.

For ESE Paraprofessionals in the following work setting, please attend training on August 6-7 from 8:00-3:00 at the Schultz Center (Address: 4019 Boulevard Center Drive Jacksonville, FL 32207). Limited parking at the Schultz Center—Paraprofessionals are encouraged to carpool if possible.

- Communication/Social Skills (CSS)
- Supported Level Academics (SLA)
- Participatory Level Academics (PLA)
- Elementary Physically Impaired (PI)
- Deaf/Hard of Hearing (DHH)
- PreK (CSS, SLA, PLA, DHH)
- Center Schools (Except Oak Hill)

Register for Course: Pre-Planning for ESE Paraprofessionals | SRN: 2018105100001



ESE Paraprofessional Trainings

If you have any questions, please contact the EESS Department at 348-7800. Please note Student Focused Paraprofessionals assigned to students in the general education classroom will attend the VE session. Student Focused Paraprofessionals assigned to students in self-contained classrooms will attend the appropriate self-contained classroom session.

For ESE Paraprofessionals in the following work setting:

- **Behavior Supports**
- **PRIDE**

Please attend training on August 6-7 from 8:00-3:00 at Arlington Middle School (Address: 8141 Lone Star Road Jacksonville, FL 32211)

For ESE Paraprofessionals in the following work setting:

- **PreK Varying Exceptionalities (VE)**
- **PreK Physically Impaired (PI)**

Please attend training on August 6-7 from 8:00-3:00 at Springfield Community Centers (Wells Fargo Building) (Address: 1601 North Main Street Jacksonville, FL 32206)

For ESE Paraprofessionals in the following work setting:

- **Varying Exceptionalities (VE)**
- **Inclusion/Resource**
- **Secondary Physically Impaired (PI)**
- **ADA**

Please attend training on August 6-7 from 8:00-3:00 at A Philip Randolph (Address: 1157 Golfair Blvd. Jacksonville, FL 32209)

To receive inservice points, ESE paraprofessionals should use the ERO system to register for:

Course: Pre-Planning for ESE Paraprofessionals | SRN: 2018105100001





Head Start/VPK, ESOL, ISSP & General Education K-5 Paraprofessionals:

For **Head Start/VPK** Paraprofessionals—training will be held on August 6-7 from 8:00-3:00 at FSCJ Kent Campus (Address: 3939 Roosevelt Blvd Jacksonville, FL 32205).

Register for ERO Course: Head Start/VPK Paraprofessional Pre-Planning Professional Development | SRN: 20180120301

Please bring a pen and paper. In order to receive inservice credit, the follow up assignment must be completed.

For **ESOL** Paraprofessionals—professional development training will be held on August 6-7 from 8:00-3:00 at Sandalwood HS (Address: 2750 John Prom Blvd Jacksonville, FL 32246).

Register for ERO Course: ESOL 2018 Paraprofessional Pre-Planning PD | SRN: 20187020201

For **ISSP** Paraprofessionals*—training will be held on August 7-8 from 8:00-3:00. Please note that *Day 1 of ISSP*

Paraprofessional training will be held at Andrew Jackson High School (Address: 3816 N. Main Street Jacksonville, FL 32206) and Day 2 will be held at Ed White High School (Address: 1700 Old Middleburg Rd N Jacksonville, FL 32210).

Register for ERO Course: ISSP 2018 Paraprofessional Pre-Planning PD | SRN: 201800050507

General Education K-5 Paraprofessional Pre-Planning PD



General Education K-5 Paraprofessionals training will be held on Monday, August 6-Tuesday, 7 from 8:00-3:00 PM at UNF's Adam W. Herbert University Center (Address: 12000 Alumni Drive Jacksonville, FL 32224). Register for ERO Course: General Education K-5 Paraprofessional 2018 Pre-Planning PD | SRN: 201800860101.

Pay Dates for DTU Units:

The following chart outlines the projected dates, at this point in time, for pay increases for all DTU units. DTU will alert you if there are any changes. Pay increases are spread across paychecks.

Retro Pay: Regular retro pay for pay increases is included in the identified pay dates chart for those employees whose normal work year began July 1. Employees with special assignments from July 1, 2018 (summer school, curriculum writing etc.) will receive salary increase retro at a later date TBD. Except for Performance Pay teachers, all other employees will receive their pay increases on their first paycheck, therefore, there is no retroactive pay accrued. Performance Pay teachers will receive their increases, along with any retro, after the final evaluation is completed.

Best and Brightest Bonuses are state funded. DCPS, therefore, will be subject to state timelines for payment, usually by 4/1/19. The Best and Brightest Bonuses include: \$6000 for overall HE evaluated **classroom** teachers with verified SAT or ACT scores of 80% and above; \$1200 for 2017-2018 overall Highly Effective evaluated **classroom** teachers; \$800 for 2017-2018 overall Effective evaluated **classroom** teachers. This year, a teacher who is no longer a

classroom teacher may apply for the \$6000 bonus if they met the requirement as a classroom teacher the previous year (2017-2018) and meets all other requirements for application.

Pay Dates for UOPD Unit Including Pay Increases

UOPD Eligibility: UOPD employees must have worked one day more than half as full time employees for the 2017-2018 school year to receive a pay increase. UOPD employees, eligible for step, will receive step movement. Those at step 95 will receive \$500. Please refer to chart below.

Service Raises: Service raises (\$300 before 2014, \$400 after 2014) are paid after five years of DCPS consecutive service. All increases are spread across the employee paychecks.

UOPD Unit	Step Movement	Step 95	Retro pay	Service Raise	Date Initiated/ Paid
12 Month UOPD	Yes: spread across paychecks	\$500 spread across paychecks	Yes: one time payout	Yes: spread across paychecks	August 3, 2018 Regular paycheck
11 Month UOPD	Yes: spread across paychecks	\$500 spread across paychecks	No \ NA	Yes: spread across paychecks	August 17, 2018 Regular paycheck
10 Month UOPD	Yes: spread across paychecks	\$500 spread across paychecks	No / NA	Yes: spread across paychecks	August 17, 2018 Regular paycheck
10 Month Interpreters	Yes: spread across paychecks	\$500 spread across paychecks	No / NA	Yes: spread across paychecks	August 17, 2018 2 day paycheck

Pay Dates for Paraprofessional Unit Including Pay Increases

Paraprofessional Eligibility: Paraprofessionals must have worked one day more than half as full time paraprofessionals during 2017-2018 in order to receive pay increases. Paraprofessionals, eligible for step, will receive step movement. Those at step 95 will receive \$500.

- **Longevity Pay:** Pay (\$600) is initiated after year ten of DCPS service and is increased by \$300 for each additional five years of consecutive service.
- **ESE Paraprofessional Supplement:** The following self-contained low incidence programs will receive an annual **\$1000 supplement**. This supplement is spread across the paychecks and will not begin until after the fall budget process when Human Resources verifies paraprofessionals in these positions. **Pay is projected for initiation on October 26, 2018.**
 - CSS (Autism), Day Treatment (PRIDE), PLA (Participatory Level Assistance), Behavior Support (EBD), ESE Center Schools (Mt. Herman, Palm Avenue, and Alden Road, Oak Hill); ESE paraprofessionals may only receive one supplement

Paraprofessional Unit	Step Movement	Step 95	Retro pay	Longevity Pay	Date Initiated / Paid
10 Month All classifications	Yes: spread across paychecks	\$500 spread across paychecks	No /NA	Yes: spread across paychecks	August 17, 2018 5 day paycheck

Pay Dates for Teacher Grandfather Schedule Including Pay Increases

Grandfather Salary Schedule (SS) Teachers: Teachers on the Grandfather SS are those teachers who still have a Professional Services Contract (PSC). A PSC contract allows for the teacher to be automatically renewed for employment each year. They may only be dismissed for cause. These teachers will receive step movement. Teachers currently on Step 95 will receive supplements. Please refer to chart below. Grandfather SS teachers must have worked full time for one day more than half during the 2017-2018 school year and may not have received an overall "Unsatisfactory" evaluation for that year in order to be eligible for the pay increases.

Teacher Unit: Grandfather Salary Schedule	Step Movement	Step 95	Retro pay	Date Initiated / Paid
12 Month Teacher Unit	Yes: spread across paychecks	Moving to Step 95 <u>1st year: Step Only</u> 2nd Year on Step 95: <u>\$500 Supplement</u> 3rd Year+ on Step 95: Additional \$500 Supplement (\$1000 total)	Yes	August 3, 2018 Full paycheck
10 Month Teacher Unit	Yes: spread across paychecks	Spread across paychecks: Moving to Step 95 <u>1st time: Step Only</u> 2nd Year on Step 95: <u>\$500 Supplement</u> 3rd Year+ on Step 95: Additional \$500 Supplement (\$1000 total)	No /NA	August 17, 2018 Full paycheck

Pay Dates for Teacher Performance Pay Salary Schedule Including Pay Increases

Performance Pay Teachers: Teachers on the Performance Pay SS are on annual contract and therefore subject to reappointment to their position on an annual basis. Pay increases are as follows: Teachers must have worked full time with DCPS for one day more than half for the 2017-2018 school year to be eligible. Teachers with an overall Highly Effective evaluation for 2017-2018 will receive \$2001. Those teachers with an overall Effective evaluation for 2017-2018 will receive \$1000.50. **Pay Increases are received after the final overall evaluation is provided.** Time is needed to receive individual student growth scores from the state for teachers before the final evaluation is signed. A composite evaluation score will be received at that time. **Because pay increases for Performance Pay teachers is not based on step movement, these teachers will receive their increases after the Grandfather teachers receive their pay increases.**

Teacher Unit: Performance Pay Salary Schedule	Overall "Highly Effective" 2017- 2018 Evaluation Pay	Overall "Effective" 2017-2018 Evaluation Pay	Retro pay	First or Next Full Paycheck (no pay increase)	Date pay increase Initiated
12 Month Teacher Unit	\$2001 spread across paychecks	\$1000.50 spread across paychecks	Yes	August 3, 2018	After 2017-2018 final evaluation is completed with student scores
10 Month Teacher Unit	\$2001 spread across paychecks	\$1000.50 spread across paychecks	Yes	August 17, 2018	After 2017-2018 final evaluation is completed with student scores

Teacher Supplements

Hard to Staff Supplements (DCPS funded) will be initiated for teachers after the fall budget (approximately the end of October) when school staffs are stabilized and Human Resources verifies employees in those "Hard to Staff" positions for 2018-2019. Subject area supplements are paid after each semester ends. All teachers must be certified in the area taught and have at least an overall Effective evaluation for 2017-2018. Supplements are listed below:

- Assignment to a Title 1 eligible school – **\$400**
- Assignment to a school that earned a grade of "F" or three consecutive "d" grades (such that the supplement remains in force for at least 1 year following improved performance at that school) - **\$400**
- Teachers must be certified and teaching in hard to staff critical teacher shortage areas specified below.

ESE Certification Area:

- *Autism Spectrum Disorder (CSS) - **\$2,500**
- Speech and Language Pathologists - **\$1,500**
- *Emotional/Behavior Disabilities (BSC) - **\$2,500**
- Hearing Impaired - **\$ 750.00**
- Visually Impaired - **\$750.00**
- **Math 6-12:** \$500 per section/semester not to exceed \$2,500 per semester or \$5,000 annually: Calculus, Geometry, AP Statistics
- **Science 6-12:** \$500 per section/semester not to exceed \$2,500 per semester or \$5,000 annually: Physics, Chemistry
- **Vocational:** \$500 per section/semester not to exceed \$1,500 per semester or \$3,000 annually: Aviation, Aerospace, Gaming and Sports Medicine, Welding, HVAC
- **SLP and Audiologists** with CCC Certification who agree to mentor: \$2625

Florida Teacher Supply Assistance Program: This money comes from the state and is projected for payout by September 28, 2018 unless received earlier from the state. The money is to be used for instructional supplies. Teachers are to maintain receipts of purchases. As soon as DTU knows the amount to be allocated, we will notify you.

Middle School Schedule Changes

Due to fiscal necessity, Duval County Public Schools has made numerous staffing and program changes for the 2018-2019 school year. One of the approved changes modified the scheduling structure for most middle schools. **Middle schools, unless otherwise excluded, will move away from the previous four by four block schedule and revert back to the straight seven period day.** Terms for the change have been negotiated with DTU (Committee included some middle school teachers) with respect to the existing contract language regarding planning time and professional development. A Memorandum of Understanding has been created until the contract language is incorporated into the Teacher Collective Bargaining Agreement. The planning time language reflects previous contract language for the seven period day that allowed for planning periods to reflect the length of the student class period daily. Schools implementing the seven period day will have 45 minute class periods and thus 45 minute planning periods daily. The middle school language will read as follows:

Scheduling and Planning Periods

- *In Middle Schools with a straight seven period day, each teacher, media specialist and guidance counselor shall be provided one planning period (of equal value to each instructional period) each day for teacher initiated professional activities, except as provided below. One planning period every other week shall be used for administratively directed professional activities.*
- *For the purposes of this MOU, professional activities shall include, but not be limited to teacher initiated activities such as individual common planning, collaborative planning,*

professional learning community activities, beginning teacher activities, observing model classrooms, school improvement and other committee work, tutoring, research, academic counseling of students and parent, communicating student academic progress to parents, supervision of student, developing individual education plans (I.E.P.s) for student experiencing academic or behaviors problems, peer teacher programs, coordinating follow up academic assignment for student absentees or ISSP.

Professional Development

- *In order to assist teachers with transitioning to the new scheduling format, the district shall provide professional development to teachers using a variety of media and/or formats (face-to-face, electronic, etc.) during the first semester of the school year. In addition to strategies to ensure fidelity of instruction, training shall address systems to include attendance protocols and mitigating student transitions. Additionally, a voluntary training on middle school scheduling shall be offered to all middle school teachers prior to beginning of the school year, on or about August 1, 2018, to aid teachers in preparing for instruction.*
- *Participation in the voluntary training shall be encouraged for eligible teachers, however failure to attend shall not result in reprisal for any non-participant.*
- *All other provisions of the Collective Bargaining Agreement remain in full force and effect including provisions regarding equity regarding class load and compliance with number of teacher preparations.*

Pre-Planning Week

August 6, 2018 to August 10, 2018 begins pre-planning week for teachers and paraprofessionals. Wednesday of pre-planning, unless otherwise indicated, is the in-service day for teachers. Paraprofessionals will receive district in-service on Monday and Tuesday of pre-planning as indicated within this document.

Most of the teacher pre-planning week should be used for planning purposes. Contract language cites the following:

The parties acknowledge that some organizational meetings during pre- and post-planning are necessary. However, to the greatest extent possible, pre and post-planning time shall be reserved for teacher-initiated individual and group planning.

Please notify your DTU staff consultant if pre-planning agendas exceed the contract allotted time. Lunch for teachers is one hour long each day. No employee lunch period should be a working lunch.

In and Out of Field Certification / Re-certification

There are two budget periods throughout the school year. One period is in the fall, the other during the spring. During these budget periods, the surplus and shifting of assignments for employees can occur based on the increase or decrease of the student population at the school level. Surplus occurred last spring and will also reoccur in the upcoming fall budget.

Often, for many different reasons, teachers agree to teach subject areas for which they are not certified. This action is permitted as long as the employee consents to be placed out of field and signs the HR document to do so. **An employee may not be forced to teach out of field.** The HR document signed outlines that out of field additional coursework **MUST** be completed within specific timelines. The teacher is required to receive additional certification in the new area of study as required by the state. Meeting all of these requirements occurs at the expense of the employee.

Failure to meet timelines for completing these requirements can and will result in termination of employment. Consider carefully whether or not to agree to be placed out of field!

Certification rules change at the discretion of the state of Florida. It is your responsibility to make sure that you meet all certification/re-certification requirements (including passing any tests required, i.e. General Knowledge; and meeting any ESOL and/or ESE requirements) in a timely manner. It is your responsibility to renew your certificate after taking the required number of in-service hours or course

credit. It is your responsibility to act on all emails and notifications sent from the DCPS Certification Department. It is your responsibility to contact the DCPS Certification Department with all questions regarding your certification. DCPS does not assume responsibility for your compliance with certification requirements. Please direct certification issues and questions to the following email:

dcpscertainmentoffice@duvalschools.org or call

Phone: 390-2376

Be aware that the certification office has an overflow of requests all year long. Please begin trying to contact them well in advance of any expiration dates or deadlines.

Verification of Student Rosters

Each school year, teachers are given the opportunity to verify their student rosters and the course codes for subjects being taught. This happens twice a year, usually during the October and February FTE survey periods. **It is very important that teachers monitor and verify their own student rosters carefully.** This includes making sure that any incorrect information inputted is corrected. The roster verification process identifies all students that teachers are responsible for teaching during that period. Assessment scores for students identified on the individual teacher roster are used for calculating growth scores (VAM) for final evaluations, regardless of whether students are present for one or both of the survey periods. For that reason, it is extremely important that students on your roster be identified correctly. **Begin to monitor your roster immediately.**

It is recognized that students will arrive into your classroom after the first day of school and they will come and go from your room as schedules change. It is your responsibility to make sure that the CRT Operator receives an accurate accounting of students who are physically in your classroom before the survey window closes. The student data inputted by the CRT operator will be considered your "students of record" once sent to the state. You will need to ensure that the CRT operator makes any necessary changes to that input. Teachers will be given the opportunity to check their official rosters in order to revise them before final submission to the state. Make sure you follow up when given that opportunity. **If there are problems getting corrected rosters, contact your administrator. Don't sign off on incorrect rosters.**

Also, **make sure that course codes on your student roster reflect the courses you are teaching.** Incorrect course codes will alert certification as to whether or not you are teaching in or out of field. **Wrong course codes can result in being identified as out of field.** Course codes also determine what assessments are given to your students for evaluation purposes. **More information on roster verification will be provided as we get closer to the roster verification period.**

Sick Leave and Bereavement Leave

Sick/Personal Leave: Paraprofessional, Teacher and UOPD Unit employees accrue one sick leave day a month per school year. That sick leave may be used when the employee or family member is ill. Six of the sick leave days may be used for personal reasons. The nature of the personal issue does not have to be identified. Unused sick leave days carry over to the next year as sick days but not as personal days. Personal usage of sick leave days remains at six per year even if leave days were not identified as personal leave days in the previous year. Personal days must be pre-approved only if taken before or after a non-work day. **Upon the sixth day of consecutive leave, the employee must submit a doctor's note.**

Bereavement Leave: This leave was initiated in the 2017-2018 school year. DTU negotiated for all three DTU unit employees to be granted two days of leave for bereavement if needed. This leave is in **addition** to the ten sick leave days. This leave can only be used as follows and is not accrued from year to year if not used like sick leave. If not used, they are lost for that year.

Bereavement Leave

Effective upon Board approval, employees will be granted two (2) days of paid bereavement leave each year due to a death of a relative. This bereavement leave is of special nature and may not be deferred, accumulated or converted to any other purpose and will not be deducted from earned sick leave. It is not charged against any other leave account. The employee will not be paid for days not scheduled to work.

Taking this leave is not contingent upon expending all other types of leave. A published obituary or funeral program, or link thereto will be required for documentation. The term "relative," for purposes of this paragraph, is defined as father, mother, brother, sister, husband, wife, child, grandmother, grandfather, grandson, granddaughter, or other close relative or member of his/her own household.

In addition, up to six (6) days of sick leave may be taken at the time of the death of a member of the employee's immediate family. If unusual circumstances exist, with a letter of justification, additional sick leave may be granted by the School Board.

Regardless of the type of leave used, employees MUST fill out a sick leave form immediately upon return from leave or before leave is taken (personal leave). Failure to do so will result in being docked pay for the day.

CAST Evaluation Portal: Teacher, Paraprofessional, and UOPD Units

All DTU employee group evaluations will be completed on the **Talent Ed-Perform** platform for the 2018-2019 school year. There will be no changes to the evaluation procedures that have been negotiated between DTU and DCPS. To learn more, please review the "Quick Start Guide", PowerPoint training, as well as the training materials listed below. If you have any questions on the **Talent Ed-Perform** platform, please contact the HR Evaluations Department at (904)390-2981 or HRS@duvalschools.org.

Training Materials: Teacher & Staff Training Video

[https://www.kaltura.com/index.php/extwidget/preview/partner_id/1702361/uiconf_id/37835002/entry_id/0_m37ksbeu/embed/auto?&flashvars\[streamerType\]=auto](https://www.kaltura.com/index.php/extwidget/preview/partner_id/1702361/uiconf_id/37835002/entry_id/0_m37ksbeu/embed/auto?&flashvars[streamerType]=auto)

2. Website to Access Perform Platform

<https://duvalschools.tedk12.com/perform>

****To login, please utilize your district assigned username (do not include @duvalschools.org) and password****

UOPD Evaluations

UOPD evaluations for 2017-2018 have been completed. Please remember, however, that the start of the new school/work year is time for employees to sit down with their principal/supervisor to discuss their "job factors". Job factors are those duties for which the employee is responsible and on which they will be evaluated. These should be identified and discussed with the principal/supervisor within the first month of the work year. These are the agreed upon factors for which the employees will be evaluated. The UOPD evaluation is due by April 15 each year.

Paraprofessional Evaluations and Career Ladder

Paraprofessional evaluations for 2017-2018 have been completed. Make sure you are familiar with the Paraprofessional evaluation instrument and that you are actually observed doing your job by administration before being evaluated on April 1, 2019.

Career Ladder: Paraprofessionals advance on the Salary schedule through negotiated settlements for step and for column advancement through professional development and college course work. Make sure that you sign in at all professional development workshops and complete and submit workshop evaluations electronically to ERO. Always check with the school Professional Development Facilitator that your points are being submitted. Make sure that you are being included in early release professional development activities.

For your convenience, the professional development form to be submitted to Human Resources is being provided again. This form is submitted when enough points have been accrued to move to a different pay column. **Placement on a new column of the salary schedule shall occur upon verification by Human Resources of points for professional development workshops or official transcripts for college credit as indicated below.**

COLUMN I: A paraprofessional shall be assigned to column I upon hire, unless he/she qualifies for movement to columns II, III, IV, or V.

COLUMN II: Movement to Column II requires 36 hours of in-service or one (1) three hour college credit course in a job related area preapproved by the Employer.

COLUMN III: Movement to Column III requires 90 hours of in-service or (15) hours of college credit in a job related area preapproved by the Employer.

COLUMN IV: Movement to Column IV requires completion of 180 hours of in-service or 60 semester hours of accredited college course work or an AA/AS degree.

COLUMN V: Movement to Column V requires the paraprofessional to have completed 250 hours of in-service or 90 semester hours of accredited college course work in a program, which leads to a teaching degree and has been preapproved by the Employer. Either an overall grade point average of 2.5 or a grade point average of 2.5 in the paraprofessional's major area of study is required.

The following form is used when additional points are accrued and the paraprofessional qualifies to move to another column on the salary schedule. **Submit the form to Professional Development, Team Center: Building B. Attention: Gloria Stroming via School Mail or Fax to 904-348-7793.**

See form below

**PARAPROFESSIONAL CAREER DEVELOPMENT PROGRAM
PAY PLAN REQUEST**

(Please Print)

NAME: _____ EMPLOYEE NO: _____

SCHOOL NAME **or** NUMBER: _____ SCHOOL PHONE: _____

(School based employees must complete)

HOME ADDRESS: _____ HOME PHONE: _____

CITY & ZIP CODE: _____

I am a Paraprofessional and currently paid on

Column I II III IV (Circle one)

This request is to meet the qualifications for advancement to

Column II III IV V (Circle one)

(Check One)

I am using ___ Official Transcript or ___ In service Points for documentation

___ This documentation is already on file in Professional Development

___ Documentation is attached to this request

*Date

*Signature of Paraprofessional

Professional Development Department

Date

Overall Teacher Final Evaluations

Teacher overall final evaluations are provided in two parts. Teachers have already received the first part of their 2017-2018 evaluation, which provided the IPDP score as well as the administrator's score based on teacher classroom observations. The final portion of the teacher evaluation will be provided as soon as the individual student growth scores and three-year growth averages are finalized by the State and the District.

The teacher final overall evaluation will reflect the administrator and IPDP combined score; the annual student growth score; the three-year student growth score average; and the overall composite evaluation score. The overall evaluation score will determine whether the teacher will be rated as overall Highly Effective (HE), Effective (E), Needs Improvement (NI), or Unsatisfactory (U). **Any DTU teacher member receiving an overall "U" rating on the evaluation should contact their DTU staff representative immediately.**

Impact of Overall Evaluation Ratings:

- Performance Pay Schedule annual contract teachers receiving any rating other than "HE" or "E" will receive no pay increases. An overall rating of "U" can/will result in non-reappointment.
- Grandfather Schedule Professional Services Contract teachers receiving an overall "U" rating will receive no pay increases. Receiving a second overall "U" rating in a three-year period can/will result in the termination of employment.
- Please note: Teachers with low VAM scores may not be placed or remain at TOP schools.
- Teachers with a single overall Unsatisfactory evaluation are usually moved to another school on a Growth Plan.

C.A.S.T. Evaluation Reminders:

The Collaborative Assessment System for Teachers (C.A.S.T.) is the evaluation system for teachers that began in the 2011-2012 school year. It was developed using criteria identified from **Senate Bill 736, also known as the "The Student Success Act."** **C.A.S.T. is based on the Charlotte Danielson Model.**

Below is information that is important for all teachers to read and understand. Teachers need to familiarize themselves with C.A.S.T. procedures. More information can be found on the DCPS website. C.A.S.T. evaluations impact salary for teachers on the Performance Based Salary Schedule as well as the Grandfather Salary Schedule.

Teacher Categories

Teachers are identified and evaluated using one of the categories on the chart below. The number of observations and evaluations are based on your category.

Teacher Category	Criteria	Comment
Category I	1-3 years	New Teachers and New teachers to the District
Category II	4 (beginning of year 4) or more years of teaching experience	
Category III	Received a D/NI or Unsatisfactory in a domain or competency but not overall Unsatisfactory	
Category IV	Struggling Teacher (overall Unsatisfactory evaluation)	

Teacher Category and Observation Schedule

Category and Authorized Evaluator	Formal Observations (Scheduled) 30 minutes or more	Informal Observations (Unscheduled) 15-25 minutes minimum	Summative Evaluation
Category I Principal/Asst. Principal	2 observations 1 first semester 1 second semester	2 observations 1 first semester 1 second semester	2 1 st semester(January) and 2 nd semester(April)
Category II Principal/Asst. Principal	1	1 yearly	Annually
Category III Principal/Asst. Principal	2 1 first semester and 1 second semester	1 per domain that receives D/NI or U or if in multiple domains 1 formal observation can be done	Annually
Category IV Principal	3 2 first semester 1 second semester	1 per domain that receives a U	Annually

A Principal may elect to schedule more observations if needed. If an observation is rated unsatisfactory by the assistant principal, the principal must initiate a formal observation in the event that a growth plan needs to be initiated. An assistant principal cannot initiate a Growth Plan.

Suggested CAST Timeline:

During Pre-planning

- ✓ Administrators will hold a group orientation for all certificated personnel who will be evaluated by the Collaborative Assessment System (C.A.S.T.)
- ✓ Explanations will be given for competencies, ratings, procedures and student performance measures. Forms should be made available for teachers.
- ✓ A conference will be held with each teacher who has an overall Unsatisfactory rating from the previous year or is on a Growth Plan. If final scores are not available before pre-planning, this meeting should take place immediately after evaluations are finalized.

August –December

- ✓ Formal observations for all Category I and Category III Teachers.
 - By January 13th or within two weeks of issuance of *Letter of Potential Unsatisfactory Teacher*, whichever is earlier, a professional growth plan must be initiated for the teacher.

By September 30th

- ✓ All potential Category IV teachers will have a formal observation. The Growth Plan will be modified by October 15th if the formal observation shows domain deficiencies or timelines need to be adjusted.
- ✓ Beginning teachers (Category I) will be observed within the first 45 days of hire. Adjustments will be made based on hire date.
- ✓ Observations will begin for Category II and Category III teachers

October 1-31

- ✓ Individual Professional Development Plan- Development Window Opens- Overview, development, administrator review, and implementation of IPDP begins.

Discipline:

It is critical that teachers explain and implement classroom behavior plans immediately to establish behavioral expectations. Teachers may write referrals for student misbehavior as per the Teacher Collective Bargaining Agreement (Article V, Paragraph G). Except for extreme cases of misbehavior, it is necessary to provide students with opportunities to correct behavior before the referral is written. Usually schools have some measures in place to be implemented before referrals are written. These should not be unreasonable nor should they start over again after each occasion for misbehavior. Teachers have the professional responsibility to contact parents for misbehavior in an effort to correct those behaviors.

Once written, teachers enter referrals into Focus. It is still the contractual expectation, however, that:

The principal or his designee shall confer with the teacher regarding possible corrective action prior to the student's return to the classroom.

It may be a good idea to print out referrals from focus along with the referral responses and file them for reference.

Legal Corner

As the school year begins, we want to provide some information regarding student interaction to all of our members before the students arrive. Please take the time to read the following carefully.

Students often look to our school employees for affection. Please be cognizant that you need to remain professional if showing physical attention to students as with all your interactions with students. Be aware that anyone observing your actions from afar could misinterpret your actions. People's perceptions are their reality. Make sure that you think carefully about what is and isn't appropriate hugging and affection to show your students. Good intentions don't sequester you from wrong perceptions.

Be mindful, that as students get older, their imagination can run away with them. Rumors in school can run rampant. You don't want to be the subject of rumors or misperceptions implying that you are too close with ANY students. Sometimes it's better to fist bump, have fun handshakes or high fives rather than greeting students with hugs. You are the adult. If a student is too "hands on" with you, or is in your personal space despite your redirection, you need to bring this to the attention of your administrator.

Another tough situation that comes up all year is what to do in the event of student fights. Sonita Young, Assistant Superintendent of Human Resources at Duval County Public Schools, said the following regarding breaking up fights.

"All employees are expected to take reasonable measures to protect themselves and students from harm. 'Reasonable' varies based on the totality of circumstances and includes factors such as the age of the students, number of employees available to assist with de-escalation, individual physical limitations, or other factors that may determine the appropriateness of a response."

There is no perfect answer as to what to do when there is a fight. **The expectation for an employee is based on many different factors, but you must be doing something.** You are not obligated to put yourself in harms way. This varies from person to person based on potential medical conditions or size of the students. If you have two kindergarten students, barring any medical conditions, you could probably safely stand in between them and stop the interaction. If you choose to try to break up a fight, remember you are dealing with students, you need to be aware of your actions, what you are doing with your hands, and not using force.

Whatever you do, **DO NOT VIDEO TAPE A FIGHT.** If you witness a fight, you must be yelling for the students to stop; calling for assistance; removing anything from the area that can be used by students to hurt one another; and keeping students away from the fight. Doing the wrong thing in these types of situations can lead to discipline. Any incident as described above should be immediately reported to your administrator.

Faculty Meetings/In-service and Other After School Meetings

The following explains the intent of the Teacher Collective Bargaining contract language (Article VI: E) regarding before and after work meetings, trainings, or additional activities.

- Employees may be required to attend up to twelve (12) faculty meetings **OR** trainings each contract year. That means a total of 12 meetings, NOT 12 faculty meetings AND 12 trainings. These meetings are considered part of the work year and not subject to additional pay.
- The total time for all such meetings shall not exceed eighteen (18) hours total of employee time per school year. Meetings may be held in increments of 30 minutes, up to a maximum of 90 minutes during any workday.
- These twelve meetings may be held before or after the student day. Meetings held before school shall begin no more than 60 minutes before the student day and may not exceed 60 minutes in duration.
- Meetings held after the student day shall begin immediately thereafter. It is understandable for travel time for teachers to be allocated before the start time for the meeting. It should not be the case, however, for the meeting start time to be scheduled unreasonably (i.e. 20 -30 minutes after the end of the student day).
- Only one meeting can be held during any workday. No faculty meeting shall exceed 90 minutes. One meeting/training per day does not mean that you can begin before school and continue after school. If the meeting is called before school, you meet for no more than 60 minutes and you lose the 30 minutes you would have had if a 90-minute meeting had been called after school.
- In addition, to the 12 meetings, employees may also be required to attend an open house for parents and two (2) other assignments or meetings during the school year. This is permissive language (may) because not all schools require attendance at additional activities. The two other meetings that may be required may be additional evening open houses, orientations, graduations, PTA meetings, performances, reading nights, family nights, etc. These are also unpaid activities. There is no requirement to attend more than 3 of these activities. The principal decides which three the teachers are to attend. Attendance at more than three of these after work activities remains a professional responsibility, but teachers may not be required to attend.
- Please contact DTU if you are unsure of your obligations.

Any required attendance at a meeting, in-service, or other after work activity (for example: orientation) is to be counted as either one of the 12 faculty meetings or one of the 3 additional meetings teachers may be required to attend. Teachers have been told in the past that they will be given "comp time" in lieu of counting the activity towards the contractual requirement. THERE IS NO SUCH THING AS COMP TIME FOR EMPLOYEES! Don't allow yourself to be part of this DTU and DCPS unsanctioned practice. The after work activity is to be counted as either one of the twelve contractual meetings or one of the three contractual additional activities. Once the contractual requirement for attendance is met, teachers required to attend any additional activities must be paid for attendance.

***Please note: Some exceptions may apply to turnaround schools whose employees have separate negotiated agreements through DTU and DCPS with respect to meetings and trainings and are compensated via incentives**

National Board Certification

Have you considered pursuing National Board Certification? Do you currently have your National Board Certification and it expires in 2019? More than a decade of research from across the country confirms that students taught by National Board Certified Teachers (NBCTs) learn more than students taught by other teachers. Estimates of the increase in learning are one to two months of instruction and the impact is greater for high-need students. We currently have almost 200 teachers who are National Board Certified working in our schools.

DTU provides support for teachers who wish to seek National Board Certification. Please attend our first informational meeting on **Saturday, Sept. 8th** at the **DTU office** (1601 Atlantic Blvd. 32207). The meeting will be from 9 am -11 am. Duval County Board Certified Teachers receive a supplement in the amount of \$2,625 for each year they are certified. For more information on the certification process, you can visit www.nbpts.org.

Below are important dates for both our renewal candidates and first-time candidates.

2018-19 Important Dates and Deadlines	
April 1, 2018- February 28, 2019	Registration Window
February 28, 2019	Registration (Includes payment of \$75 fee)
February 28, 2019	Component Selection (Includes payment of component fees)

If you would like to seek board certification, then we encourage you to attend the workshop sessions offered by DTU and the National Board Certified Teachers of Duval County. The sessions will prepare you for the work needed to pursue National Board Certification. **Our first informational meeting for this school year will be Saturday, September 8th from 9 am- 11 am. Please RSVP to Jessica Fowler at dtujessica@aol.com.**

National Board and Support Saturday Workshops

All NBCT & Support Saturday sessions will take place at the DTU office located at 1601 Atlantic Blvd., Jacksonville, FL 32207. *These sessions are available for members of DTU.*

Support Saturday 9:00 am – 1:00 pm	National Board Candidate Support
September 8 & 22	September 8
October 6 & 20	October 6
November 3	November 3
December 1 & 15	December 1
January 26	January 26
February 9 & 23	February 23
March 23	March 23
April 6 & 27	April 6
	Thursday, May 9 5:00 pm – 7:00 pm

**Jessica Fowler, NBCT DTUJessica@aol.com
Carol Gamble-Buckman DTUGamble@aol.com
(904) 396-4063**


<p><u>Upcoming C.A.S.T. Workshop</u> <u>C.A.S.T. Overview September 25th Schultz Center 4:30 p.m.-6:30 p.m.</u></p>
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Benefits of Belonging

NEW ACCESS APP

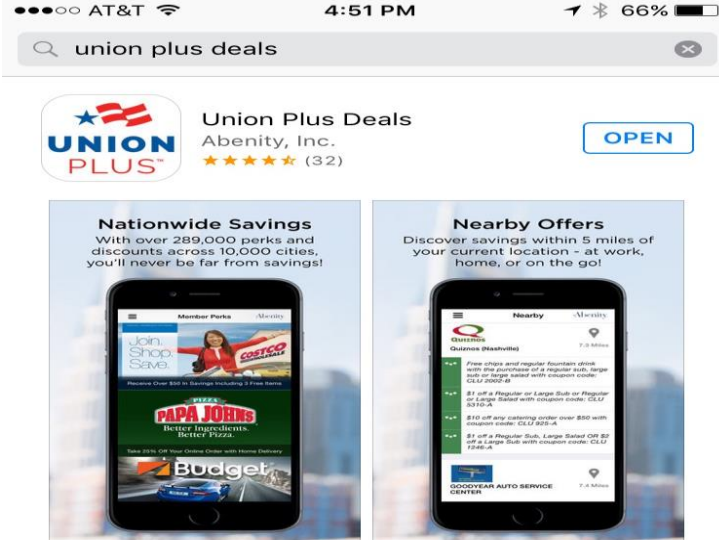
The new MyDeals app makes saving with **ACCESS** even easier!

- 1** Download the **MyDeals** app from the iTunes App Store or Android Market*.
- 2** Register using the code: **9389** and your **FEA membership number**
- 3** Start saving! With the FEA MyDeals App you get:
 - *Show-your-phone discounts at 75,000 places.*
 - *GPS searching and mapping.*
 - *National chains and local favorites.*
 - *Track your savings.*



* Currently available for the iPhone, iPad, iPod Touch and Android.

AFT Union Plus Deals App DTU Local #3326



The screenshot shows the app's search results for "union plus deals". At the top, there's a search bar with "union plus deals" entered. Below it, the app logo for "UNION PLUS" is displayed next to the text "Union Plus Deals Abenity, Inc." and a 5-star rating with "(32)" reviews. An "OPEN" button is visible. Two preview cards are shown below: "Nationwide Savings" with a "PAPA JOHN'S" coupon and "Nearby Offers" with a "COSTCO" coupon.

AFT Union Plus Deals App

SeaWorld® Orlando Up to 25% off »

Georgia Aquarium Up to 20% off admission »

LEGOLAND® Florida Resort Special Offer 2-For-1 Tickets »

Six Flags Theme Parks Save up to \$30 »

Jacksonville Zoo Resources: www.jacksonvillezoo.org/teacherresources

Insider Savings Tips:

Some amusement parks and zoos allow outside food/drink. It may be worth bringing your own water bottle to save a little bit of money. If that's a no-go, frugal park visitors can buy a bottle of water early on, then refill at free drinking fountains throughout the day.

TAX Time:

Our union-owned company, Creative Benefits for Educators, has partnered with the largest national income tax preparation services company, H&R Block, to provide special savings and benefits for FEA members – new customers to H&R Block will receive a \$25 discount, and returning FEA members will receive "Tax Identity Shield", fraud protection (\$35 value) free for the year. H&R Block has offices throughout Florida, and in most cases there is an office within 5 miles of nearly every member. H&R Block tax preparers have an average eight years of experience in preparing returns so no return is too large, or too small, for them to assist.

"Did you know that 20 million tax payers receive IRS Audit Letters every year? Did you know that doing nothing can result in additional penalties and interest? Did you know that H&R Block has locations open year round to assist taxpayers with IRS Audit letters as well as other tax needs? Have specific questions and need to consult with a tax preparer? Call 1-800-HRBLOCK or go online to www.hrblock.com to find an office near you and schedule an appointment today! We are here to help!"

David Nabers, District General Manager, is located at 5800 Beach Blvd., Suite 112, Jacksonville, Florida 32297. HRBlock.com

DTU and its State (FEA) and National affiliates (AFT and NEA) offer its members many discounts that can save members money. Featured discounts are provided as follows:

Access Card: You can obtain your member number, password and user name for your Access Card through Linda Elliott at FEA 1-888-807-8007. After you obtain your member number, password and username, you can log in to the FEA website www.feaweb.org to gain access to membership discounts (cruises, restaurants, department stores, entertainment, rental cars, amusement parks, guided tours, etc.) or you can just download a free app on your smart phone to access the discounts. The app is called "My Deals."

NEA Member Benefits www.neamb.com: NEA Members Benefits offers great discounts to local restaurants. There are \$10 gift certificates for as low as \$4.00. (Minimum Purchase Required) **Log in and check out the great discounts at NEA Click and Save.** Are you planning on getting flowers for your sweetheart? If so, 1800Flowers.com offers a 20% discount to DTU members. Car Rentals, Hotel Discounts, Magazine Discounts, Pet Insurance, Event Tickets, Plane Tickets

NEA Click and Save Program: Savings from Macy's, Sears, Lands End, Best Buy, New Balance, Nike, Gap, Old Navy and so much more

AFT Member Benefits www.aft.org/about.member-benefits:

Car Rental Discounts, Hotel Discounts, Computers, Flowers

FEA Member Benefits www.feaweb.org – Log in to My FEA Access:

Discounts at NY & Company, GNC, Sony, Home Depot, Office Depot and more
Restaurant Discounts at Dairy Queen, Arby's, Applebee's, Jersey Mikes, and more

Let's go to the Movies!!!

Discounted AMC Movie Tickets: **You can obtain AMC movie tickets for Regency and Orange Park at the DTU office (1601 Atlantic Blvd.) for \$8.00 a ticket. Please call Tracy at the DTU office (396-4063) beforehand so tickets can be set aside for you. (There may be an additional charge at the Theater for 3-D and IMAX movies.)** Please bring cash and exact change when purchasing tickets. **DTU does not have cash available to make change.**

Get Access to these Movie discounts through FEAweb.org:

E-Tickets from Cinemark (Century Theaters, Cine' Arts, Tinseltown, Rave Cinemas) 30% off

E-Tickets from Regal Cinemas 30% off

E-Tickets from Marcus Theaters 30% off when you order on line

Carmike Cinemas 30% off when you order on line

Redbox- Rent 1 DVD, Blu-Ray Disc, or game and get 1 free for the first night

AT&T Phone Bill Discount: DTU members can receive a 15% discount for their AT&T monthly phone bill. To take advantage of this benefit, make an appointment at any AT&T corporate office.

Share My Lesson: Share my lesson is a great resource for Teacher, Parents, Support Personnel, and Tutors. The registration is free and you can create a profile to assist you with finding resources that fit your needs. You can also upload your lessons to share with other educators. All the resources are free from Share My Lesson. www.sharemylesson.com

- **Download the most popular resources.**
- **Review our favorite back-to-school materials.**
- **Find tips for classroom management.**

NTA (National Teachers Associates) Life/Disability Insurance Program:

Protect your most important asset. Everything you have now and everything in your plans for the future are dependent upon your ability to work and earn an income. If you're like most people, you probably have insurance to protect your home, car, and savings — but do you have insurance to protect your ability to earn an income? The bottom line: your ability to earn income is your most important asset. www.ntalife.com

All of these and other great discounts are available to members only. So check it out and see how you can save while shopping, dining, and traveling.

Personal Opportunities: From time to time small business people contact DTU offering opportunities to DCPS employees. There is no follow up by DTU on the requests. DTU just passes along the information to our members in the event that they wish to follow up on the opportunities.

Home Buyer Workshops: Please be sure to join us for our **Home Buyer Workshop series in February!** No question is too big or too small, we are excited about the opportunity to answer them all! For your convenience, we will be hosting our workshops throughout the month of February on Facebook Live! This is the time to ask **Cynthia Givens** everything you ever wanted to know about the home buying process! Don't forget to RSVP to receive the link to watch it on your electronic device!

Please RSVP at least 30 minutes prior to the start of the Facebook Live session and the link will be sent you. RSVP to AskCynthiaGivens@gmail.com or 904-444-9784.

Workshops for July & August

www.facebook.com/cynthiadgivens

Aug 8th FB Live 12pm

Aug 18th - EXIT Real Estate Gallery - 10920 Baymeadows Rd. Suite 29, Jax, FL 32256. 11AM-1PM

Aug 21st FB Live 6pm

Aug 25th FB Live 10am