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# TEMPO!

11/17/2010

Holiday Edition

## EXECUTIVE DIRECTOR'S REPORT

GREG HARRIS

### THINGS YOU NEED TO KNOW

**-Mon Dec 13:**  
Confidential Online KEYS survey launches

**-Wed. Nov 24:**  
No classes for students. Teachers and Associates do not report. 260 day Employees: Administration/ Clerical/Operations **do report unless using appropriate leave.** Administration and school offices close at 4:00pm

**-Wed. Dec 22:**  
Adjusted dismissal for students; collaboration PD for staff until contract time.

#### Contact Information

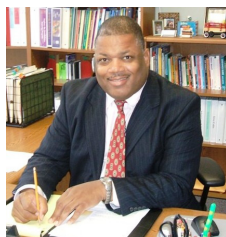
**DMEA Office:**  
(515) 471-8040

**Fax:**  
(515) 471-8043

**Address:**  
206 Center Street  
Des Moines, IA

**E-mail:**  
mspencer@dmea.org  
gharris@isea.org  
dsmith@isea.org  
kcrouse@isea.org  
mrittel@isea.org

On my way to work while listening to the radio the other day, I heard Natalie Cole being asked the question, "How are you doing?" She replied, "I'm better than I ought to be." This year continues to have its challenges and I believe that it's a carryover from all the changes we have faced on the local, state, and national level. The association bargaining units are made up of teachers, associates, and clerical employees. After all the things that we had to face such as layoffs, excess, negotiations, and change on top of change, we are better than we ought to be.



In my almost twenty year career in education as a teacher, administrator, and association staff member, there have been a lot of changes. When I was enrolled in a teacher education program in Little Rock, Arkansas, I remember studying "A Nation at Risk" in one of my classes. This was a report on our schools across the country. At that time, people wanted to see changes in education. A lot of people began discussions and many states started developing talking points for education reform. And so

it continues even in 2010.

As an association we have to engage the political front because when changes take place it's usually a political decision. We cannot sit quietly while things are being developed that will have an impact on what you do daily in your classrooms.

We have seen changes in our school system in Des Moines. We now have School Improvement Leaders who are coaches and mentors, but they also have administrative endorsements where they can evaluate your performance.

As an association we advocate to make sure that the process used for evaluations are fair and consistent across the district. If an employee is going to be written up for something they are doing that is not good nor in the best interest for students, they should first receive acknowledgement from the administrator or supervisor that there is a problem. Then they should be given some strategies for resolving the issue or concern. And finally, there should be open and honest dialogue between the employee and the supervisor before disciplinary

actions are taken to terminate employment. This year the district has encouraged their administrators to do more classroom visits. This is being done by administrators and School Improvement Leaders. In the beginning we were told that the School Improvement Leaders would be coaches and mentors for teachers to help them to become master teachers. In our recent Labor Management meeting we were told that School Improvement Leaders could evaluate. In some schools they are being used to evaluate.

I don't think anyone should be alarmed by this because teachers always want to do what's best for children. If I could give you any advice as your advocate, it would be to document any visits to your classroom, how long was the visit, and if there were any conversations after the visit of what went well or what could be improved upon. This can help you if the information that has been collected over-time is used in a summative evaluation. In closing I would like to wish you and your family Happy Thanksgiving, Merry Christmas, and Happy New Year.

**ASSOCIATE DIRECTOR'S REPORT**

**DOUG SMITH**



**Weingarten Rights**

Any time you are called into a meeting with a supervisor that has a disciplinary tone, you should STOP the meeting and ask for a representative.

Greetings DMEA Members!

I have enjoyed getting out in the buildings and working with some of you since I joined the DMEA staff on September 1<sup>st</sup>. As of today, I've had over 375 contacts, and that's just for November alone.

While it's no surprise that Greg and I are busy every day working for the members of DMEA, please take the time to invite us out to your building for a visit this year. From *Ten-Minute Meetings*, to discussions regarding *Intensive Assistance Plans*, we are eager to visit as many of the 60 plus buildings in the Dis-

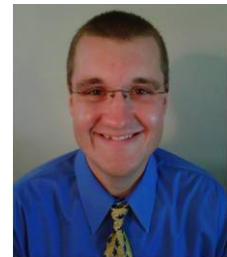
trict this year to talk to you on any issues that you'd like us to talk about. We are available both before and after school; just make sure to give us advance notice, as after school meeting times are the most popular.

Just to reiterate what I stated at the DMEA Representative Assembly last Thursday, if you are being placed on either a Phase One or Phase Two *Intensive Assistance Plan*, please contact the DMEA office. As a dues paying member, you are entitled to representation at these meetings. We could either be active participants or

just be there as support for you.

Remember, if you have any questions, big or small, please don't hesitate calling the office to run ideas or thoughts by one of us.

Thanks for all you do every day. Please take time to enjoy the food and fellowship this holiday season.



**PRESIDENT'S NOTE**

**MELISSA SPENCER**



Thank you again to all of you for your support after my father died suddenly on November 2<sup>nd</sup>. He was only 59 and had never had any heart issues before, so it was quite a shock. He was my mentor and always supported my goals in life, and I miss him so much.

We all know it is a stressful time for DMPS staff. There is more pressure than ever before, in addition to many new initia-

tives. Whether it is benchmark assessments, non-fiction writing, or Persistently Low-Achieving Schools with School Improvement Grants, we are all feeling the pressure.

I have meetings scheduled with most of the DMPS Central Office administrators before Thanksgiving to talk about the benchmark assessments and influx of initiatives that are leading to less and less time to plan and truly collaborate, in a time where most are seeing their highest class sizes and student loads ever. We have to examine our current structures and systems to see how we can make our

teaching and learning environments less stressful and more authentic.

Please remember that the KEYS online building climate survey will be rolling out the week of December 13<sup>th</sup>. This is a great tool for you to be honest about the climate in your building in a completely anonymous way. The KEYS survey is a tool developed by the NEA, and DMPS has agreed to use this survey for building climate data and may also use it to survey parents and students.

Take time to enjoy your family and friends this holiday season. Be sure to relax and rejuvenate a bit!

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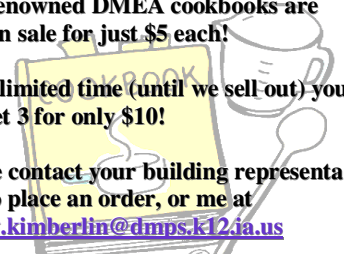
**The SLA committee brings you a deal too good to miss!**

**The renowned DMEA cookbooks are now on sale for just \$5 each!**

**For a limited time (until we sell out) you can get 3 for only \$10!**

**Please contact your building representative to place an order, or me at [stacey.kimberlin@dmps.k12ia.us](mailto:stacey.kimberlin@dmps.k12ia.us)**

**Thanks!  
Stacey Kimberlin, SLA Committee**



**New Portfolio Guidelines!**

You will still use the Iowa Teaching Standards Review form to reflect on how you meet all eight Iowa Teaching Standards; however, you will then choose **two artifacts total** (not per standard) that support your reflections.

**EDUCATION SUPPORT PROFESSIONAL AWARD**

The ESP Award recognizes contributions by a support staff member to advance the ISEA and ESP activities within the Association in the following areas:

**Professional Practice:**

Describe the worksite responsibilities and personal achievements the nominee has made in his/her classification or field. How has the nominee demonstrated leadership, creativity, and innovation at the worksite? How has the nominee's professional growth made a difference for the school, the students, and community?

**Advocacy and Association Involvement:**

In what ways does the nominee serve as an advocate in the day-to-day educational process, for members, for the profession, and for public education? How has the nominee's involvement in Association work (local, ISEA and/or NEA) contributed to his/her success as a professional? How would the nominee persuade a new colleague to join or become more active in the Association?

**Community Engagement:**

Specify in detail how the nominee has been involved in promoting public education in the community. In what other ways is the nominee involved in community activities/projects?

**Personal Achievement:**

How has involvement in Association and community activities enabled the nominee to meet his/her own personal goals? What advice would the nominee give to someone entering the profession?

**Enhancement of ESP Image:**

Describe in detail how the nominee's activities have enhanced the image of Educational Support Professionals at the worksite, in the Association, and in the community.

All nominations submitted to ISEA will be evaluated on the basis of criteria stated on the nomination form. The selection committee consists of members of the ISEA ESP Committee. Selection Commit-

tee members rate nominees on a scale of 1 to 5 for each criterion, where 1 represents minimal evidence of the criterion, and 5 represents very strong evidence of the criterion. The ISEA President presents their recommendation to the ISEA Executive Board for consideration and approval.

**Eligibility Requirements**

The nominee must be a member of the ISEA. Members of the ISEA Executive Board and members of the Education Support Professionals Committee are not eligible during their terms or appointments, unless retiring from the profession. Nominations may be submitted by local associations or by individuals working through their local association officers. The nomination form may be found on the ISEA website.

**Deadline for nominations: January 15.** For more information, contact [wayne.bauman@isea.org](mailto:wayne.bauman@isea.org)

**GRIEVANCES**

Comprehensive agreements generally define a grievance as a claim that there has been a violation, misinterpretation, or misapplication of any specific provisions of the contract.

If at any time you believe that one of your contractual rights may have been violated, the means to resolve your concern is the

grievance procedure and you should immediately contact one of your local association leaders.

The grievance article in your comprehensive agreement establishes specific procedures and specific timelines that



must be followed.

Failure to follow the

procedures and/or to meet the timeline in any step of the procedure acts as a bar to further pursuit of the grievance.

**“A grievance is a claim that there has been a violation, misinterpretation, or misapplication of any specific provisions of the contract.”**

**KNOW YOUR CONTRACT - ARTICLE XV: LEAVES OF ABSENCE**

**A. Prior Notice.**

1. Regular full-time employees and SUCCESS employees must complete a Request for Approval of Absence from School Duties on such form as provided by the Employer for all absences except illness. This form must be completed at least ten (10) days prior to the date

of absence whenever possible.

2. If an employee or SUCCESS employee expects to return to the assignment, the employee or SUCCESS employee must notify the immediate Employer representative of such intention by no later than 45 minutes prior to normal student dismissal time on the previous day.

If the employee or SUCCESS employee does not give the required notification of intent to return and the substitute subsequently reports for duty the following morning, the substitute will be paid for an additional half-day, and the pay for this will be deducted from the employee's or SUCCESS employee's salary.



November Calendar

Wed 17 National ESP Day  
Thu 18 **DMEA Executive Board (if needed)**  
24-26 Thanksgiving Break—Office Closed

December Calendar

1-4 NCUEA Fall Conference  
3-4 ISEA Executive Board  
Thu 9 **DMEA Rep Assembly**  
10-11 NEA Board Meeting  
Tue 14 DMPS School Board Meeting  
Thu 16 DMEA Executive Board Meeting  
Thu 23 Winter Break Begins

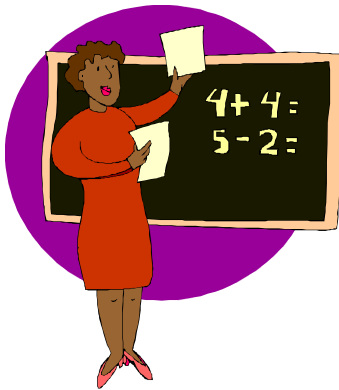
January Calendar

Mon 3 First day of classes  
Tue 4 DMPS School Board Meeting  
Thu 6 **DMEA Executive Board**  
7-8 ISEA Legislative Conference  
Wed 12 Legislative Reception  
Thu 13 **DMEA Rep Assembly**  
Fri 14 End of First Semester  
14-16 Midwest Regional Leadership Conference  
Mon 17 MLK In-Service Day (No Classes)  
Tue 18 First Day of Second semester

# IMPORTANT DMEA DATES



### ARE YOU PROPERLY LICENSED FOR YOUR ASSIGNMENT?



Iowa code §279.43 requires licensed teachers to notify their building administrator of any teaching assignment for which they are not properly licensed.

Failure of an employee to notify the administrator constitutes an incident of professional misconduct and is actionable by the Board of Educational

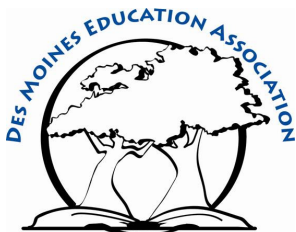
Examiners (BOEE).

BOEE action could include placing a reprimand in your licensure file or suspending or revoking your teaching license.

Failure of an administrator to make an appropriate adjustment to the teaching assignment of an employee who disclosed an inappropriate

assignment like-wise constitutes professional misconduct and is also actionable by the BOEE.

An employee is required to report any failure to adjust an inappropriate teaching assignment to the BOEE using the Form for Reporting Inappropriate Assignment available on the BOEE Web site.



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