



Education Association of St. Lucie LOCAL 3616

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The VOICE

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2021-22 Reappointment and Evaluation Dates to Remember

Even though the year is not over yet, it's time to start thinking about next year. The first step is employment renewals.

For annual contract employees, this means knowing deadlines for notification and renewal. For teachers on a professional services contract or a continuing contract, you may not necessarily receive a letter of reappointment. The notifications are only for those who are being non-reappointed.

It's important to note that teachers who have not completed certification requirements cannot be officially reappointed without proof of completion of requirements.

Instructional Staff (CTA)	
Friday, April 1st **DEADLINE HAS PASSED**	St. Lucie County School Board Policy requires that employees on leave notify supervisors in writing of their intent to return for the 2022-2023 school year by Friday, April 1, 2022.
Friday, April 29 th	Final observations and DPP's are completed.
Friday, May 6 th	Evaluations are completed in iObservation for all instructional staff.
Friday, May 20 th	10, 10.5, 11, and 12-month instructional staff <u>not</u> being recommended for reappointment for the 2022-2023 school year are notified in writing.
Non-Instructional Staff (CU and ProTech)	
Friday, April 1st **DEADLINE HAS PASSED**	St. Lucie County School Board Policy requires that employees on leave notify supervisors in writing of their intent to return for the 2022-2023 school year by Friday, April 1, 2022.
Friday, April 29 th	183-day and 10-month support staff <u>not</u> being recommended for reappointment for the 2022-2023 school year are notified in writing. Included in the written notice is the reason for non-renewal.
Friday, May 20 st	Support staff evaluations are submitted to HR.
Wednesday, June 1 st	11 and 12-month support staff <u>not</u> being recommended for reappointment for the 2022-2023 school year are notified in writing. Included in the written notice is the reason for non-renewal.

Your Contract . . . Clarified! with CTA Vice-President Rebecca Petrie

Complaints and Investigations (against and of bargaining unit members)

Though the language being clarified in this article comes from three different contracts, it is the same language across the board. In our recent Full Book negotiations, we strengthened the language regarding the notification and reporting of investigations. It is important for union members to know that they have the right to representation throughout all parts of an investigation, from start to finish.

1. *The School District or school based administrators shall conduct an investigation as expeditiously as possible of any formal complaint filed against a member of the bargaining unit. Upon determination that the district is in receipt of a complaint that should be investigated, the member of the bargaining unit will be notified within (two) 2 business days of the complaint and the nature of the allegations against them. However, such notice requirement shall not prevent the district from utilizing information obtained while determining whether a formal review is required by the district.*
2. *For any complaint to be used for evaluative purposes, written documentation must be provided to the member of the bargaining unit in a timely manner. Anonymous complaints and/or statements cannot be the only source used as the basis of Progressive Discipline or evaluative action.*
3. *Investigations of members of the bargaining unit that may result in Progressive Discipline shall include an Allegation Meeting. Progressive Discipline will not be issued except for just cause. ((This language is NEW.))*
4. *No documentation of complaints found to be unfounded or based only on sources anonymous to either party will be included in a member's personnel file.*
5. *Individuals notified of an allegation will be notified of the outcome of the investigation upon completion.*
6. *The district will inform the member of the bargaining unit in writing of any investigation or investigatory file that was reported to a third party. Notification will occur within 5 business days of reporting. ((This language is NEW.))*

Let's take a closer look at Paragraphs 3 and 6. There are other slight changes however this is NEW language for all three of our contracts.

The language in Paragraph 3 requires an initial Allegation Meeting when an investigation could lead to discipline. During this Allegation Meeting, the employee under investigation will hear the allegation against them and will be provided an opportunity to answer questions and share their side of the story. Union members have the right to representation during this meeting. **If you are presented with a Meeting Notice or are invited to a meeting to discuss an allegation, you should contact your school-based Worksite Leader or the EASL office immediately.** Do not attend the meeting alone or without first speaking with a union representative.

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Focus on CU with CU Vice President Sandy Rohn

Hello all. I cannot believe it's April and there are only 9 weeks of school left.

Of course, there is testing which stresses everyone out, so make sure to take care of yourselves.

Now is a good time to remind CU members that if you don't use all your comp time, you can get paid for it. You need to request payment, usually through your Executive Secretary.

Or you can use it to take some time off for that stress relief!

In closing I would like to thank all of you for being members. It's important for you to be aware of what is happening by reading this newsletter and any emails sent to you.

If you are not getting our emails, contact the Union office at 464-6430 to ensure we have a correct phone number and personal email address for you.

This is vital so we can reach you with any important news that we can't contact you about through your school email.

Please take a moment to do that now.

Have a great month and remember that we are stronger together.

-Sandy

Your Contract . . . Clarified! *Continued from Page 2*

The language in Paragraph 6 establishes the requirement for the district to notify employees when an investigation will be reported to an entity outside of the school district. That could include, but is not limited to, the Department of Education, the county Health Department, the Department of Children and Families, and law enforcement. For our union members, this is important because in most cases you are entitled to representation by legal counsel if your certification is under review or if DCF/law enforcement are involved. If you are contacted by an outside agency for a matter that could be disciplinary, you should contact the EASL office immediately **before** speaking with anybody.

The language referenced in this article can be found in each bargaining unit contract covered by the Education Association of St. Lucie (EASL). There is a difference in formatting but the contents are the same.

CTA	Article VI, Teacher Authority and Protection, Section I, Paragraphs 1 – 5
CU	Article VI, Authority and Protection, Section C, Paragraphs 1 – 6
ProTech	Article VI, Authority and Protection, Section H, Paragraphs 1 – 6

Testing Season is Upon Us!

What NOT to do before, during, and after testing.

Each year in *The Voice* we publish an article concerning testing and what we believe are best practices to ensure that our members, both instructional and non-instructional, come through this season unscathed! Our hope for all of you is that as things begin to implode, you keep your wits about you, advocate for your students, and document, document, document! So here we go again...

Before Testing Begins:

- Only sign the security agreements acknowledging training received if you have received training. DO NOT back-date such agreements.
- Make sure you understand all the testing rules and procedures, and if you don't, ASK. Never Assume! Just because it was acceptable last year does not automatically make it OK for this year.
- Follow all sign-in and sign-out procedures for testing materials.
- If testing ESE students make sure you understand the accommodations for their testing. If you are unsure, ASK.

During Testing:

- Follow the script exactly, don't improvise. Only say what is provided in the script.
- Don't make motions during the test that could be construed as hinting.
- Be cautious – even encouraging students to review their work could be considered inappropriate hinting.
- If a student needs “comforting” or becomes ill during the test session, notify the school testing coordinator or administration.
- During testing you should be monitoring the classroom: do not grade papers, look at your cell phone or computer, or do anything that could be construed as taking notes during testing.
- Make sure you do not look at the test questions or your student's answers. If a child asks for help, remind the student that you are not allowed to see the questions on the test and cannot help if it has anything to do with the content of the test.
- Make sure that all adults sign the administration log as they enter and leave the testing room.
- Keep your head about you, think before you act and when in doubt contact your school's test coordinator, AP or Principal to make the decision for you.

After Testing:

- Avoid any possibility of being alone with access to the school testing materials. Make sure an administrator and/or proctor are always present and materials are stored as prescribed by your school procedures.
- Do not leave testing materials at a collection site without having the testing coordinator or designee verify that all materials have been returned.
- Do not try to “clean up” stray marks on the test answer sheets.
- **DO NOT** hold debriefing sessions after testing with students. Make sure any discussion at which you are present focuses on the testing experience and does not involve recalling items on the test. This means *do not discuss the actual test with students, colleagues, or parents.*
- Document anything out of the ordinary. Don't rely on your memory to recall events.

⇒ If questioned about testing “irregularities”, **request a union worksite leader be present. Do not speak, write, or answer without one. CALL THE UNION OFFICE AS SOON AS POSSIBLE.**

**Education Association of St. Lucie
Local 3616**

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Rebecca Petrie, Vice President CTA: EASL Office
Sandy Rohn, Vice-President CU: FPCHS
Jennifer Kinkade, Vice-President ProTech: Student Services
Laura Lovett-Estima, EASL Treasurer: Records Center
Colleen Peterson, CTA Secretary: SLWK8
Lashawn Floyd, CU Secretary: NPK8
Claudia Martin-Vegue, CTA Executive Board: SLWK8
Pamela Jenkins, CU Executive Board: SLWCHS
Alan Mathison, CTA Executive Board At-Large: LPA
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ProTech Vice President . . . Jennifer Kinkade

We made it to the 4th quarter of the school year.

Congratulations!

As the school year winds down, there are still several opportunities for ProTech members within EASL. I invite you to consider helping fill these roles. Have you considered volunteering as a worksite leader to help people with whom you work every day? How about joining us as a volunteer to clean up our newly adopted stretch of Midway Road? There are also leadership opportunities for you, too. I'd love to speak with you about finding your fit. We need YOU to help us make our Union the best it can be.

Hope to hear from you,

Jenn

Jennifer.kinkade@floridaea.org



Let's Talk Benefits with
Lucy Bravo, Organizing and Member Advocacy Specialist
This month's focus will be on the union benefit partner



AMERICAN INCOME LIFE
Insurance company

No-Cost Programs Available For EASL Members

American Income provides all members and retirees in good standing a \$4,000
Accidental Death and Dismemberment



**\$ Group
AD&D Benefit**
Provides 24-hour coverage
to all members. Each member
will be given the opportunity
to designate a beneficiary.



Family Information Guide
Helps eliminate confusion over funeral
arrangements, insurance papers, and estate
information.



Health Services Discount Program
Provides entire household access to convenient discounts on
dental care, prescriptions, diabetic supplies, vision care and
supplies, telemedicine, chiropractic care and more.



Child Safe Kits
Provides vital information, including photos
and fingerprints, to assist authorities should
a child become lost or missing.

Endorsed by the International Union of Police
Associations and the American Federation
of School Administrators.



**Needs-Based
Analysis**
Our computerized needs survey
custom tailors coverage options to
your family's unique circumstances
and budget.

Adopt-a-Road (Midway Road from US1 to Sunrise)

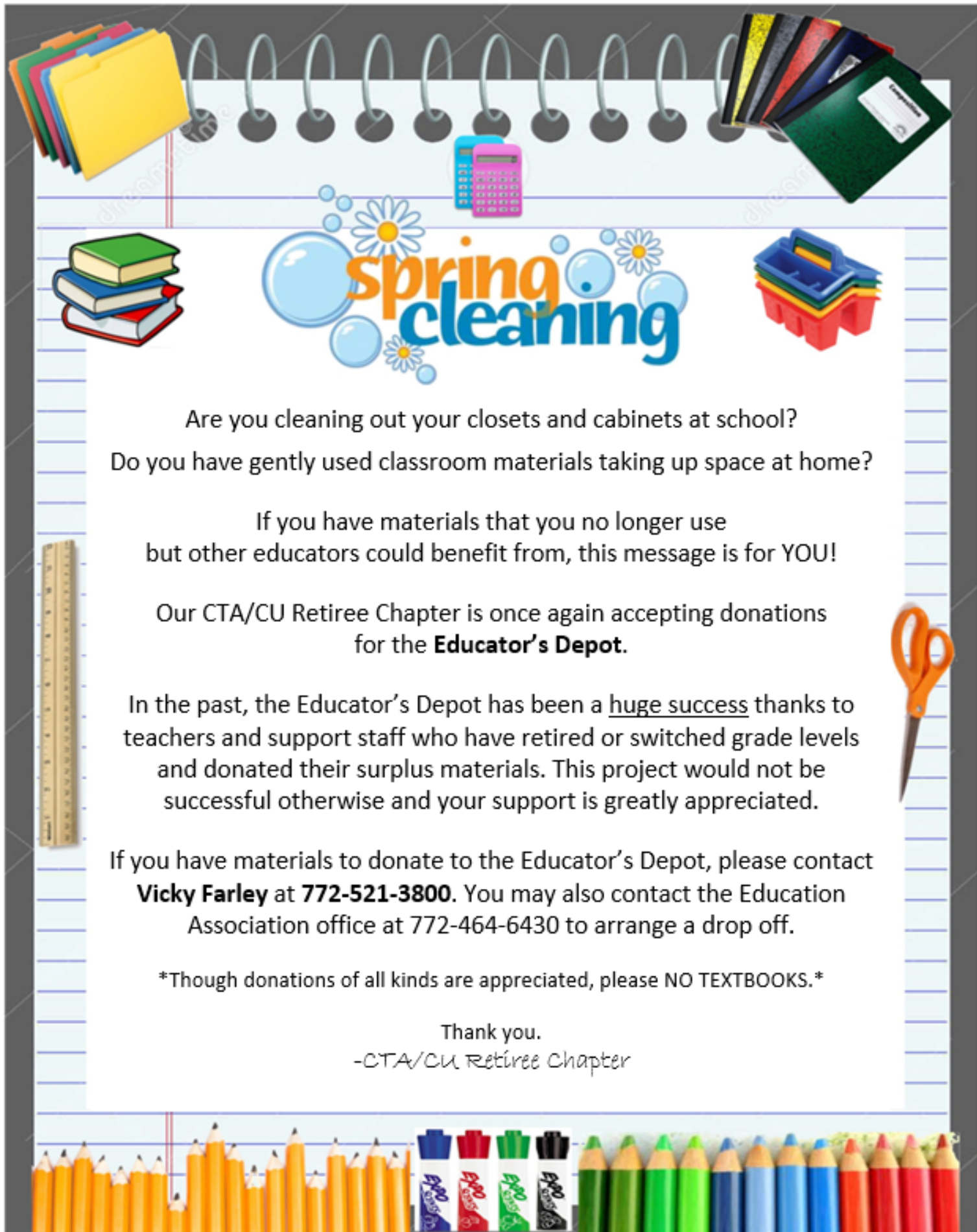
Earlier this year, EASL adopted a stretch of Midway Road from US1 west to Sunrise Blvd. Our Executive Board and Office Staff have already hit the pavement to pick up litter along the roadway.

If your school would like to arrange a day to join us, please contact CTA Vice-President Rebecca Petrie.



Jennifer Kinkade, Rebecca Petrie, Sandy Rohn, Laura Lovett-Estima, David Freeland, LeAnne Gallick, Barbara Ziegler, and Lucy Bravo pose in front of the Adopt-a-Road sign at the corner of Midway and US1.





spring cleaning

Are you cleaning out your closets and cabinets at school?
Do you have gently used classroom materials taking up space at home?

If you have materials that you no longer use
but other educators could benefit from, this message is for YOU!

Our CTA/CU Retiree Chapter is once again accepting donations
for the **Educator's Depot**.

In the past, the Educator's Depot has been a huge success thanks to
teachers and support staff who have retired or switched grade levels
and donated their surplus materials. This project would not be
successful otherwise and your support is greatly appreciated.

If you have materials to donate to the Educator's Depot, please contact
Vicky Farley at **772-521-3800**. You may also contact the Education
Association office at 772-464-6430 to arrange a drop off.

Though donations of all kinds are appreciated, please NO TEXTBOOKS.

Thank you.
-CTA/CU Retiree Chapter