

## Important Dates

**Wednesday, September 18**

New Teacher Mentor Program  
@ HS Cafeteria, 4:10PM

**Monday, October 7**

SHTA Executive Board Meeting  
@ Woodbury, 4:30PM

**Monday, October 14**

SHTA Representatives Meeting  
@ Fernway, 4:15PM

# SHTA news

September 17, 2013

**ISSUE NO. 1**

## Message From the President

It's my pleasure to welcome you back to our 2013-2014 school year. It already promises to be a busy one. Beginning with Dr. Greg Hutchings' convocation, we had our first opportunity to come together as an entire staff in quite a few years. Dr. Hutchings' kindergarten teacher, Dorothy Murphy McKenzie, gave an inspiring speech and Dr. Hutchings outlined his ambitious 90 day entry plan into the district. As an Association, we are hopeful and positive about Dr. Hutchings' commitment to the schools as a visionary leader and a supporter of continued teacher and administrator professionalism. It's exciting to see a new and energetic leader emerge.

My action-packed summer included a meeting with PR&R Chair Mike Sears, Past President Rebecca Thomas, and Attorney Susannah Muskovitz concerning ELL tutors' desire to be a part of the Association. I met with a tutor leader from the group and we will survey the Association on the recognition issue. I took part in the contract side letter funded Teacher Leader Endorsement program at John Carroll University with 22 other association members. I hosted an officers' meeting, attended the two-day leadership retreat with Dr. Hutchings as well as attended the Superintendent's Advisory Committee with VP Matt Zucca. I posted "Welcome Back" posters throughout the district, with representative help. I was interviewed by the Cleveland Plain Dealer concerning the High School "no zero" grading policy. I updated our Facebook page – "Shaker Heights Teachers Association" and I encourage you to visit our Facebook page and Like us! I attended the new teachers meeting, after which a vast majority of new teachers joined immediately. Please take time to welcome our new colleagues to Shaker.

The beginning of the year has been daunting as well. I have been dealing with class size issues for Chinese teachers at Boulevard and Onaway with help from Head Building Representatives Tina McCauley and Sanya Godbold-Bell. Dr. Stokes has assured me she is working on this as well. We are also working on the Chinese teachers becoming SHTA members, especially as we assist them with these issues. I have worked with Marla Robinson on supplemental contract issues at the Middle School with the help of PR&R Chair Mike Sears and MS Head Representative Paul Repasy. Finally, I have worked at the High School with Head Representative James Schmidt and Principal Mike Griffith on legal issues.

Recently, I read an interesting editorial on CNN concerning the "extreme work culture" that is affecting workers, especially in the financial and legal sector (<http://www.cnn.com/2013/08/26/opinion/spicer-extreme-work-culture/index.html?iref=allsearch>). The editorial reminded me of how important it is to maintain a balance between our professional and personal lives, especially in light of our ability to stay "plugged in" to work long after normal hours. With the onslaught of school commitments we have, outside of our primary responsibility as classroom teachers, this

balance is hard to maintain. Our long list of acronym-related commitments persists and seems to constantly grow. We are faced with TBTs, BLTs, MYP, OTEs, and the Strategic Plan (the anomalous non-acronym) among the many initiatives we are trying to implement. Sometimes the only acronym I can relate to is SOS. However, I believe we can achieve the aims of these initiatives if we can stay balanced and maintain healthy personal lives. I'm not saying it's going to be easy, but it has to be a part of our reality and we have to encourage this balance among our colleagues.

I look forward to another challenging and rewarding year as President of the SHTA. It's with great pleasure that I represent you in contractual, professional, and interpersonal issues within our district. I am committed to helping us keep balance as professional educators. I am always available via email ([morris\\_j@shaker.org](mailto:morris_j@shaker.org)) and phone (x6033). Please contact me if there are any issues I can help you with. I wish the best for all of you and your professional endeavors this year.

*Respectfully submitted,  
John Morris, President*



# Reports from the Executive Board

## VICE PRESIDENT'S REPORT

I would like to welcome everyone to Shaker's 2013-2014 school year and a special welcome to all of our newly hired colleagues. I am thrilled and honored to serve the Association as the new Vice President. I serve on an Executive Board and Representative Council that has excellent leadership that is dedicated and committed to serving the membership. As Vice President my duties include attending monthly Executive Board and Rep. Council meetings. I also attend PTO Council meetings throughout the year on behalf of the Association. All teachers are automatically members of this organization. Each year our teaching staff overwhelmingly supports the PTO and the PTO really appreciates the support. I would also like to welcome the new PTO Council Co – Presidents, Jennifer Goodall and Jennie Kaffen. I continue to serve on the Investments Committee, chaired by our treasurer, Bill Scanlon. I will be working with the Shaker Schools Foundation as the Association's representative for the Night for the Red and White. Over the summer I attended two Executive Board meetings, welcomed the new teachers at their summer orientation meeting, attended two meetings as a member of Dr. Hutchings' 90-Day Transition Team, and attended the September PTO meeting.

I would like to remind SHTA Fellowship recipients that your receipts for reimbursement are due at the end of the month. Please forward this information to me at Fernway School. There are a number of Fellows that have not yet submitted receipts. I hope that you will take advantage of this opportunity.

I wish you a successful, productive, and satisfying school year and I am looking forward to working with the new administration, the Executive board and the Building Representatives. I am here to support and serve you and I ask that you help and support each other. If you have any questions for me feel free to contact me at 295-4692.

*Respectfully submitted,  
Matt Zucca*



## TREASURER'S REPORT

Welcome back to a new school year.

For those of you who are new to our Association, I am the treasurer. I maintain our finances by creating a budget, paying bills, and monitoring our dues income. I oversee our investments as chair of the Investments Committee that meets with our Edward Jones financial planner twice a year. I meet individually with our accountants to ensure our tax forms are up to date. I go through the process of having our accountants perform a compilation of our books each year with an audit performed every 4 years.

This past summer I met with our accounting firm (Edward C. Hawkins & Co., LLC) and finished off the paperwork for the IRS audit we underwent last year. We came through it unscathed. I also began the transition of our financial records from the old spreadsheet format Tom Patrick (previous Treasurer) handed down to *Quickbooks*. This is still a work in progress.

In May, the members of our association approved the budget we are currently operating under. The financial report that spells out that budget is included here. If anyone has any questions about the Association's finances please give me a call at ext.6296.

Last year the members of our Association approved a \$100 dues increase. Payroll withdrawal for dues (\$30 per pay), for those who choose that option of payment, will begin with the October 1st paycheck. Anyone who prefers to pay her/his \$300 dues all at once can send a check to Stacy Elgart, Chairperson of the Membership/Elections committee, at the Middle School.

The Investments Committee (Todd Keitlen, Matt Zucca, Chante Thomas-Taylor, and myself) will be meeting next month with Brady Krebs, our Edward Jones advisor, to discuss our investments and whether any changes need to be made.

Any member of the Association who makes copies for SHTA business should email me the number of copies made. I keep a running tally in order to pay the District for the paper used.

One other thing I would like to mention is how much I appreciate the work of members like Andrew Glasier, Lena Paskewitz, and Addie Tobey. They are working so hard to sift through the craziness of the OTES (Ohio Teacher Evaluation System) process so that we have a strong understanding of what is required of us. I hate to imagine how much more stressful this new evaluation system would be without our Association members watching over the process. Thank you Andrew. Thank you Lena. Thank you Addie. This is the kind of dedication that makes our Association stronger.

*Respectfully submitted,  
Bill Scanlon, Treasurer*

(Budgeted Accounts on Page 5 & 6)

The SHTA is on



us @

<http://www.facebook.com/pages/Shaker-Heights-Teachers-Association>

# FINANCIAL REPORT

7/1/13

9/11/13

## COMPOSITE BALANCE

Balance 7/1/13	992,246.58
Receipts 7/1/13 to present	92.00
Change in Valuation 7/1/13 to present	<u>-12,884.04</u>
	979,454.54
Expenditures 7/1/13 to present	-8,937.90
Expenditures charged to last fiscal year 2012 -2013	<u>0.00</u>
<b>TOTAL</b>	<b>970,516.64</b>

## BANK AND BROKER RECONCILIATIONS

### A. KEY BANK (9/8/13)

Certificates of deposit

29 mo. @ 0.149%-Matures on 2/6/14 21,243.37

Total Certificates of deposit 21,243.37

Business Money Market Account (0.35% APY) 49,363.69

Unposted deposits and transfers 0.00

70,607.06

Less outstanding checks -5,402.08

**TOTAL KEY BANK** 65,204.98

### B. EDWARD JONES (9/8/13)

Regular Association Account 492,855.41

Advisory Solutions Account 412,456.25

905,311.66

**TOTAL** 970,516.64



# Budgeted Accounts

	7/1/13					9/11/13
<u>Account</u>	<u>Budgeted</u>	<u>Debits</u>	<u>Transfers</u> <u>out</u>	<u>Credits</u>	<u>Transfers in</u>	<u>Balance</u>
Accounting	<b>5,000.00</b>	2,483.75	0.00	0.00	0.00	2,516.25
Compensation for officers, representatives, et al.						
President	<b>9,302.00</b>	0.00	0.00	0.00	0.00	9,302.00
Vice President	<b>5,581.00</b>	0.00	0.00	0.00	0.00	5,581.00
Secretary	<b>5,581.00</b>	0.00	0.00	0.00	0.00	5,581.00
Treasurer	<b>5,581.00</b>	0.00	0.00	0.00	0.00	5,581.00
P.R. & R. Chairperson	<b>5,581.00</b>	0.00	0.00	0.00	0.00	5,581.00
Editor	<b>4,653.00</b>	0.00	0.00	0.00	0.00	4,653.00
Building reps. and alternates	<b>10,000.00</b>	0.00	0.00	0.00	0.00	10,000.00
Conferences and meetings	<b>2,500.00</b>	482.64	0.00	0.00	0.00	2,017.36
Fellowships and Grants	<b>3,500.00</b>	0.00	0.00	0.00	0.00	3,500.00
Insurance	<b>5,000.00</b>	4,728.00	0.00	0.00	0.00	272.00
Legal	<b>5,000.00</b>	0.00	0.00	0.00	0.00	5,000.00
Negotiations	<b>50,000.00</b>	550.00	0.00	0.00	0.00	49,450.00
Executive Board expenses	<b>500.00</b>	80.00	0.00	0.00	0.00	420.00
Officers' expenses	<b>500.00</b>	217.51	0.00	0.00	0.00	282.49
Payroll taxes	<b>975.00</b>	0.00	0.00	0.00	0.00	975.00
Publications	<b>200.00</b>	0.00	0.00	0.00	0.00	200.00
Public Relations	<b>4,000.00</b>	396.00	0.00	0.00	0.00	3,604.00
Social	<b>1,800.00</b>	0.00	0.00	0.00	0.00	1,800.00
STRS(TPO contributions)	<b>9,200.00</b>	0.00	0.00	0.00	0.00	9,200.00
General Fund	<b><u>0.00</u></b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<b>134,454.00</b>	8,937.90	0.00	0.00	0.00	125,516.10

## PROFESSIONAL RIGHTS AND RESPONSIBILITIES

Welcome back to our senior staff and welcome to our newest members. While I hope everyone had a restful and healthy summer break, by now I'm sure we're starting to feel like we never left.

My name is Mike Sears and I teach 7<sup>th</sup> grade World History at the Middle School. This is my 15<sup>th</sup> year in the district and my 18<sup>th</sup> year in education. This is my 9<sup>th</sup> year of involvement with SHTA, and my 4<sup>th</sup> year as the chairperson for Professional Rights and Responsibilities. This position is also called Grievance Chair. My extension is 4770 and e-mail ([sears\\_m@shaker.org](mailto:sears_m@shaker.org)) is also a great way to contact me. I enjoy working with the members and, like we tell our students, "there is no such thing as a stupid question".

I spent time this summer meeting with the SHTA Executive Board, speaking to the new teachers, attending the August 13 school board meeting, and completing OTES training. I recently passed the OTES credentialing test and look forward to participating in the peer evaluation pilot. SHTA worked closely with the administration to make peer evaluation a reality. We are on the frontlines of school reform by participating in this project, which is exciting for both us and our students. However, OTES will also bring new challenges for all of us. I strongly recommend keeping accurate records and documenting your work in each of the seven areas on the OTES rubric. If you are ever in a situation where you want to contest or appeal an evaluation, you will need evidence to support your claims.

The September 16<sup>th</sup> paycheck should include a step increase if you qualify for one this year. Another way to increase your income this year is if you move horizontally on the salary schedule in November or April by reaching continuing education levels like B.A. + 15 or M.A. + 30. Please read Bryan Christman's recent e-mail about the extra 1% of your salary paid out to STRS this year, beginning with the September 16<sup>th</sup> paycheck. Ohio Education Association supported STRS reform in order to keep STRS stable for future retirees.

Many supplemental contracts were not received until August or September, even though the contract states they should be received by June 30<sup>th</sup>. Supplementals are reviewed each year and contracts are not issued until they are approved and there is confirmation about who will perform the extra duties. Make sure you sign your contract and return it to Kiki Stout as soon as possible. Even if you see a supplemental approved on the Board Agenda, you will not be paid for your work until payroll has a signed contract from you. One thing our members could do to help with these delays is to make decisions in the spring about the following school year. If you resign from a supplemental in March or April, there is plenty of time for the administration to post the opening and have a new person in place before June 30<sup>th</sup>. This is the second year in a row supplemental contracts were sent out up to two months late. If this problem continues, we will call a meeting of the Grievance Committee. Members also have the option of not performing any extra duties until after they have signed a contract approved by the school board.

The district policy for maternity leave is clearly outlined in the contract. However, new mothers have to decide how many sick days they want to use and if they want to take any unpaid leave through the Family and Medical Leave Act. If you are pregnant, please contact me right away so we can look at a calendar, and I can assist you in a plan that works best for you and your family. You should be aware that notes from doctors do not always allow for additional sick days to care for babies. For example, a note that discusses "failure to thrive" is an acceptable medical reason to use a sick day, but a note that mentions "bonding with the baby" will not be approved because that is not considered a medical condition that allows for a sick day.

Paternity leave is mentioned in our contract. New fathers are permitted to use up to 10 sick days to help care for a new baby. No documentation from doctors is required for this leave. For both maternity and paternity leave, contact me before you contact the administration so you understand all of your rights.

It is your responsibility to keep the Personnel Department informed of changes in your family status (over the summer as well as during the school year) concerning **births, adoptions, deaths, divorce, marriage, or entry into military service**. If these changes are not reported to the Benefits Office within **30 days** you will not be permitted to make this change until the next open enrollment, which is usually in November. **Please contact Sue Garber at 4318 before the 30-day deadline. This may cost you money if you miss this deadline.**

Personal days are personal. No one needs to know why you are taking a personal day. You do **not** need to fill out a form about a personal day. You may simply enter it on AESOP. However, you are responsible for keeping track of your own personal days. If you enter a 4<sup>th</sup> or a 5<sup>th</sup> personal day, you will **NOT** be paid for those absences. You may not use personal days before or after a holiday unless you fill out the personal day request form and both the building principal and the Personnel Administrator, Lisa Howell, approve it. Each case is handled on an individual basis. If you have a question about this, please contact me.

If you use more than 5 sick days in a row, a building secretary will have to enter days 6 and up into AESOP. The Personnel Department reserves the right to ask you for a doctor's note explaining your absence beyond one week. If you use 10 sick days in a row, the Personnel Department is required by law to send you a form about Family and Medical Leave. You may choose to continue using sick days with appropriate documentation or you may go on an extended and unpaid leave for family or medical reasons. Please call me if you foresee a situation like this one happening.

The current contract is available on our web site, <http://shtaweb.org>. I strongly encourage you to read it and use it as a reference. I'm also happy to help you with issues of interpretation and clarification.

*Respectfully submitted,  
Mike Sears, chairperson*

### **PAST PRESIDENT'S REPORT**

I hope the start of the 2013-2014 school year has been smooth and successful. It is hard to believe that this is the start of my third year of retirement. Many people say that they are even busier once they retire. It's true. The difference is I have more choice in what makes me busy. Thankfully, I will continue to be a part of this wonderful organization. At the direction of President John Morris, I still serve as the Past President of SHTA. In this role I attend meetings of the Board of Education and the Audit and Finance Committee. I also work on the SHTA web site—[shtaweb.org](http://shtaweb.org). I assisted John in gathering information for negotiations—contacting the State Employment Relations Board for data on other contracts in the county. It is a privilege to continue to be a part of the SHTA. Thank you.

One topic that John and I discussed is that of retirement. So many teachers are considering retirement, particularly with the changes that are being implemented at the State Teachers Retirement System in the next two years. **If you are looking toward retirement in the next year or two...or three, let me make some suggestions.** Visit the STRS website at [strsoh.org](http://strsoh.org). Schedule an appointment with an STRS advisor. STRS offers a variety of meeting choices, including regional appointments.

When I was preparing to retire, I met with an advisor in Columbus when I still had five years to reach 35. She helped me understand the choices that I would be making, particularly regarding the health coverage. Then, when I had three years, I visited again and then again when I had one year. I also read the monthly newsletter from STRS and I still do. The information about retirement options is out there. I recommend that you educate yourself about the choices while you have time to consider your needs.

*Respectfully submitted,  
Rebecca Thomas, Chairperson*



## **POLICY COMMITTEE**

This month's maxim from our Association's constitution concerns our Teacher Education Committee, and in particular *By-Law V section J part 1*:

[the function of this committee shall be] To meet with all new teachers hired to the District for the purpose of orientation and membership.

And part 3:

To provide information on certification standards and tenure laws.

It may be helpful to keep this resource in mind when noting important dates and deadlines on your calendar this year.

*Respectfully submitted,  
Tim Kalan, Chairperson*

## **SOCIAL COMMITTEE**

Welcome to the 2013-2014 school year. I am happy to represent the Association as Social Chairperson. My responsibilities include being in charge of all of the social activities we may have, fostering good fellowship among the Association and coordinating the annual Service Recognition event with the Administration, held in May. I hope that everyone has a great school year!

*Respectfully submitted,  
Wendy Lewis, Chairperson*

## **MEMBERSHIP/ELECTIONS COMMITTEE**

The membership drive was held last May, since the increase in dues required everyone to complete a new membership authorization form. If you have not yet done so, please submit your form to your building representative by Friday, Sept. 20<sup>th</sup>.

If you elected to pay your dues by payroll deduction, SHTA dues will automatically begin with the first paycheck in October (\$30 per pay x 10 pays = \$300). If you elected to pay your dues by check, please submit your check for \$300 to your building representative prior to Oct 1<sup>st</sup>.

*Respectfully submitted,  
Stacy Elgart, chairperson*

## **PUBLIC RELATIONS COMMITTEE**

In my new role as the Public Relations chair, I will be busy promoting our Shaker Heights Teachers' Association throughout the community. I will oversee advertisements in *Shaker Life* Magazine and *The Grist Mill*, sponsorships of school groups, and gifts and awards for Teacher Appreciation Day and Association end-of-year awards.

I will also continue my work on the Evaluation Committee and efforts to support the Peer Evaluation pilot program this school year.

Please feel free contact me with any questions about Public Relations or Evaluation!

*Respectfully submitted,*  
*Lena Paskewitz, Chairperson*

## **TEACHER EDUCATION COMMITTEE**

Here are some important dates to keep in mind for teachers who are not on a continuing contract:

- **Salary Reclassification** – Coursework must be completed by the **November and April Board Meetings**. Requests must be submitted in time for the November and April meeting.
- **Tuition Fund** – Deadline for applications is **December 1<sup>st</sup>**.
- **Evaluations** – January evaluations and May Evaluations

Please remember that my role with the Association is not just to assist new teachers and their mentors. Please contact me to discuss any aspect of the evaluation process or any other area of your employment in Shaker Schools as you move towards tenure within our district. I can be reached through the district e-mail ([smith\\_st@shaker.org](mailto:smith_st@shaker.org)) or at Lomond (295-6385)

*Respectfully Submitted,*  
*Steve Smith, Chairperson*

## **LEGAL AID**

Welcome Back! I am pleased to serve the SHTA as the legal aid committee chairperson this year. The purpose of the Legal Aid Committee is to administer the Legal Aid Fund with respect to assisting any members of the Association who may need legal aid in connection with their employment in the Shaker City Schools. The committee members include the President, Vice-President, Treasurer, Professional Rights and Responsibilities Chair, and a representative from the senior high school, middle school and elementary school.

If you have any questions, I can be reached at 295-5601.

*Respectfully submitted,*  
*Chante Thomas-Taylor, Chairperson*

## **SALARY TENURE COMMITTEE**

This summer I put together a negotiations team composed of myself as Chief Negotiator and Salary Tenure Chair, VP and Fernway Second Grade Teacher Matt Zucca, PR&R Chair and Middle School Social Studies Teacher Mike Sears, Former Policy Chair and High School Science Teacher David Klapholz, Legislative Chair and Woodbury Special Education Teacher Eileen Sweeney, Legal Chair and Woodbury Sixth Grade Teacher Wendy Lewis, Treasurer and High School Science Teacher Bill Scanlon, Publications Editor/Evaluation Committee Member and High School Social Studies Teacher Andrew Glasier, and Attorney Susannah Muskovitz. Dr. Rebecca Thomas will act as my negotiations advisor and help navigate the team through the multiple configurations of negotiations we may need to deal with in the near future.

We need to open the negotiations by October 1; however, the timing of the levy in May (tentatively) makes a multi-year contract problematic. It is very likely that we will move toward a one-year contract similar to what we have done in the past. I will keep you informed of the progress of negotiations.

*Respectfully Submitted,  
John L. Morris, President*



# MINUTES FOR THE REPRESENTATIVE COUNCIL MEETING

**September 09, 2013**  
**Woodbury School**

**SHTA President, John Morris**, called the meeting to order at 4:29 p.m.

**Jennifer Weisbarth**, Assistant Principal of Woodbury school welcomed the SHTA Representative Council.

The minutes of the May 2013 meeting were unanimously approved.

**ADMINISTRATION REPORT:** **Lisa Scott** reported a smooth opening for the school year. She stated that the Board approved supplemental contracts. She did state that there is a slight delay but supplemental contracts are being worked on. **Dr. Gregory Hutchings**, Superintendent, attended the meeting as well. He congratulated the staff for a great start to the school year. With all of the changes taking place, we have to lift each other up, we are in this together. He will be sending copies of his 90-day plan to all Shaker employees. You can view this report on the superintendent page listed on shaker.org.

**PTO REPORT:** PTO Council did not have a representative present at the meeting. President John Morris stated that there was no report.

## **OFFICERS' REPORTS:**

**PRESIDENT: John Morris** stated that he attended several meetings this past summer. ELL tutors wish to be acknowledged by the Association. He suggested a compromise; we will take the acknowledgement to a vote by the members to accept all tutors. He hosted an officers meeting at his home. Dr. Hutchings invited John to be a part of an Advisory Committee and suggested that he select an elementary school teacher to take part in the Committee. John asked Matt Zucca to be a part of the committee as well. He also attended the new teachers' meeting this past summer. Many new teachers joined the association at that time. John also met with Marla Robinson to discuss supplemental contracts. He also explained the chain of command for the Association. Start with the building representative, who will then meet with the building principal. If there is no resolution, the building rep will the report issue to the Association officers. Officers will try to resolve the issue with Marla Robinson or Bernice Stokes. Hopefully, the issue would not have to be reported in the newsletter.

**VICE-PRESIDENT: Matt Zucca** explained his role as Vice President. He also attended several meetings this past summer. He will be attending the PTO meetings and suggested that all teachers contribute to the PTO fund. Fellowship grant receipts are due at the end of September. Matt will be working with Chris Auginas on the Night for the Red and White.

**SECRETARY: Darlene Garrison** explained the duties of the Secretary. She informed the Rep. Council members of the attendance procedure. She met with Executive board members during the summer.

**TREASURER: Bill Scanlon** discussed duties of the Treasurer. He discussed the current financial report and the 2013-2014 budget. He met with the Association's accountants. The Association was audited this year and everything turned out fine; there were no problems.

## EXECUTIVE BOARD REPORTS

**PAST PRESIDENT: Becky Thomas** stated she has attended monthly Board of Education meetings and she updated the Association's webpage

**TEACHER EDUCATION: Steve Smith** discussed his responsibilities. He stated that he recently met with new teachers before school started and attended the new teachers' meeting.

**MEMBERSHIP AND ELECTIONS: Stacy Elgart** was not in attendance for this meeting; therefore, Becky Thomas shared her report. Becky passed out lists to building reps of members who have not turned in their new forms with the dues increase. All members paying membership dues by check should submit payment by October 1<sup>st</sup>. Forms are due by September 16<sup>th</sup>. We are waiting for the final membership number.

**POLICY: Tim Kalan** introduced himself as the new Policy Chairperson. He had no report at this time.

**PUBLIC RELATIONS: Lena Paskewitz** talked about the SHTA ad in Shaker Life Magazine. By now all buildings should have had an OTES presentation. Please contact members of the committee for any evaluation questions, issues or concerns. Andrew Glasier, Lena Paskewitz and Addie Tobey are the Peer Evaluation Coordinators. About 120-130 staff members have attended the OTES training and Erin Herbruck is a great resource for questions.

**LEGISLATIVE : Eileen Sweeney** informed the Rep. Council that it has been quiet for a while.

**PUBLICATIONS: Andrew Glasier** asked that articles for the SHTA Newsletter be submitted to him by email at [glasier\\_a@shaker.org](mailto:glasier_a@shaker.org). The deadline for submissions to the newsletter is Wednesday at midnight after each representative council meeting.

**LEGAL AID: Chante Thomas-Taylor** had no report.

**SOCIAL: Gwendolyn Lewis** was not in attendance and Darlene Garrison said that there was no report.

**PROFESSIONAL RIGHTS AND RESPONSIBILITIES: Mike Sears** stated that he recently met with new teachers. He has been working with members regarding maternity leave. He also attended the OTES training and a school board meeting. He reminded members that 1% more of their pay will be going to STRS starting on September 16<sup>th</sup>. This 1% increase in contributions will continue each subsequent year until a total of 4% is added to the teacher contributions to STRS as they strive to maintain a strong retirement system for the future. (FYI-teachers currently contribute 10% to STRS (which will now be 11%) and the Board contributes 14%).

## BUILDING REPORTS

**Boulevard:** No Report

**Fernway:** No Report

**Lomond:** Great start of the school year. New administrator talked to all staff members and it was very encouraging. The staff feels good about the new change.

**Mercer:** Concern as to how supplies and materials are ordered. Issue with teachers being told that they will be evaluated with such short notice. Teachers were not given any assessments yet which makes it difficult to be evaluated and to fill out growth plans. Administrator informed staff that he would be selecting their peer evaluators. John Morris said that the Association would be following up on the issues at Mercer.



**Onaway:** No Report

**Woodbury:** No Report

**Middle School:** Issue with late supplemental contracts. More clarification needed about the reconstruction of their conference time and supplemental contracts.

**High School:** Some personnel issues from last year were resolved. Two science classrooms are still under construction. Issue with IEPs in a classroom exceeding more than 50%.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

At 5:52 p.m. the SHTA Representative Council went into executive session.

## **FOR THE GOOD OF THE ORDER**

John thanked the Woodbury representatives for hosting our meeting. Matt Zucca reminded membership that fellowship receipts are due at the end of September.

The meeting was adjourned at 6:08 p.m.

**THE NEXT MEETING WILL BE HELD ON MONDAY, OCTOBER 14, 2013 AT FERNWAY SCHOOL.**

*Respectfully submitted,  
Darlene Garrison, Secretary*



**Special Thanks to the  
Woodbury SHTA  
Representatives Amy  
Santos, Robert Bognar  
(*head representative*),  
and Aisha Mason.**

## Change is Good or Why I like the New Boss

*This newsletter is a publication of the Shaker Heights Teachers' Association, an independent organization of professional educators in the Shaker Heights City School District. Signed editorials represent the opinion of the author(s) and may or may not reflect the thinking of other officers or members of the Shaker Heights Teachers' Association. Members and friends of the Association are invited and encouraged to express their opinions or share information via this newsletter.*

I have a theory. I think that Dr. Gregory Hutchings has a clone or robot copy of himself. The man is at too many places and taking on so many initiatives for just one person. While I am not sure if he has a clone or a robot copy, what I do know is that I appreciate his dedication to our district. I feel inspired by his enthusiasm, engaged by his vision for the district, and slightly exhausted by his schedule.

I first met Dr. Hutchings at a late summer Evaluation committee meeting. As I strolled into the conference room, he walked over and introduced himself, asked me what I teach and inquired about my family. As the meeting began, Dr. Hutchings was actively engaged, asking pertinent questions about the process and policy in general, effectively enhancing the quality of discussion. When he asked for a change to the forms of Peer-Evaluations to include a principal sign-off that they had read it, I at first resisted until he explained his rationale in a thoughtful, deliberate manner. The interaction showed him to be on-point, helpful, persuasive, and understanding.

Recently, Dr. Hutchings released an ambitious yet attainable 90-Day Entry Plan. The plan identifies the actions that needed to be taken, the shareholders in those steps and a method to demonstrate progress to the Board of Education and community. His plan aims to better understand how the district operates, review our practices and evaluate those procedures. His five central goals are below:

Goal 1 – To ensure that the Shaker Heights schools support the district's mission through

continuous improvement with a constant focus on increasing student achievement.

Goal 2 – To establish effective communication with school and community stakeholders as well as increase community involvement.

Goal 3 – To adhere to Board of Education policies and governance as well as ensure policies are aligned with the district's strategic plan.

Goal 4 – To provide a “world class” education for all students through effective curriculum, pedagogy, and assessment.

Goal 5 – To ensure the efficiency and effectiveness of human and financial capital.

Just one of these goals in the first 90 days would be ambitious. As I have heard Dr. Hutchings say “I would not have signed off on it if I didn't think I could do it.”

Dr. Hutchings also listens well to those around him. He has created an advisory board made up of administrators, principals, teachers, students and community members to help guide him through our unique district. Asking for feedback and listening to shareholders is a mark of a good leader.

I would like to welcome Dr. Hutchings and his family to our community. I am excited to work with him as he moves to incorporate his vision for our district. While I know that we will not always agree and at moments have conflicting ideology, I believe that he will listen to my concerns in a thoughtful manner. So welcome Dr. Hutchings!

**AG**



Questions have been raised about Building Scans and Walk-Throughs. Building Scans and Walk-Throughs will become common place activities as we modify our evaluation processes. Dr. Erin Herbruk, Director of Planning and Development, provided these definitions along with charts that will be used to guide the process. Please share any additional questions with the SHTA Peer Evaluation Coordinators—Andrew Glasier, Addie Tobey, and Lena Paskewitz—or with the SHTA leadership.

### **Building Scan:**

- The purpose of the building scan is to gather data regarding the instructional climate of the building. It is not teacher specific and provides feedback to the observer regarding what is occurring within the learning environment.
- The observer is reviewing the implementation of specific instructional techniques and aspects of instruction aligned to the initiatives in the District's Strategic Plan.
- The information is typically input on a handheld device (phone or Ipad) into a software program called Observation 360 (a component of the PD 360 software).
- The data is reviewed in aggregate and does not identify specific teachers by name.
- TEMPLATE ON NEXT PAGE

### **Walk Through:**

- The Walk -Through serves as part of the teacher evaluation process.
- The observer is reviewing supporting evidence of teacher practices.
- The information is documented on a paper form or on a device (laptop or iPad) into a word document.
- The data is used as one piece of evidence for teacher evaluation purposes and identifies the specific teacher by name.
- See attachment #2 for the content of the Walk-Through.

# Shaker Heights City Schools

## 2013-2014 Building Scan Template

Building Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

<b>DATA POINT</b>	<b>YES</b>	<b>NO</b>	<b>Notes</b>
1. Learning objective is a clear statement of knowledge or information as opposed to an activity or an assignment.			
2. Teacher references the learning objective.			
3. Teacher has a rubric/exemplar that relates to the learning objective.			
4. Teacher references the rubric/exemplar.			
5. Students are actively involved in learning via group work or hands-on activities, etc.			
6. Teacher uses language of IB learner attributes and attitudes.			
7. When asked, students can articulate/explain learning objective.			
8. When asked, students can explain how their current activities relate to the learning objective.			
9. When asked, students can explain the meaning of the levels of performance articulated in the rubric/ exemplar.			



**SHAKER HEIGHTS CITY SCHOOL DISTRICT  
WALK THROUGH TEMPLATE**

Teacher Name		Grade/Subject Area(s)	
Evaluator Name		Date/Time	

A typical walk through lasts approximately 3-5 minutes. This form serves as a record of a walk through by evaluator with the goal of providing supporting evidence of teacher practice. The evaluator will likely not see all the teaching elements listed below in any one visit. This record, along with other evidence will be used to inform the summative evaluation of the teacher.

EVIDENCE			
<input type="checkbox"/>	Learning outcomes and goals are clearly communicated to the students	<input type="checkbox"/>	Classroom learning environment is conducive to learning
<input type="checkbox"/>	Instructional strategies reflect student needs and learning objectives	<input type="checkbox"/>	Teacher provides students with timely and responsive feedback
<input type="checkbox"/>	Instructional tools reflect student needs and learning objectives	<input type="checkbox"/>	Instructional time is used effectively
<input type="checkbox"/>	Students are engaged in lesson.	<input type="checkbox"/>	Methods of assessment of student learning are utilized to guide instruction
<input type="checkbox"/>	Instruction and lesson activities are accessible and challenging for students	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Content and instruction is appropriate.	<input type="checkbox"/>	Other:

**COMMENTS**

**EVALUATOR SIGNATURE:** \_\_\_\_\_  Copy to Teacher by end of the day