

Special Notice for Employees Considering Retirement This Year

Teachers that are eligible for retirement or considering retirement at the end of the 2009-2010 school year should contact Zivah M. Bauman in the Human Resources Department to discuss any concerns regarding service credit years, insurance costs, retiring and seeking to return to work, and other related issues.

Teachers who are surplused and not rehired for the 2010-2011 school year, (and who choose not to retire in May 2010,) will need to retire after their salary spread has ended (July 23, 2010) to ensure the continuation of benefits. For additional information, please contact Zivah M. Bauman at (504) 373-6200 ext. 20144.



Important Message from the Office of Group Benefits

Effective March 1, 2010 the procedures for enrolling employees and dependants in health coverage will change. Dependent coverage will not be effective until the supporting documents for dependent verification are received and verified by OGB Eligibility Staff. If the documents are received more than 30 days after the qualifying event, the dependent will be treated as a late application. **Staff who have not provided the necessary documentation should do so immediately to Donna Dalton in the Human Resources Department by Monday March 1, 2010.**

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Share your Skills and Expertise with New Teachers through PTP!

The Louisiana Practitioner Teacher Program is currently recruiting experienced educators to serve as Seminar Leaders. The Seminar Leader position offers experienced teachers with skills in data driven instruction the opportunity to formally train and support new teachers during their first year of teaching. Seminar Leaders are paid \$5,000 for implementing 18 Content Seminars over the 2010-2011 school year and a total of \$600 for the three day training, New Hire Orientation, and additional mandatory Seminar Leader meetings. Interested candidates should email Senior Training and Instruction Manager, Lora Johnson, at ljohnson@tntp.org to receive a full job description.



Are you missing your W-2 form due to a change in address?

If you have changed your address since this time last year and you have still not received your W-2 form, then we may not have your updated address on file. Please provide us with this information as soon as possible by completing the "Change of Address" form on the next page and submitting it to Ms. Shirley Guy in HR.

Forms may be submitted in person, at the RSD Central Office, located at 1641 Poland Ave., or by emailing shirley.guy@rsdla.net.

Don't Forget!

All employees who leave the Recovery School District must complete the Exit Interview Process. Please see Page 5 for a review of employee and supervisor responsibilities in this process.



Change of Address Form

Name _____ Employee# _____

Previous Permanent Address: _____

Previous Mailing Address: _____

Home Phone# _____ Cell# _____

City _____ State _____ Zip code _____

Email Address _____

Name _____ Employee# _____

Current Permanent Address: _____

Current Mailing Address: _____

Home Phone# _____ Cell# _____

City _____ State _____ Zip code _____

Email Address _____

Human Resources Department

The directory below is intended to help you better communicate with the central office staff that is here to serve you. If you are in need of assistance from Human Resources, please find your issue on the list below and reach out to the corresponding staff member(s). Contact Molly Horstman at 504-373-6200 ext. 20119 or molly.horstman@rsdla.net with any further questions.

Issue	Contact	Phone Extension*	Email
Benefits Enrollment	Donna Dalton	x20038	donna.dalton@rsdla.net
Certification / NCLB “Highly Qualified” Info	Amber Morgan	x20053	amber.morgan@rsdla.net
	Jean Reese	x20128	jean.reese@rsdla.net
Client Services	Donna Dalton	x20038	donna.dalton@rsdla.net
	Karen Durall	x20055	karen.durall@rsdla.net
	Paul House	x20180	paul.house@rsdla.net
	Ashley Johnson	x20089	ashley.johnson@rsdla.net
Complaints / Grievances / Investigations	David Braud	x20120	david.braud@rsdla.net
	Barbara Sharp	x20116	barbara.sharp@rsdla.net
Drug Tests / Background Checks	Barbara Sharp	x20116	barbara.sharp@rsdla.net
HR-Related Federal Grant Programs	Amber Morgan	x20053	amber.morgan@rsdla.net
Hiring	Michael Galdi	x20076	michael.galdi@rsdla.net
	Cay Kimbrell	x22140	cay.kimbrell@rsdla.net
	Gabrielle Misfeldt	x20033	gabrielle.misfeldt@rsdla.net
Hiring Paperwork	Shirley Guy	x20156	shirley.guy@rsdla.net
Intern Program	Daphney Young	x20005	daphney.young@rsdla.net
Payroll / Time & Attendance	Karen Durall	x20055	karen.durall@rsdla.net
	Ashley Johnson	x20089	ashley.johnson@rsdla.net
Performance Appraisal	Amber Morgan	x20053	amber.morgan@rsdla.net
	Jean Reese	x20128	jean.reese@rsdla.net
Recruitment: New Orleans	Michael Galdi	x20076	michael.galdi@rsdla.net
	Daphney Young	x20005	daphney.young@rsdla.net
Recruitment: Statewide	Michael Galdi	x20076	michael.galdi@rsdla.net
	Tavie Clay-Dowling	x20110	tavie.clay-dowling@rsdla.net
Retirement: Benefits	Zivah Bauman	x20144	zivah.bauman@rsdla.net
Retirement: Refunds	Donna Dalton	x20038	donna.dalton@rsdla.net
	Zivah Bauman	x20144	zivah.bauman@rsdla.net
Special Leaves / Workers’ Comp.	Sherry Pagano	x20104	sherry.pagano@rsdla.net
Stipend Payments	Karen Durall	x20055	karen.durall@rsdla.net
Student-Teacher Program	Daphney Young	x20005	daphney.young@rsdla.net
Unemployment	Barbara Sharp	x20116	barbara.sharp@rsdla.net
Urgent / Unresolved Issues	Elizabeth Shaw	x20151	elizabeth.shaw@rsdla.net

RSD H.R. Leadership

Assistant Superintendent for HR	Executive Director of H.R.	Executive Director of Human Capital	Director of H.R.
Elizabeth Shaw	Sametta Brown	Michael Galdi	Debra Adams
elizabeth.shaw@rsdla.net	sametta.brown@rsdla.net	michael.galdi@rsdla.net	debra.adams@rsdla.net
x20151	x20107	x20076	x20020

*All employees can be reached by calling the RSD at **504-373-6200** and dialing the appropriate extension.

Professional Development Calendar: February/March 2010

Date	Title of Session	Time	Audience	Location	Contact
2/27/10	Aspiring Leaders 4-SLC	9am-12pm	Identified Leaders	UNO Boggs	Evelyn DiMarco
2/27/10	Read 180 for New Teachers	8am-2pm	New Read 180 Teachers	RSD Poland 5-A	Merri Davis
3/2/10	Distance Learning & Credit Recovery Webinar	1-3pm	All interested	Webinar	Coursewhere
3/3/10	March Elementary Principal Meeting	4-6pm	Elementary Principals	TBA	Gay Atai
3/4/2010	RSD/UTNO PD Task Force	3:30-5pm	RSD/UTNO PD Task Force	RSD Poland 5-F	Tammy Robicheaux
3/10/2010	Teaching Jazz in Your Classroom (Register by 3/5 toshirabayashi@noma.org)	4:30-6:30pm	Music Teachers	NOMA City Park	Sophie Hirabayashi
3/10/2010	Read 180 Cadre II New Teachers	4:30-6:30pm	Read 180 Cadre II	RSD Poland 5-A	Merri Davis
3/12/10	RSD/UTNO: Addressing Student Behavior in the Classroom	9am-12pm	Grade Chairs, Master Teachers, Central Office Staff	RSD Poland 5-F	Evelyn DiMarco
3/13/10	Aspiring Leaders 5-SLC	9am-12pm	Identified Leaders	UNO Boggs	Evelyn DiMarco
3/16/10	HSR Professional School Counselor Regional Workshop	9am-4pm	Team—Principal and Counselor	Delgado Community College	Coursewhere
3/23/10	Principal Professional Development-SLC	2:30-5pm	Principals	UNO	Evelyn DiMarco
3/24/10	Read 180 Cadre I Veteran Teachers	4:30-6:30pm	Read 180 Cadre I	RSD Poland 5-F	Merri Davis
3/24/10	Read 180 Cadre II New Teachers	4:30-6:30pm	Read 180 Cadre II	RSD Poland 12-E	Merri Davis



STUDENT SPOTLIGHT:

Students at **Albert Wicker Literacy Academy** recognized Black History Month with an assembly that showcased their multitude of talents. Students sang, performed a mini reproduction of *The Wiz*, and acted out scenes from Wicker past, present, and future. The black history assembly was put on Thursday night for parents and families and on Friday morning for other students.

Celebrate *your* students' accomplishments by sharing them with the RSD community. Send suggestions for the "Student Spotlight" to Molly Horstman at molly.horstman@rsdla.net.

CALENDAR OF EVENTS

UPCOMING PAYROLL DATES

FRIDAY, FEBRUARY 26, 2010

FRIDAY, MARCH 12, 2010

EASTER BREAK (SCHOOLS & CENTRAL OFFICE)

FRIDAY, APRIL 2, 2010 (RETURN MONDAY, APRIL 5, 2010)

SPRING BREAK (SCHOOLS)*

MONDAY, APRIL 26-FRIDAY, APRIL 30, 2010 (RETURN MONDAY, MAY 3, 2010)

***DATES MAY NOT APPLY TO SCHOOL ACCOUNTANTS & DATA MANAGERS.**

ANNOUNCEMENTS

- PLEASE UPDATE YOUR CONTACT INFORMATION ON LEO! SEE THE FEB. 12TH NEWSLETTER FOR DETAILED INSTRUCTIONS.
- PLEASE CONTACT JEAN REESE AT JEAN.REESE@RSDLA.NET OR EXT. 20128 TO RENEW OR APPLY FOR CERTIFICATION.
- EXTENDED SCHOOL YEAR SUMMER PROGRAMS WILL RUN FROM MAY 26-JUNE 30, 2010.

Frequently Asked Question (Revisited): What is the Procedure for Exit Interviews?

The Exit Interview Process is an extremely important component in H.R.'s continuing efforts to provide excellent service and support to all RSD employees. The RSD Human Resources Department conducts the exit interviews to gather information from departing employees in order to help RSD improve working conditions, retain existing employees, and identify areas for improvement within the organization. Please see below for the responsibilities of Principals/Supervisors and Teachers in the exit interview process.

Principal/Supervisor Responsibilities

1. Notify HR immediately of the name and last day of any departing employee by emailing Debra Adams at debra.adams@rsdla.net.
2. Send a copy of the resignation letter and/or retirement information to Seandra Allen at seandra.allen@rsdla.net.
3. Collect student records and other relevant documents before employee's last day.
4. Collect school equipment/materials & keys.
5. Send employee to see Debra Adams or HR Designee with signed resignation letter to complete an exit interview.

Employee Responsibilities

1. Submit resignation and/or retirement info to principal/supervisor & Seandra Allen in HR. (Email seandra.allen@rsdla.net.)
2. Give student records and any other relevant documents to principal/supervisor.
3. Return all equipment to principal, IT Department, Property Control, and relevant worksite areas.
4. Submit forwarding address, phone #, and personal email to Molly Horstman at molly.horstman@rsdla.net.
5. Submit letter requesting vacation days, if applicable, to Seandra Allen in HR.
6. Set up an "Out of Office" auto reply on RSD email, as it may remain active for a short period of time.
7. Email Debra Adams at debra.adams@rsdla.net to schedule an exit interview.

RECOVERY SCHOOL DISTRICT-HUMAN RESOURCES

LOCATION: 1641 POLAND AVENUE, ROOM 1-A

OFFICE HOURS: MONDAY-FRIDAY 8:30AM-4:30PM

PHONE NUMBER: 504-373-6200 EXT. 20156

EMAIL: HR@RSDLA.NET

*IF YOU HAVE QUESTIONS OR SUGGESTIONS REGARDING THE HR NEWSLETTER, PLEASE CONTACT MOLLY HORSTMAN, EXECUTIVE ASSISTANT FOR HR, AT MOLLY.HORSTMAN@RSDLA.NET.