



Become a Leading Educator!

Leading Educators is welcoming the New Year by recruiting its third cohort of current and aspiring Teacher-Leaders committed to closing the achievement gap in open enrollment New Orleans public schools.

Leading Educators provides **free** professional development to Teacher-Leaders who are actively pursuing the next level of success for their students and school teams. Targeted trainings are available in the following areas: Leadership & Management, Learning & Teaching, and School Culture & Behavior.

Teacher-Leaders may apply and principals may submit nominations at:

<http://www.leadingeducators.org/Home>.

*Please note that the *priority* deadline for online applications and nominations is **January 29, 2010**. The *final* deadline is **March 5, 2010**.

W-2 Forms Sent Out Today

W-2 forms were sent out to all RSD employees today, Friday, January 15. Please expect to receive them within 3-5 business days.

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Ph.D. and Masters Degree Programs Available at UNO

The University of New Orleans is offering a Ph.D. program in Educational Administration and a Masters program in Educational Leadership in the upcoming academic year.

UNO's **Educational Administration Ph.D.** program prepares qualified individuals intending to build academic or administrative careers in the areas of school, college, or university leadership and administration. Students concentrate in one of two areas: K-12 School Leadership or Higher Education. Application deadlines are October 1 for spring admission and February 1 for fall admission. A Masters degree is required to qualify for admission. For further information about the program, available scholarships, and the application process, contact Dr. Marietta Del Favero, Program Coordinator, at mdelfave@uno.edu, or 504-280-6446. You can also learn more at: <http://coehd.uno.edu/ELCF/Programs/EdLeader/DocEdLeader.cfm>.

UNO's **Educational Leadership Masters Degree** program prepares teachers for leadership positions in K-12 schools. Courses are offered for the "Teacher Leader Endorsement" and "Educational Leader Level 1" certification. The "Level 1" certification is an entry-level license for individuals seeking to qualify for school and/or district leadership positions, (e.g. assistant principals, principals, parish or city supervisors of instruction, supervisors of child welfare and attendance, special education supervisors, or comparable school/district leader positions). For further information about the program, please contact Dr. Juanita Haydel, Program Coordinator, at jbhaydel@uno.edu, or 504-280-3209. You can also learn more at: <http://coehd.uno.edu/ELCF/Programs/EdLeader>.

****Please note: The following message was sent out to all RSD employees via email on January 6, 2010.***

CORRECTION: TAX SHELTERED ANNUITY - 403(b) PLAN

The previous edition of Human Resources News, dated 12/21/09, contained some incorrect information regarding the 403(b) plans. To clarify, ING is a tax sheltered annuity and not a life insurance plan. The Attorney General's Office is not investigating ING. The Division of Administration, Office of State Uniform Payroll requested an opinion from the Attorney General's Office to determine if eligible educational institutions and governing boards within the ISIS HR payroll system are eligible to sponsor 403(b) tax shelter annuity plans. The Division of Administration requested this opinion based on the release of new regulations from the Internal Revenue Services concerning Tax Sheltered Annuity Accounts.

Please be assured that all monies in your ING account are safe and protected and will continue to gain interest. Employees are not required to withdraw their funds as advised in the previous newsletter. However, as stated before, all 403(b) activity will cease until an opinion is granted by the Attorney General. This again includes, stopping current payroll deductions, issuance of new annuity contracts/accounts, loan approvals, distributions, and contract transfers. Also, employees are not able to freely contribute monies to this account on their own. The 403(b) annuity is an elective deferral in which contributions are made under a salary reduction agreement. This agreement allows your employer to withhold money from your paycheck on a **pre-tax** basis to be contributed directly into a 403(b) account for your benefit (IRS Publication 571, page 3).

All state employees are eligible and may contribute to the Louisiana Deferred Compensation Plan [§457(b)], even those who qualify for 403(b) participation. Information on this tax sheltered deduction can be obtained by contacting the Baton Rouge Regional Office at (225) 926-8082 or (800) 937-7604. Employees with internet access can also visit the website at www.louisianadcp.com.

If you need further clarification, please contact Zivah M. Bauman at zivah.bauman@rsdla.net or 504-373-6200, extension 20144.

An Employee Guide to the RSD 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

January/February 2010

Date	Title of Session	Time	Audience	Location	Contact
1/19/10	From Award to Audit	3 sessions: 8:30-10:30am, 11am-1pm, and 1:30-3:30pm	Master Teachers, Title I Facilitators, & School Improvement Team Leaders	Fannie C. Williams	Janice Watson
1/20/10	On-line Assessment Tools: EAGLE, PASS, Newton's Classroom	2 sessions: 8:30am and 12:30pm	Teachers, grades 3-12	RESC 1 4000 Bienville St.	Coursewhere
1/21/10	Early Dismissal School-Based PD	12:45pm—HS 1:15pm—ES	All Staff	Individual Schools	Tammy Robicheaux
1/21/10	Epic Learning	AM: 2 hr. session, time TBA	High School Counselors, Credit Recovery Teachers, & Master Teachers	RSD Poland, 5-F	Kamala Baker
1/21/10	Danavox Training	1-4:30pm	Speech-Language Pathologists	TBA	Amber Davalier
1/22/10	PD-RSD/UTNO Essential Structures for Learning	9am-12pm	Grade Chairs, Master Teachers, & Central Office Staff	RSD Poland 5-F	Evelyn DiMarco
1/23/10	RSD Principals' SLC LI-3	9am-1pm	Principals and Leadership Teams	UNO Boggs	Evelyn DiMarco
1/26/10	Principal Training-SLC	2:30-5pm	Principals	UNO Boggs	Evelyn DiMarco
1/26/10	Meeting the Communication Needs of Students with Disabilities	1-3:45pm	Identified Para-Educators	RSD Poland, 5-A	Donna Murrell
1/26/10-1/29/10	Crisis Prevention Intervention Training	8:30am-3:30pm	Identified Cohorts	Cohen High School	Todd Larche
1/27/10	Essentials of a Good Reading Program (non ELFA)	8am-3:30pm	2 nd Grade Teachers (non ELFA)	RESC 1 4000 Bienville St.	Coursewhere
1/27/10	LAA 1/ELDA	1-4pm	School Testing Coordinators	RSD Poland, 5-F	Germaine Edinburgh Donaldson
1/27/10	Carnegie Math	8am-4pm	High School Math Teachers, Cohort 1	RSD Poland, 5-A	Mary Thompson
1/28/10	Carnegie Math	8am-4pm	High School Math Teachers, Cohort 2	RSD Poland, 5-A	Mary Thompson
1/28/10	Adapting/Modifying the Curriculum for Students with Significant Disabilities	4:30-7pm	LAA 2 Teachers Spring	RSD Poland, 5-A	Kathryn Labat
1/29/10	So You Want to be a Substitute Teacher	8am-3pm	Substitute Teachers	RESC 1 4000 Bienville St.	Coursewhere
1/30/10	Aspiring Leaders 3—SLC	9am-1pm	Identified Leaders	UNO Boggs	Evelyn DiMarco
2/3/10	Spring Testing	8am-4:30pm	Direct-Operated Elem. Schools Testing Coordinators	RSD Poland, 5-F	Germaine Edinburgh Donaldson
2/4/10	Early Dismissal School-Based PD	12:45—HS 1:15—ES	All Staff	Individual Schools	Tammy Robichaux
2/4/10	Spring Testing	8am-4:30pm	Charter-Operated Elem. School Testing Coordinators	RSD Poland, 5-F	Germaine Edinburgh Donaldson
2/5/10	Spring Testing	8am-4:30pm	High School Testing Coordinators	RSD Poland, 5-F	Germaine Edinburgh Donaldson

CALENDAR OF EVENTS

UPCOMING PAYROLL DATES

FRIDAY, JANUARY 15, 2010

FRIDAY, JANUARY 29, 2010

MARTIN LUTHER KING DAY HOLIDAY (SCHOOLS AND CENTRAL OFFICE)

MONDAY, JANUARY 18, 2010

(RETURN ON TUESDAY, JANUARY 19, 2010)

ANNOUNCEMENTS

- PLEASE CONTACT JEAN REESE AT JEAN.REESE@RSDLA.NET OR EXT. 20128 TO RENEW OR APPLY FOR CERTIFICATION.
- H.R. HAS A NEW FAX NUMBER! YOU CAN NOW REACH US VIA FAX AT 504-308-3612.
- TEACHNOLA INVITES ALL INTERESTED CANDIDATES TO AN INFO SESSION AT ARTHUR ASHE ELEMENTARY ON JANUARY 21, AT 5PM. IF YOU OR ANYONE YOU KNOW IS INTERESTED IN TEACHING IN NEW ORLEANS, COME LEARN MORE!



STUDENT SPOTLIGHT:

Before the winter holiday, Excel Academy students Terrell Dozier, Tiffany Young, Craig Taylor, and Ireian Roberts sponsored "Giving Back to Those Who Lost So Much." They collected food, clothing, and household items to give to needy people in the New Orleans area. To put *your* students in the spotlight, email molly.horstman@rsdla.net.

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

The RSD Human Resources Department conducts the exit interview survey process 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.