



Performance Incentive Payments Coming!

Employees who earned a performance incentive in the 2008-2009 school year can expect to receive payments with their paychecks on **April 23, 2010**.

Declaration of Intent Process Underway

To ensure that schools are adequately staffed for the upcoming school year, RSD Human Resources conducts a Declaration of Intent (DOI) process each spring. All DOI forms for the 2010-11 school year were due to Debra Adams at RSD Central Office on March 15th. However, if you are a school-based employee and you have not yet completed a DOI form, we still need to hear from you!

If you have yet to inform us of your plans for next year, please complete the DOI form attached to this email and forward it to Debra Adams at debra.adams@rsdla.net or drop it off at the RSD Central Office at 1641 Poland Ave, New Orleans, LA 70117.

Thank you for your assistance in preparing for a successful year in 2010-11!

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Important Reminder for ALL Employees!

It is imperative to sign in and out accurately every day. Failure to do so results in problems with administering payroll effectively. If you have any questions about timekeeping or payroll, please contact Karen Durall at karen.durall@rsdla.net or at ext. 20055.

Interested in Becoming an RSD Administrator?

The administrator application process is now posted on the RSD website and applications will continue to be reviewed on a rolling basis. You can find instructions for completing an administrator application at: http://www.rsdl.net/Libraries/Employment_Opportunities/Guide_To_Administrator_Application.sflb.asbx.

*Please continue to monitor the “Employment” section of the RSD website for the master teacher application—coming soon!



Reminder to Verify Your Contact Info on LEO!

The Human Resources Department is in the process of updating all employee files. H.R. needs your help to make sure that all of your personal information is correct and current in our ISIS payroll system.

To do so, sign in to LEO with your personnel number and password at <https://leo.louisiana.gov/irj/portal>. Click on the “My Info” tab and then the “Personal Info” link. Ensure that all information is correct under the “Address and Phone” page, listed on the left-hand side of the screen. If the information is not up-to-date, click on “Change,” make the appropriate corrections, and hit “Save.”

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: March/April/May 2010

Date	Title of Session	Time	Audience	Location	Contact
3/30/10	Principal Professional Development-SLC	2:30-5pm	Principals	UNO	Evelyn DiMarco
3/31/10	RSD PD Advisory Committee Planning Session	9am-12pm	Committee Members	RSD Poland 5-F	Evelyn DiMarco
4/7/10	April Elementary Principal Meeting	4-6pm	Elementary Principals	TBD	Gay Atai
4/7/10	Read 180 Cadre II New Teachers	4:30-6:30pm	Read 180 Cadre II	RSD Poland 5-F	Merri Davis
4/8/10	PD 360 Professional Development Session	10am-12pm	Office and School Contacts	RSD Poland 5-F	Evelyn DiMarco
4/20/10	Principal Professional Development-SLC	2:30-5pm	Principals	UNO	Evelyn DiMarco
4/21/10	Read 180 Cadre II New Teachers	4:30-6:30pm	Read 180 Cadre II	RSD Poland 12-E	Merri Davis
4/21/10	Read 180 Cadre I Veteran Teachers	4:30-6:30pm	Read 180 Cadre I	RSD Poland 5-F	Merri Davis
4/22/10	Essentials of a Good Reading Program Non-ELFA Schools	8am-3:30pm	Kindergarten Teachers	RESC 4000 Bienville	Coursewhere
4/22/10	High School Redesign Mini Summit	8:30am-3pm	Team of 2 Educators, Grades 7-12	SCP LCenter Luling	Coursewhere
4/27/10	ATC Text to Speech Options for Students with Disabilities	9am-3pm	Special Populations Staff	RESC ATC 4000 Belle Chase	Coursewhere
4/30/10	TAP Master Teacher Networking Meeting	8:30am-3:30pm	All TAP Schools	LDOE Baton Rouge	Shelia Talamo
5/5/10	Essentials of a Good Reading Program Non-ELFA Schools	8am-3:30pm	First Grade Teachers	RESC 4000 Bienville	Coursewhere
5/12/10	Read 180 Cadre II New Teachers	4:30-6:30pm	Read 180 Cadre II	RSD Poland 12-E	Merri Davis
5/12/10	Read 180 Cadre I Veteran Teachers	4:30-6:30pm	Read 180 Cadre I	RSD Poland 5-F	Merri Davis



STUDENT SPOTLIGHT:

Students from Cohen, Douglass, O. Perry Walker and Sojourner Truth high schools are partnering with the New Orleans Hornets to raise money for their upcoming trip to Ghana. The students are members of the Baobab Leadership Initiative (BLI), a program that works to build leadership skills in New Orleans youth.

A portion of the ticket sales from next Wednesday night's game against the Washington Wizards will go towards the Baobab student leaders' fundraising efforts (3/31). To support these student leaders and enjoy a night at the hive, email robin.bordelon@hornets.com and mention "Baobab." Ticket prices range from \$15-\$173.

CALENDAR OF EVENTS

UPCOMING PAYROLL DATES

FRIDAY, MARCH 26, 2010

FRIDAY, APRIL 9, 2010

LEAP/ILEAP/GEE/LAA TESTING

APRIL 12-16, 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!
- PLEASE CONTACT JEAN REESE AT JEAN.REESE@RSDLA.NET OR EXT. 20128 TO RENEW OR APPLY FOR CERTIFICATION.

Frequently Asked Questions:

Is the RSD offering summer school? How can I apply for a teaching position?

The Recovery School District will offer 2010 summer programs, focused on LEAP and GEE remediation. As all Louisiana educators are well aware, the LEAP tests are designed to ensure that 4th and 8th grade students have adequate knowledge and skills before moving on to the next grade, and the GEE requires that high school students exhibit sufficient knowledge and skills to be eligible for a standard high school diploma. Since these tests are so important for the futures our students, it is imperative that we have the best possible teachers providing remediation. Many of our summer re-testers just need that extra push in order to pass these important tests and move toward a successful future.

Summer programs will operate from May 25th-June 30th, 2010. Summer school hours will be 8:30am-2:30pm, Monday-Thursday. There will be no summer school classes on Fridays.

The deadline to apply for summer school positions is Wednesday, March 31, 2010.

To apply, please complete the Summer Programs Application attached to this email and return it to Ms. Shirley Guy in the Human Resources Department at the RSD Central Office at 1641 Poland Ave.

The Summer Programs Application can also be accessed on the RSD website at:

http://www.rsdla.net/Libraries/Employment_Opportunities/2010_Summer_Programs_Application_Overview.sflb.ashx

Please note: Summer Programs teachers will receive a stipend. Hourly rates of pay are listed on the Summer Programs Application.

**Math teachers are especially encouraged to apply.*

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.**