



Change in Dismissal Times Beginning Monday, May 10th

Starting this Monday, May 10, 2010, all RSD high schools will dismiss at 2:30pm, and all RSD elementary schools will dismiss at 3:00pm. These dismissal times will remain in effect through the end of the regular school year, May 21st. The earlier dismissal times apply to both staff and students.

Opportunity for Technology-Integration Professional Development

The Department of Instructional Technology is pleased to offer its 2010 Technology Summer Summit from May 24th-28th at Walter L. Cohen High School. Over 30 different classes will be offered throughout the week, with the goal of providing teachers with concrete strategies for integrating technology across the curriculum. CLUs and stipends are available for RSD teachers and paraprofessionals who participate.

To view a complete course catalog for the Summer Summit or register, please visit:
<https://www.solutionwhere.com/ldoe/cw/main.asp>.

Contact Kamala Baker with any questions at kamala.baker@rsdla.net.

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OGB Announces Regional Meetings Schedule

As stated in the April 23rd edition of Human Resources News, the Office of Group Benefits will hold Annual Enrollment from May 3 through May 21 for health plans for the 2010-11 plan year, which begins July 1. OGB will also extend Annual Enrollment for flexible benefits and miscellaneous insurance products, which is already underway, through May 21. OGB will offer three health plans for all employees and retirees in the 2010-11 plan year: a PPO plan, an HMO plan, and a medical home HMO plan.

Informational meetings will be held during the month of May to inform employees of the different options available to them during annual enrollment. A list of all meeting times and locations is attached to this email. Region 1 meeting details are listed below.

OGB Region 1 Informational Meeting
Tuesday, May 18, 2010
Jefferson Parish East Bank Library
Meeting Rooms A and B
4747 W. Napoleon Ave.
Metairie, LA 70001

OGB Announces New Provider for HMO and EPO Plans

OGB's HMO plan, currently administered by Humana, will be administered by **Blue Cross and Blue Shield of Louisiana** beginning with the 2010-11 plan year. As a result, OGB's HMO members will have access to Blue Cross' national network of doctors, hospitals and other medical providers. OGB's EPO plan, currently administered by UnitedHealthCare, will be folded into the HMO plan beginning with the 2010-11 plan year. Current EPO plan members will be shifted to the HMO plan if they do not select another plan during Annual Enrollment.

Please contact Donna Dalton with any OGB-related questions at donna.dalton@rsdla.net or at ext. 20038.

LEO Tip: Ensuring Accurate Pay Checks

Check LEO on **Tuesdays** to verify that your pay stub is correct. Notifying HR of any discrepancies early in the week will ensure that they can be rectified by that Friday.

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	Debra Adams	x20020	debra.adams@rsdla.net

RSD H.R. Leadership

Executive Director of Human Resources	Executive Director of Human Capital	Director of Human Resources
Sametta Brown	Michael Galdi	Debra Adams
sametta.brown@rsdla.net	michael.galdi@rsdla.net	debra.adams@rsdla.net
x20107	x20076	x20020

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

Professional Development Calendar: May/June/July 2010

Date	Title of Session	Time	Audience	Location	Contact
5/10/10	SIP Revision PD High Schools	9am-3pm	High School SIP Teams	TBA	Evelyn DiMarco
5/11/10	SIP Revision PD Elementary Schools, B-H	9am-3pm	Elementary School SIP Teams (B-H)	TBA	Evelyn DiMarco
5/12/10	SIP Revision PD Elementary Schools, J-W	9am-3pm	Elementary School SIP Teams (J-W)	TBA	Evelyn DiMarco
5/12/10	RSD UTNO Teaching and Learning Task Force	3:30-4:30pm	Task Force Members	RSD Poland 5-A	Tammy Robicheaux
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
5/13/10	School Nurse Meeting	12:30-3pm	School Nurses	911 Harrison Ave.	Marilyn Hammett
5/13/10	Early Dismissal: School-Based PD	High Schools: 12:45pm Elem. Schools: 1:15pm	All Staff	Individual Schools	Tammy Robicheaux
5/14/10	PK-3 rd Grade Literacy Data Meeting	9am-1pm	Primary Literacy Coaches, Interventionists, Master Teachers	RSD Poland 5-A	Judy Romano
5/17/10-5/18/10	Becoming a Certified TAP Evaluator (BCTE)	8:30am-3:30pm	TAP Leadership Teams	LDOE 1201 N. 3 rd St. Baton Rouge	Janet Carroll 225-342-3376
5/24/10-5/28/10	Technology Summer Summit	8am-3pm	RSD Teachers and Paraprofessionals	Cohen HS 3520 Dryades	Kamala Baker
6/2/10-6/3/10	Becoming a Certified TAP Evaluator (BCTE)	All day	TAP Leadership Teams	LDOE 1201 N. 3 rd St. Baton Rouge	Janet Carroll 225-342-3376
6/21/10-6/23/10	TAP Summer Institute (TSI)	All day	TAP Leadership Teams	LDOE 1201 N. 3 rd St. Baton Rouge	Janet Carroll 225-342-3376
6/28/10-7/1/10	Tulane Advanced Placement Summer Institute	All day	AP Teachers	Tulane Campus	Brian Knighten apsi@tulane.edu
7/12/10-7/15/10	Tulane Pre-Advanced Placement Summer Institute	All day	Pre-AP Teachers	Tulane Campus	Brian Knighten apsi@tulane.edu

Update on Summer School Staffing

All applicants for 2010 summer school positions will be notified of their status by Friday, May 14th. The application deadline for summer school applications has been extended for certified teachers who are interested in teaching LEAP/GEE remediation over the summer. Summer programs will operate from May 24th-June 30th, 2010. Summer school hours will be 8:30am-2:30pm, Monday-Thursday. There will be no summer school classes on Fridays.

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.rsdl.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.

CALENDAR OF EVENTS

UPCOMING PAYROLL DATES

FRIDAY, MAY 7, 2010

FRIDAY, MAY 21, 2010

LAST DAY FOR STUDENTS

THURSDAY, MAY 20, 2010

LAST DAY FOR TEACHERS

FRIDAY, MAY 21, 2010 (TEACHER WORK DAY)

ANNOUNCEMENTS

- FINAL PIP PAYMENTS WILL GO OUT FRIDAY, MAY 21. CONTACT KAREN DURALL WITH ANY QUESTIONS AT KAREN.DURALL@RSDLA.NET.
- IF YOU NEED TO RENEW YOUR CERTIFICATION, PLEASE CONTACT JEAN REESE AT LEAST 30 DAYS BEFORE YOUR CERTIFICATE EXPIRES, AT JEAN.REESE@RSDLA.NET OR EXT. 20128. REMEMBER, ALL TEACHERS ARE REQUIRED TO HAVE A VALID, STANDARD TEACHING CERTIFICATE TO TEACH IN THE RSD.

Frequently Asked Questions:

What procedure should I follow if I would like to transfer to another RSD school for the 2010-11 school year?

Current RSD employees who wish to transfer to another RSD school for the 2010-11 school year are encouraged to begin the process of requesting a transfer starting May 3, 2010, by following the steps below:

1. Beginning May 3, 2010, employees eligible to transfer* are free to begin contacting principals and interviewing for approved vacancies, which will be listed on the RSD website.
2. Upon accepting an offer at another school, the employee must complete a transfer form and secure the signature of the receiving principal.
3. If the transfer occurs after June 11, 2010, the losing principal must also sign the transfer form.
4. The employee must submit the completed form to Amber Morgan in HR.
5. Amber Morgan will notify principals and employees when the requested transfer is either approved or denied.

Please see the attached documents for a detailed description of the transfer process and a copy of the transfer form.

*The transfer process is only open to school-based staff that are certificated and/or highly qualified, with the exception of school-based administrators who were active during the 2009 – 2010 school session. Individuals requesting a transfer must have received a satisfactory performance evaluation for the 2009-2010 school year and have no pending disciplinary issues.

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.