

## Cooperating Teachers Needed

The RSD is looking for teachers who are qualified to be Cooperating Teachers for student teachers entering the RSD in the spring. In order to be qualified, you must have taken the required courses and had the certification placed on your teaching certificate **or** you could fit one of the following criteria below:

- Valid Type A Louisiana certificate in the field of the supervisory assignment;
- Level 3 Louisiana certificate in the field of the supervisory assignment;
- Level 2 Louisiana certificate in the field of the supervisory assignment **and** one of the following:
  1. Successfully complete the three semester-hour course in the supervision of student teaching;
  2. Successfully complete assessor training through the Louisiana Teacher Assistance and Assessment Program;
  3. National Board Certification in the field of the supervisory assignment
- Valid Type B Louisiana certificate in the field of supervisory assignment **and** one of the following:
  1. Successfully complete the three semester-hour course in the supervision of student teaching;
  2. Successfully complete assessor training through the Louisiana Teacher Assistance and Assessment Program;
  3. National Board Certification in the field of the supervisory assignment

Please contact Daphney Young at the Recovery School District's Central Office if you fit the criteria above and you are interested in supervising a student teacher by emailing [daphney.young@rsdla.net](mailto:daphney.young@rsdla.net).

## INSIDE THIS ISSUE

- P2** Employee Guide to RSD HR
- P3** Professional Development Calendar
- P4** Announcements
- P4** Student Spotlight
- P4** Staffing Updates



## TeachNOLA Seeking Teaching Fellows

The teachNOLA Teaching Fellows application is now available! teachNOLA is always looking for referrals - if there are paraprofessionals, substitutes or other individuals in your network that are seeking certification and want to broaden their impact on student achievement, please encourage them to apply. Applications are available at [www.teachnola.org](http://www.teachnola.org)

## Earn a Master's Degree for \$4,950

American College of Education is offering educators online master's degrees for \$4,950. The deadline for enrollment before tuition increases is December 7<sup>th</sup>. Tuition rates will increase to \$6,950 in January of 2010.

The American College of Education offers the following degrees:

- M.Ed. Educational Leadership
- M.Ed. Curriculum and Instruction
- M.Ed. Educational Technology (Starting January 2010)
- M.Ed. C&I with ESL Specialization
- M.Ed. C&I with Bilingual Specialization

No GRE required. American College of Education is accredited by The Higher Learning Commission and is a member of the North Central Association. 312.263.7462-  
[www.ncahlc.org](http://www.ncahlc.org). For more information on the American College of Education and their programs, visit [www.ace.edu](http://www.ace.edu).

## Praxis/Tuition Reimbursement Available

If you have taken the Praxis exam or coursework in order to meet Highly Qualified requirements, the RSD may be able to reimburse you for those expenses! Contact Amber Morgan at [amber.morgan2@rsdla.net](mailto:amber.morgan2@rsdla.net) if you have questions.

## **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](mailto:molly.horstman@rsdla.net) with any further questions.

<b>Issue</b>	<b>Contact</b>	<b>Phone Extension*</b>	<b>Email</b>
<b>Benefits Enrollment</b>	Donna Dalton	x20038	<a href="mailto:donna.dalton@rsdla.net">donna.dalton@rsdla.net</a>
<b>Certification / NCLB “Highly Qualified” Info</b>	Amber Morgan	x20053	<a href="mailto:amber.morgan@rsdla.net">amber.morgan@rsdla.net</a>
	Jean Reese	x20128	<a href="mailto:jean.reese@rsdla.net">jean.reese@rsdla.net</a>
<b>Client Services</b>	Donna Dalton	x20038	<a href="mailto:donna.dalton@rsdla.net">donna.dalton@rsdla.net</a>
	Karen Durall	x20055	<a href="mailto:karen.durall@rsdla.net">karen.durall@rsdla.net</a>
	Paul House	x20180	<a href="mailto:paul.house@rsdla.net">paul.house@rsdla.net</a>
	Ashley Johnson	x20083	<a href="mailto:ashley.johnson@rsdla.net">ashley.johnson@rsdla.net</a>
<b>Complaints / Grievances / Investigations</b>	David Braud	x20120	<a href="mailto:david.braud@rsdla.net">david.braud@rsdla.net</a>
	Barbara Sharp	x20116	<a href="mailto:barbara.sharp@rsdla.net">barbara.sharp@rsdla.net</a>
<b>Drug Tests / Background Checks</b>	Barbara Sharp	x20116	<a href="mailto:barbara.sharp@rsdla.net">barbara.sharp@rsdla.net</a>
<b>HR-Related Federal Grant Programs</b>	Amber Morgan	x20053	<a href="mailto:amber.morgan@rsdla.net">amber.morgan@rsdla.net</a>
<b>Hiring</b>	Michael Galdi	x20076	<a href="mailto:michael.galdi@rsdla.net">michael.galdi@rsdla.net</a>
	Cay Kimbrell	x22140	<a href="mailto:cay.kimbrell@rsdla.net">cay.kimbrell@rsdla.net</a>
	Gabrielle Misfeldt	x20033	<a href="mailto:gabrielle.misfeldt@rsdla.net">gabrielle.misfeldt@rsdla.net</a>
<b>Hiring Paperwork</b>	Shirley Guy	x20156	<a href="mailto:shirley.guy@rsdla.net">shirley.guy@rsdla.net</a>
<b>Intern Program</b>	Daphney Young	x20005	<a href="mailto:daphney.young@rsdla.net">daphney.young@rsdla.net</a>
<b>Payroll / Time &amp; Attendance</b>	Karen Durall	x20055	<a href="mailto:karen.durall@rsdla.net">karen.durall@rsdla.net</a>
	Ashley Johnson	x20083	<a href="mailto:ashley.johnson@rsdla.net">ashley.johnson@rsdla.net</a>
<b>Performance Appraisal</b>	Amber Morgan	x20053	<a href="mailto:amber.morgan@rsdla.net">amber.morgan@rsdla.net</a>
	Jean Reese	x20153	<a href="mailto:jean.reese@rsdla.net">jean.reese@rsdla.net</a>
<b>Recruitment: New Orleans</b>	Michael Galdi	x20076	<a href="mailto:michael.galdi@rsdla.net">michael.galdi@rsdla.net</a>
	Daphney Young	x20005	<a href="mailto:daphney.young@rsdla.net">daphney.young@rsdla.net</a>
<b>Recruitment: Statewide</b>	Michael Galdi	x20076	<a href="mailto:michael.galdi@rsdla.net">michael.galdi@rsdla.net</a>
	Tavie Clay-Dowling	x20110	<a href="mailto:tavie.clay-dowling@rsdla.net">tavie.clay-dowling@rsdla.net</a>
<b>Retirement: Benefits</b>	Zivah Bauman	x20144	<a href="mailto:zivah.bauman@rsdla.net">zivah.bauman@rsdla.net</a>
<b>Retirement: Refunds</b>	Donna Dalton	x20038	<a href="mailto:donna.dalton@rsdla.net">donna.dalton@rsdla.net</a>
	Zivah Bauman	x20144	<a href="mailto:zivah.bauman@rsdla.net">zivah.bauman@rsdla.net</a>
<b>Special Leaves / Workers’ Comp.</b>	Sherry Pagano	x20104	<a href="mailto:sherry.pagano@rsdla.net">sherry.pagano@rsdla.net</a>
<b>Stipend Payments</b>	Karen Durall	x20055	<a href="mailto:karen.durall@rsdla.net">karen.durall@rsdla.net</a>
<b>Student-Teacher Program</b>	Daphney Young	x20005	<a href="mailto:daphney.young@rsdla.net">daphney.young@rsdla.net</a>
<b>Unemployment</b>	Barbara Sharp	x20116	<a href="mailto:barbara.sharp@rsdla.net">barbara.sharp@rsdla.net</a>
<b>Urgent / Unresolved Issues</b>	Elizabeth Shaw	x20151	<a href="mailto:elizabeth.shaw@rsdla.net">elizabeth.shaw@rsdla.net</a>

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

# Professional Development Calendar

## November 2009

Date	Title of Session	Time	Audience	Contact	Location
11/20/2009	PD 360 Training - School Improvement Network	3 hour session one am and one pm to be assigned by school	Administrator and Master Teacher	Tammy Robicheaux	RSD Poland 5F
11/30/2009	TAP Training Day Two	8:30 a.m.-3:30 p.m.	Central Office Staff	Evelyn DiMarco	Cohen
11/30/2009	Day3Dyslexia Screening Specialist and Related Disorders Training-RESC-I	8 a.m.-3:30 p.m.	Teachers	Coursewhere	RESC 1 4000 Bienville St,

## December 2009

Date	Title of Session	Time	Audience	Contact	Location
12/1/2009	TAP Training Day Three	8:30 a.m.-3:30 p.m.	Central Office Staff	Evelyn DiMarco	Cohen
12/1/2009	Assistant Principal Training - SLC	9 a.m.-4 p.m.	Assistant Principals	Evelyn DiMarco	TBA
12/2/2009	TAP and K-8 Principal's Meeting	2-4 p.m. and 4-6 p.m.	TAP and K-8 Principals	Gay Atai	Banneker
12/2/2009	Inclusion Conference LDOE	8 a.m.-4:30 p.m.	Professionals and Family Members	Margaret Land	Boggs Conference Center UNO
12/3/2009	Assistant Principal Training - SLC	9 a.m.-4 p.m.	Assistant Principals	Evelyn DiMarco	TBA
12/3/2009	RSD/UTNO Teaching and Learning Task Force	3:30-4:30 p.m.	Task Force Members	Tammy Robicheaux	RSD Poland 5F
12/4/2009	PD-RSD/UTNO Questioning and Feedback	9 a.m.- 12 p.m.	GradeChairs,M.Teachers,CO Staff	Evelyn DiMarco	RSD Poland 5F
12/5/2009	RSD Principals' SLC-LI -2	9 a.m.-1p.m.	P and Leadership Team	Evelyn DiMarco	
12/7/2009	Day1Dyslexia Screening Specialist and Related Disorders Training-RESC-I	full day	Teachers	Coursewhere	
12/10/2009	Early Dismissal School Based PD	12:45HS1:15ES	All Staff	Tammy Robicheaux	Individual Schools
12/10/2009	Epic Learning	a.m. 2 hour session time TBA	HSCounselor,Administrator,and M.Teach	Kamala Baker	RSD Poland 5F
12/10/2009	Essentials of a Good Reading Program Non-ELFA Schools	full day	3rd grade teacher non ELFA	Coursewhere	
8-11-Dec-09	Crisis Prevention Intervention Training	9 a.m.-4:30 p.m.	Selected C.Office and Sbased staff	Todd Larche	TBA
12/12/2009	Intern PD Series - Classroom Management	10 a.m.-12:30p.m.	RSD Interns	Daphne Young	Cohen
12/15/2009	On-Line Asment Tools EAGLE, PASS, Newton's Classroom	2 sessions am/pm	Teachers grades 3-11	Coursewhere	

## CALENDAR OF EVENTS

### NEXT PAYROLL DATE

FRIDAY, NOVEMBER 20, 2009

### THANKSGIVING HOLIDAY (SCHOOLS)

NOVEMBER 23-27, 2009

### RSD CENTRAL OFFICE CLOSED FOR HOLIDAY

NOVEMBER 25-27, 2009



#### STUDENT SPOTLIGHT:

GREATER GENTILLY'S OWN TROY SIMON HAS BEEN SELECTED AS ONE OF TEN FINALISTS FOR THE DEPT OF EDUCATION'S NATIONWIDE "I AM WHAT I LEARN" CONTEST. VIEW HIS VIDEO AND VOTE FOR HIM BY CLICKING THE **GREEN** THUMBS UP AT <http://www.ed.gov/iamwhatilearn/index.html>

## ANNOUNCEMENTS

- PLEASE CONTACT JEAN REESE AT [JEAN.REESE@RSDLA.NET](mailto:JEAN.REESE@RSDLA.NET) OR EXT. 20128 TO RENEW OR APPLY FOR CERTIFICATION.
- WE WILL BE OFFERING THE PARA PRO EXAM SOON. SEE THE HR NEWSLETTER FOR UPDATES.
- PIP PAYMENTS WENT OUT WITH THE 11/6 PAYCHECK. IF YOU DID NOT RECEIVE YOUR PIP PAYMENT, PLEASE CONTACT KAREN DURALL AT [KAREN.DURALL@RSDLA.NET](mailto:KAREN.DURALL@RSDLA.NET).
- TEACHNOLA IS LOOKING FOR PART-TIME SELECTORS FOR THE 2009-2010 RECRUITMENT SEASON. PLEASE VISIT [WWW.TEACHNOLA.ORG](http://WWW.TEACHNOLA.ORG) FOR MORE INFO.
- HR IS EXCITED TO ANNOUNCE TWO NEW LEADERS OF OUR TEAM: **SAMETTA BROWN**, AS EXECUTIVE DIRECTOR OF HUMAN RESOURCES, AND **MICHAEL GALDI**, AS EXECUTIVE DIRECTOR OF HUMAN CAPITAL. **ELIZABETH SHAW** WILL CONTINUE TO PROVIDE SUPPORT TO THE

### UPDATE ON STAFF REBALANCING

Due to changes in student enrollment since the beginning of the year, the RSD has identified a need to rebalance staff in various schools throughout the district. As a result, some positions have been eliminated at schools where staff overages were identified. Employees in these positions were notified on Thursday, Nov. 19<sup>th</sup>, and will now have the opportunity to interview with principals in order to fill vacancies at other RSD schools. HR will be holding a hiring fair for affected employees and principals with approved vacancies on Tuesday, Dec. 1<sup>st</sup>, from 4:30-7:00pm at Schaumburg Elementary. The HR staff is working to make the rebalancing process as smooth as possible for all employees. Please contact us with any questions or concerns regarding staff rebalancing at 504-373-6200 ext. 20156 or at [hr@rsdla.net](mailto:hr@rsdla.net).

### SPECIAL ANNOUNCEMENT FOR NEWLY HIRED TEACHERS

**Help Shape Your School and Be Entered for a Chance to Win \$50!**

Teachers, if you are new to your school building, please complete the short online survey that was sent to your RSD email last week. Your thoughts about the RSD's hiring and induction process are invaluable as we continue to improve our services and help better support you and your peers.

Plus, if you submit your survey by Tuesday, November 24<sup>th</sup>, you can be entered into a drawing to win one of five \$50 online gift certificates to Amazon.com!

We thank you in advance for your time and feedback, and we look forward to receiving your completed survey by November 24<sup>th</sup>!

### 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](mailto: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](mailto:MOLLY.HORSTMAN@RSDLA.NET).