

Workload Relief

Form should be submitted on-line by September 15, 2008, to Community Superintendent's Office.

Please contact your Community Superintendent if you cannot meet this deadline.

Please know you are at risk of losing the dollars if no plan is submitted.

The District and JCEA jointly agreed to each school receiving \$10,000 to be used for workload reductions during the 2008/2009 school year. Principals, as a part of the Leadership Advisory Team (LAT), are expected to work toward consensus. Consensus is defined as individuals may not agree with the plan, but they will support it. Consensus is the goal but does not need to be 100%.

Workload relief already provided in Article 9 includes 225 minutes of plan time each week, a 40-hour work week, a 187-day contract year, and a 30-minute duty free lunch.

Once the plan has been created, information will be entered on-line on a form that will be developed by the start of the school year. This will allow us to collect the ideas and later to assess the effectiveness of the dollars spent and the workload relief plans. We will also do periodic surveys of the staff to see if workload is being positively impacted by the infusion of funds.

Rather than being prescriptive in its use, schools can decide to use the money as creatively as they wish. Following are some ideas to get you started. Please remember to include your special education teachers and licensed support teams in the process.

Non-financial ideas:

- Review structure, purpose, and goals of meetings and committees – Keep, change, drop, reduce if possible.
- Ensure full utilization of staff so that responsibilities are more equitably distributed.
- Schedule additional individual planning time minutes.
- Review use and timing and frequency of student progress reports.
- Use automated parent notification system for attendance and grades.
- Schedule collaborative planning time outside of individual plan time
- Other: _____
- Other: _____

Financial ideas (some of these might be partially funded with existing school resources):

- Increased use of paraprofessional time to support:
 - Testing windows and data input
 - Data analysis by teachers
 - Bus supervision and other non-teaching duties
- Use of substitutes to provide release time for teachers to collaborate, plan, review test data, do data analysis, etc.
- Additional teacher pay @ 20.00 an hour
- Additional late start/early dismissal days. (Might not have a financial impact, unless need to pay for bus support. Ensure community buy-in with calendar.) Needs to be approved by areas and the individual community superintendents and transportation.
- Additional technology support; i.e. additional tech support person, software and/or hardware, training that impacts workload.
- Staff development activities.
- I²(a) items: Instructional Coaches and others to help with data analysis and support teachers with strategies
- Other: _____
- Other: _____
- Other: _____

Expected Process:

1. LAT or committee of the whole to generate ideas, getting input from others and additional information as necessary.
2. Full staff reviews with goal of substantial consensus.
3. Administrator enters information on-line in form to be developed by the start of the school year.

School: _____

Date: _____

LAT Team Members:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

If your LAT is a committee of the whole, then the Principal and the Association Representative (AR) will electronically sign off together on the plan.

Principal and AR signatures:

Principal

Association Representative