



# ASAR NEWS

Fall 2015 | Nulla facilisi | Lorem vitae elit

## President's Corner

*This newsletter is intended to provide you with some non-digital reference reading. Many times hard copy is just a more effective way to communicate. 10 years ago email was unique and novel enough to be intriguing, it's not anymore.*

*This year will be a dramatic year for change, especially leadership change. It is a year of opportunity for us to insert ourselves in educating new leadership and involve ourselves in promoting the good work we do and the support that we need to excel.*

*We have established some structural changes within the Executive Council in order to facilitate communication with new leadership and established leadership at CO. Please know who your representative(s) are on Executive Council and attend their regular meetings in order to keep apprised and relay concerns that you feel need to be addressed.*

*As you are well aware, our contract remains unsettled and although we have been at the table with the District, a bit more time is likely to yield a more reasonable response from the District's negotiating team.*

*I wish you all the best this year, and I encourage you to take care of yourselves, your family and your professional relationships. We all have struggles, keeping that in mind is a centering and humbling state of mind. -Tim*

## Health Care

The cost to provide healthcare services is always changing. Throughout the year, the District, in consultation with the Lawley Benefits Group and representatives from each bargaining unit (hereafter referred to as the Labor Management Health Insurance Committee), reviews the District's current health care costs. Lawley representatives provide trend information for the District's Health Care costs and comparative data from the Rochester area. This active management of health care costs has lead us to change from a multi-provider model to a single provider model (in 2010) and the latest change, which was to move to a "self-insured" model (in 2013). Each of these changes helped to minimize the health care cost increase for the District, ASAR members and all District employees.

Generally, each summer we have discussions about the various health care offerings and the associated costs of each for the upcoming year. In order to be ready for the annual open enrollment period, which generally occurs in November, the rates, including the employee contribution, need to be determined by the beginning of October. At this time, the projection is that the rate increase for the health care premiums for 2016 will be under 3% for our active



employees.

While this represents a modest increase, and is certainly less than in recent years, we continue to discuss other opportunities to reduce the overall cost of health care now and in the long term. Several ideas that have been discussed, include the following:

### From the Wellness Committee...

The RCSD Wellness Committee is beginning to roll out their plans for this upcoming school year. ASAR is well represented on this committee by Carlos Cotto, Chuck Goodykoontz and Suzanne Wheatcraft. The committee is continually recruiting Wellness Leaders from each school. If you are building-based you should be seeing information concerning committee activities being shared by these individuals. New this fall will be the opportunity for buildings to apply for small grants to fund wellness activities. We're also planning the on-line Nutrisum Weight Loss Program again (over the holidays....of course 😊), an employee Wellness Fair in November, as well as a preventative health program (any suggestions?) and a fitness program (again, we're open to suggestions on what this could be) in the new year. The Committee is always looking for employee feedback so don't hesitate to email one of the ASAR reps or Debbie Berardi with your feedback on our past or proposed programs.

- Change to Healthy Rewards. Our overall participation rate is about 3x% (actual % being verified) and the cost of the program is about \$1.0M annually. Are there better ways that we could use this \$1.0M to reach additional employees about the benefits of a healthy lifestyle?
- Changing the base plan from the Blue EPO Enhanced Plan to the Blue EPO Core Plan. The resultant cost savings to the District would be shared with District employees and their families through a confidential health screening and a Health Reimbursement Account contribution for those employees and their family members who participate in the confidential health screening. Participation in the Blue EPO Enhanced Plan would require an additional employee contribution. More on the differences between the Enhanced and Core Plans in the future.
- Prescription Drug plan changes, including the requirement that maintenance drugs be purchased through a mail order provider and an incentive for selecting generic alternatives to the brand name drugs (as they are available).

While these topics have been discussed, please note that there have been no formal proposals from the District regarding any of these potential changes for the Labor units, including ASAR, to consider.

Lastly, as part of the self-insurance initiative started in 2013, the rate stabilization reserve is fully funded. In the event that we have a year in which our health care costs significantly exceed the premiums collected, the rate stabilization reserve would help to cover this shortfall and therefore offset a potentially significant premium rate increase in the following year. On an annual basis, premiums collected in excess of the total medical costs are used to offset the following year's rate increase.

Your ASAR representatives on the Labor Management Health Insurance Committee are Tim Cliby, Chuck Goodykoontz, John Rowe & Tim Wagner. Feel free to contact any of them with your questions or thoughts regarding our health care coverage options.

## CIAS - Mentoring

It has been said that, “the most effective leadership is by example, not edict.” (John C. Maxwell). Every day in the Rochester City School District, school level and central office administrators make critical decisions that impact staff, students and parents alike. In addition, our District faces the impending eligibility to retire of nearly one-half of all administrators in the next three to five years. The challenge then is twofold: to provide guidance and support to new administrators and to recruit outstanding candidates for future administrative openings.



The CIA/S Panel is privileged to provide that support and guidance through the Mentor/Intervention Specialist program. The Panel has high expectations for those staff selected as Mentors/Intervention Specialists because they will increase the opportunity for success by students and colleagues by exhibiting, teaching and inspiring excellence in the profession.

Following a rigorous selection process, Mentors/Intervention Specialists will be provided monthly inservice(s)/professional development about the District’s Professional Expectations as well as the mentoring process. They are then matched with intern administrators for one year. Throughout that year, they are expected to observe and conference with their interns. In addition, they submit biennial intern status reports and one final status report to the CIA/S Panel. Mentors provide support both with advice and by example.

The CIA/S Panel consists of members from ASAR and Central Office. CIA/S members for the 2015 – 2016 are as follows:

Laurel Avery-DeToy	Keith Babuszcak
Adele Bovard	Beverly Burrell-Moore
Tim Cliby	Ray Giamartino
Linus Guillory	Harry Kennedy
Christiana Otuwa	Brenda Pacheco
John Rowe	Amy Schiavi

### Evaluation

If administrators are to fulfill their responsibility for meeting the educational and developmental needs of students, they face a number of challenges. They must lead as well as manage and they must initiate action and respond to problems. These challenges are complex

## Twitter Update



September 2015

handle: asarrochester

Tweets to date: 25

Followers: 9

*(including SAANYS, individual ASAR members and a local news person)*

### **Following: 11**

*(including Tim Cliby, SAANYS, NYSCOSS, individual RCSD Board members, City of Rochester and local news organizations)*

*Tweets are messages of 140 characters or less that we can post to Twitter to share educational news and accomplishments of ASAR members with the world. Current tweets address the topics of Charter Schools; Primary endorsements and views of Rochester School Board candidates; Common Core; First day of School and more.*

*Please send tweet suggestions to Bettyjean Callon ([Bettyjean.Callon@rcsdk12.org](mailto:Bettyjean.Callon@rcsdk12.org)) or one of the ASAR officers. Follow us on Twitter at [www.twitter.com/asarrochester](http://www.twitter.com/asarrochester)*

and include such diverse activities as implementing new state or federal legislation, leading educational reform, and helping to resolve explosive family conflicts.

Some notable changes related to the evaluation process for the 2015-2016 school year:

- Non-tenured administrators who were appointed prior to July 1<sup>st</sup>, 2015, serve a three year probationary period. Those appointed after June 30<sup>th</sup>, 2015 serve a four year probationary period.
- In order for **principals** to be granted tenure, he or she shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years and if the building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.
- All evaluation documentation (Forms 1 – 4) will be completed in ePerformance.
- Every certificated administrator will complete and enter the Goals, Measurable Objectives, Evaluation Criteria into ePerformance by the **first Friday in November**.
- The direct supervisor may request a meeting to discuss goals entered with the administrator by the **third Friday in November**.
- School Chiefs will conduct mid-year observations of all Principals from **January 1<sup>st</sup>–March 15<sup>th</sup>**
- The administrator should complete the Self-Evaluation located in ePerformance by the **second Friday in July**.
- The administrator will discuss his / her Manager Evaluation Form #4 with their direct supervisor by the **first Friday in August**.

Together, the Professional Expectations and the levels of performance underscore our most important task -- the improvement of student performance.

# Negotiation Update

Members of your ASAR negotiations team have been diligently working with members of the district to “hammer” out a new contract. I say “hammer” because this is what it feels like we are being hit with every time we meet with the district. That being said, ASAR exchanged another proposal with the District during our August 4<sup>th</sup> contract negotiations. Some of the outstanding issues that continue to plague negotiations are:

1. The maximum number of days members can cash in,
2. Retroactive pay,
3. Appropriate salary increases,
4. Summer school language
5. Congruency regarding vacations for Civil Service and Certified

### *ASAR OFFICERS*

President: Timothy L. Cliby, Ed.D.

First Vice President: Vicki Ramos, Ed.D.

Second Vice President: Rebecca Boyle

Secretary: Bettyjean Callon

Treasurer: Jeff Rogers

Executive Director: Tim Wagner

Executive Director of Teaching & Learning;  
Full Time Release: John Rowe

ASAR Office-262-2130

As of today, we have not gotten a response back from the District with regards to our last proposal. Our next scheduled session is slated for September 28<sup>th</sup>. If you have questions or concerns, please feel free to reach out to any one of the following ASAR negotiations team members: Larry Ellison (233-5027), Chuck Goodykoontz(739-0122), Brenda Pacheco (766-9095), John Rowe (469-0732) and Tim Wagner (406-3348).

## PROFESSIONAL DEVELOPMENT AND TRAVEL FUNDS

ASAR receives \$800 per member annually for professional development and travel associated with professional development. These funds are used to support ASAR members in a number of ways including but not limited to district-wide professional development, collegial circles, support for individual councils, grief team support and individual attendance at conferences and workshops.

Each year we provide a budget for individuals to attend conferences and workshops. Any member who is appointed by the first week in October has access to \$800 (the individual allocation) as well as an additional



\$1,600 by getting other colleges to transfer their unused funds to you for an individual maximum of \$2,400. If a member was appointed after the First Wednesday in October, they only have access to the individual \$800 allocation. This is because we do not receive funds for any member appointed to an ASAR position after B.E.D.S. Day.

### ACCESSING FUNDS:

1. Fill a Request for Absence form and forward to your immediate supervisor at least thirty days prior to the absence.
2. Email Tim Wagner ([tim.wagner@rcsdk12.org](mailto:tim.wagner@rcsdk12.org)) and you will be sent an electronic Request for Advance Form. All of the information on the form needs to be completely filled out, showing the destination and estimated expenses for the entire trip. If an advance is requested, the form needs to be received at least ten days before the planned trip. (The form is also available on the ASAR website [www.asarrochester.com](http://www.asarrochester.com) )
3. Please note that it takes 5 business days for a check to arrive in your home mail after it is processed.

### HELPFUL INFORMATION:

ASAR follows the District's guidelines for use of travel funds as well as and reporting procedures. However, District forms should not be used for either advances or expense reporting. Please use ASAR forms found on the website or email [tim.wagner@rcsdk12.org](mailto:tim.wagner@rcsdk12.org).

Here are some important tips to remember about the use of ASAR Travel funds for conferences:

1. Members should book their own flights. You may use a credit card for payment and be reimbursed through an advance, if timelines are followed.
2. The mileage reimbursement rate this year (by federal standards) is 57.5 cents per mile. Mileage is only applicable when you are driving and using your personal vehicle.
3. Original receipts must be provided for all lodging, airline, train, bus, car rental, tolls, parking, taxi fares, and registration fees. A receipt shows that you have **paid** for the item. A confirmation of registration, flight or hotel is not a receipt unless it shows "payment made".
4. Reimbursement will not be allowed for:
  - meals included in the cost of the conference
  - alcoholic beverages or entertainment
  - tobacco or tobacco products

parking fines or speeding tickets  
printed and professional materials not needed specifically to attend the  
conference

- 5. At this time we are **not** tax exempt.
- 6. Meal reimbursements are now done on the NO RECEIPT plan. (see below)

**REIMBURSEMENT RATES:**

**WITHOUT RECEIPTS: (Start of travel)**

Breakfast allowance:	\$7	(if travel begins prior to 8:00 am)
Lunch allowance:	\$11	(if travel begins before 2:00 pm)
Dinner allowance:	\$23	(if travel begins prior to 6:00 pm)

**WITHOUT RECEIPTS: (End of travel)**

Travel ends before 8:00 am	NO REIMBURSEMENT
Travel ends before 2:00 pm	\$7 Breakfast reimbursement
Travel ends before 6:00 pm	\$18 Breakfast & \$8 Lunch reimbursement
Travel ends after 6:00 pm	\$41

***\*Expense Reports (including original receipts) are due ten days after completing the travel.***

For those of you who have outstanding expense reports due, please forward your receipts to me and I will be happy to complete your expense report.

NOTE: If you have an outstanding expense report due, you do not have access to this year's funds until your previous advance is reconciled.

Please email me with any questions you may have! [Tim Wagner](#)

**EDUCATIONAL FACILITIES DEPARTMENT AT ITS BEST...**

While the majority of district staff was slowing down during the summer months and enjoying well-deserved time with their families, members of the Educational Facilities Department were aggressively engaging in tackling the major task of getting schools ready for the next school year. One of the biggest tasks they face involves moving entire programs to a new location. Coordinating the precise time when these moves will occur becomes challenging due to a limited workforce and delayed decisions from administration. Other things that make coordinating these moves a complex task include buildings undergoing construction or having a summer school programs. This year Facilities faced the challenge of emptying out two school facilities that were permanently closed: the

building housing School 22 and School 36. Intense work was done to leave the buildings in top condition before they were turned over to the City of Rochester. Furnishings, equipment and all staff contents from School 22 were relocated to the Franklin Campus, while furnishings from School 36 were re-purposed, sold to Charter schools or recycled, if not salvageable.

The Facilities Department relocated the following programs:

SCHOOL/PROGRAM	FORMER LOCATION	NEW LOCATION
School 22	Zimbrich St.	Franklin Campus
School 15	Monroe Ave.	Upper Falls Blvd.
All City	Marshall	Martin St.
Monroe *	Monroe Ave.	Marshall Campus
LyncX	Marshall	Hart St.
NorthSTAR	Marshall	Hart St.
New Beginnings	Blessed Sacrament	Martin St.
Specialized Services	Martin St.	Central Office
Specialized Services	Martin St.	Upper Falls Blvd.
Specialized Services	Martin St.	Charlotte Campus

\* Monroe was relocated by the Facilities Modernization Program (FMP) group.

staff requested internal relocation of and/or reconfiguration of classroom space, such as: East, Edison, Vanguard, and the Professional Learning Office. The Watertower, Youth & Justice and Homeless programs were also realigned to provide improved academic services aligned with other existing programs housed at Martin St. Joe Griffin, Tim Lockwood and their movers deserve a big **thank you** for coordinating and making all of these moves possible!

Matt Seeger and the Plant Maintenance crew coordinated efforts to paint many classrooms, hallways and offices prior to these programs moving in and also throughout the District. Bathroom stalls, toilets and gym floors were repaired, classrooms and offices were re-carpeted, and new signs were ordered and installed at multiple sites. Six hydrating stations were installed at Douglass Campus.

Throughout the year Tom Keysa, Director of Facilities, and Eric Hansen, Project Architect, meet with Central Office departments to identify buildings that will be suitable and available to hold summer school programs according to their needs and size. The Plant Operations Department provides staffing support to the summer school programs and to those schools undergoing capital improvement construction projects.



The Design Group oversaw 21 capital improvement projects at the following sites: Schools 2, 4, 29, 39, 43, 52, 54, 57, Charlotte, Douglass, East, Franklin, Jefferson, Marshall, SOTA, Wilson Commencement, Wilson Foundation, Central Office, Service Center and Security Upgrades Districtwide. School construction inspectors were constantly visiting these sites to assess the progress on the projects and to ensure contractors were keeping up with the scope of the projects and set deadlines.



While all of this summer work was underway, the Facilities Department was also hard at work planning for next year's projects, working with consultants hired to plan next year's capital improvement projects, working on the master plan for the Facilities Modernization Program, filling custodial staffing and training them for the new school year and engaging in ongoing maintenance efforts. In other words, the Facilities Department's work never stops!