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Stop. Think. Call CEA.

When your administrator pressures you to quickly provide a written or verbal statement about an incident that you witnessed or were involved in, stop, think and call CEA. Do not be insubordinate, but do let your administrator know that you have the right to representation before making any statements.

A number of our members have needlessly incriminated themselves because of statements they provided to their administrators.

If you get called into a meeting with your principal or supervisor for an unspecified reason, it is your right under the law (NLRB v. Weingarten) to:

Ask the principal or supervisor to clarify the reason for the meeting. Don't refuse to attend, but ask why.

- Get representation. If the meeting becomes disciplinary in nature, you are entitled to call CEA, even if your principal says you shouldn't or can't.
- Set the meeting at a time when your representative can attend. The administrator is obligated to do so.
- Take up to five school days to schedule the meeting to make sure your representative can be there.
- You have the right to the representative of your choice, not your principal's choice. You can be represented by your FR or by a staff member from the CEA office. FRs do not have to participate in hearings if they don't feel comfortable doing this kind of work.

CEA suggests representation any time the purpose of the meeting is for one of the following situations:

- Any type of disciplinary action
- Investigation meeting
- Reprimand
- Infraction of a work rule or board policy
- Questions concerning request or use of sick or personal leave

- Allegations of abuse
- Parental, student or community complaint

For more information about professional behavior, read Article 404 of the *CEA Master Agreement*.

Health and Safety During Remote Learning

During the remote learning period, the current MOU provides the following Health and Safety Provisions:

At any workspace to which a CEA bargaining unit member reports within the District, the Board shall ensure that safety protocols are in place which comply with all orders issued by federal, state, and local governments and agencies in response to the COVID-19 crisis consistent with law. To provide a safe workplace, the BOARD shall:

- i. Ensure that designated workspaces are provided for each CEA bargaining unit member and are at least 6 feet or more of distance from any other workspace. The BOARD's intention is to provide classroom space to CEA bargaining unit members, and the Board will provide environments that are conducive to effective instruction and that comply with Ohio Department of Health and Columbus Public Health orders consistent with law.
- ii. Require all employees wear facemasks in common areas consistent with Ohio Department of Health and Columbus Public Health orders. A cloth mask will be provided to each employee if requested. Employees will be responsible for laundering masks.
- iii. Regularly disinfect workspaces consistent with Centers for Disease Control (CDC) COVID-19 guidelines.
- iv. Provide hand sanitizer and other appropriate cleaning supplies at each workspace.
- v. Provide access to staff-only restrooms equipped with running water, soap, and paper towels.
- vi. Provide training to CEA bargaining unit members on CCS safety & compliance procedures.
- vii. Common areas will have designated limited occupancy consistent with Ohio Department of Health and Columbus Public Health orders consistent with law.
- viii. Require all employees to sign in when entering the worksite.
- ix. Work in cooperation with Columbus Public Health when an employee tests positive for COVID-19 at a worksite so that Columbus Public Health may send out proper notification to employees who have potentially been exposed.

Health and Safety Issues and How To Address Them

Your Union bargained language in the *2019–2022 CEA Master Agreement* to address Health and Safety issues at our bargaining unit members' work locations. If you believe that you have a health and safety complaint it is incumbent upon you or your school/unit SFR or FR to initiate the process. The current Remote Learning MOU has shortened the response timeline for this process. Below is the procedure with the current timelines.

- A. An employee or Association representative shall file in writing a health and safety complaint with the immediate supervisor or principal within two (2) work days of the occurrence of the alleged violation.
- B. If the immediate supervisor or principal does not respond in writing to the alleged violation to the satisfaction of the employee/Association within three (3) work days, the employee or the Association may appeal the complaint to the Director of Buildings and Grounds by filing a written appeal with the director within three (3) work days of the immediate supervisor/principal's response or due date to respond. The director or designee shall respond in writing to the complaint within three (3) work days of submission of the appeal. If the corrective action is identified in the response, then the response shall include a planned date of project completion.
- C. After receiving the response from the Director of Buildings and Grounds, a bargaining unit member who is dissatisfied with the disposition of the Health and Safety complaint may file a complaint with the Ohio Bureau of Workers Compensation Public Employees Risk Reduction Program (PERRP) using Form SH-6.

Grievance Update

Your Association works hard to protect your rights and maintain the integrity of the negotiated contract. While we advise bargaining unit members to work out problems at the building level first, we know this isn't always possible. We will regularly inform you of the grievances on which CEA is working.

Building/Unit/Administrator	Statement of Grievance	Relief Requested	Disposition
South HS Edmund Baker	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of South HS, Edmund Baker, failed to adjust classroom numbers so that the class sizes/student load for teacher(s) at South HS meet contractual requirements.	That the principal immediately adjust numbers to make all classes and student loads for teacher(s) in the building compliant with the numbers required in the contract; and that no reprisals be taken against any member of the bargaining unit because of the filing of this grievance and that NO reprisals be taken against the grievant because of filing of this grievance.	Arbitrator selected. Arbitration hearing date pending.
CCS Administration	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Board failed to provide the sufficient number of elementary physical education teacher(s) at Berwick K-8 to ensure physical education once per week in grades K-5 for 45 minutes.	That the Board provide a sufficient number of elementary physical education teacher(s) at Berwick K-8 to ensure physical education once per week in grades K-5 for 45 minutes and that NO REPRI-SALS be taken against the grievant or any other bargaining unit member due to the filing of this grievance.	Step II Hearing pending.
East Columbus ES Jamie Spreen	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of East Columbus ES, Jamie Spreen, failed to provide appropriate administrative support to the grievants in the discipline of their students.	That the grievants shall be made whole in every way, including, but not limited to the following; that principal provide appropriate administrative support to the affected bargaining unit members and that NO REPRI-SALS be taken against the grievants or any other bargaining unit member due to the filing of this grievance.	Step I Hearing pending.

Requesting an Absentee Ballot

Due to the COVID-19 Pandemic, many Ohioans will choose to vote via absentee ballot instead of in-person voting. In order to vote by absentee ballot, voters must request a ballot no later than Oct. 31 at 12 p.m. Voters can obtain an absentee ballot in several ways:

- 1) Go online and print your own absentee ballot request form at <https://www.ohiosos.gov/elections/voters/absentee-ballot/>.
- 2) Fill out the required information on a sheet of paper listed at <https://www.ohiosos.gov/elections/voters/absentee-voting/>.
- 3) Call your local board of elections and ask them to send you an absentee ballot request form.
- 4) If you are already registered to vote, you may have already received an absentee ballot request form in the mail from the Ohio Secretary of State's Office. Please note that regardless of the method you choose, you will still be required to fill out the request and send it to your local board of elections. Once the board has received your request, they will mail you back a ballot. You can track the status of your ballot application by going to <https://www.ohiosos.gov/elections/voters/toolkit/ballot-tracking/>.

Voting by Mail

Your ballot must be postmarked on or before Nov. 2, the day before the election. You must attach your own postage in order for it to be mailed. Due to concerns about potential mail delays, it is advisable that you mail your absentee ballot back as soon as you receive it. You may also drop your absentee ballot off at your county board of election's secure drop box up until 7:30 p.m. on Nov. 3.

Voting Early In-Person

Early in-person voting began Tuesday, Oct. 6, at all county boards of elections. The statewide schedule for early in-person voting is as follows:

- Weekdays through Friday, Oct. 16: 8 a.m.–5 p.m.
- Monday, Oct. 19 through Friday, Oct. 23: 8 a.m.–6 p.m.
- Saturday, Oct. 24: 8 a.m.–4 p.m. & Sunday, Oct. 25: 1–5 p.m.
- Monday, Oct. 26 through Friday, Oct. 30: 8 a.m.–7 p.m.
- Saturday, Oct. 31: 8 a.m.–4 p.m. & Sunday, Nov. 1: 8 a.m.–5 p.m.
- Monday, Nov. 2: 8 a.m.–2 p.m.

Textbook Selection Committee Nomination

Our *Master Agreement* provides CEA members input into vital classroom decisions. Section 504.01 details the agreed-upon framework for one of these, textbook selection. When it is time to review textbooks in a particular subject area, teachers from those subjects participate. The District will be selecting textbooks for social studies for grades 6–12. Here's how the process works:

- CCS posts a notice asking for textbook-adoption committee participants.
- Only teachers from each pertinent subject area and grade level at schools involved elect the nominees.
- Each of the building nominee elections is conducted by its principal and Association Building Council (ABC).
- Nominations should be emailed to CEA President

John Coneglio (coneglio@ceaohio.org) and copied to Kenny Lee (klee1@columbus.k12.oh.us) no later than 4:30 p.m. on Friday, Oct. 30.

- Nominations should be on school letterhead signed by both the building principal and Senior Faculty Representative.
- Nominees go to a joint Association and Board committee for a final vote.

Your Dues Dollars At Work: Mini-Grants

CEA is pleased to announce the Fall 2020 CEA Foundation Mini Grants available to ALL CEA members. The CEA Foundation's mission is to empower CEA members to design and implement innovative initiatives that will ultimately lead to higher achievement for all students. There are three mini grants for members to choose from:

- **Early Educator Mini Grant**—20 total grants up to \$300 each (for teachers in Years 1–5 of their career)
- **STEM/STEAM Mini Grant**—10 total grants up to \$600 each (open to all CEA members)
- **General Mini Grant**—25 total grants up to \$320 each (open to all CEA members)

CEA encourages members to think about supplies, materials and/or programs they personally fund. Members are eligible to receive one Mini Grant per year. Due to COVID-19, the application is online through the CEA website (www.ceaohio.org) and can be found under the 'Forms/Resources' tab.

These Mini Grants are separate from the Teacher Dream Grant and all CEA Mini Grants are funded completely through the CEA Foundation. Only CEA members are eligible to apply for the Mini Grants. Your emailed application is due no later than 4:30 p.m. on Oct. 28, 2020. If members previously sent in applications through the U.S. Mail, a new application is not needed, however, all new applications must be emailed to CEA. See the directions posted on the CEA website.

Member Mini-Grant Spotlight

CEA Member: **Heather Hobbs, Moler ES**
Grant-Funded Project: Hands-On and Multi-Sensory Centers & Engaging Books

IMPACT: Students practiced identifying letters and practiced matching upper and lower case letters using hands-on manipulatives rather than completing a traditional pencil/paper assignment. Additionally, 10 frames were purchased with the mini grant for students to practice counting out up to 20 objects. Each month, students completed a Count the Room/Write the Bundle center activity that engaged students by walking around the room with a clipboard to record the number or sound of objects on a card that was placed in various parts of the classroom. Not having to remain seated allowed students to move, engage with each other, and receive individualized assistance when needed. Last of all, some grant money was used to purchase read-alouds that were used during spring virtual and helped keep the routine of read-alouds during a time when everything was changing.



Heather Hobbs

Benefits Open Enrollment; It's Required

During Open Enrollment (Oct. 12–30, 2020), all benefit-eligible bargaining unit members must do one of the following:

1. Reconfirm any current benefit elections. Note that if you are planning to contribute to an FSA in 2021 you will need to make an election. Your 2020 election **will NOT** rollover.
2. Elect or make changes to benefits (add or delete dependents, update beneficiary information, etc.) It is important to know, if you are adding a new dependent to any of your Core benefits (medical, dental or vision), you will be contacted via CCS email by HMS (the third party verification administrator for CCS) to provide eligibility documents. Review page 7 of the 2021 benefits guide for detailed information.

Employee Self Service (ESS) will be used for the 2021 benefits enrollment process to enroll in CORE benefits (medical, dental, vision, and life). Make sure you are able to log on to ESS PRIOR to the start of Open Enrollment to ensure you are able to access the system at <https://columbus.munisselfservice.com/default.aspx>.

Benefit choices made during Open Enrollment will be effective Jan. 1, 2021. This year's Open Enrollment is completely virtual. To participate in Open Enrollment, benefits-eligible bargaining unit members can:

1. Meet online with a Benefits Counselor in a co-browsing session or over the phone. To schedule your meeting ahead of time, visit <https://bit.ly/34f9HBJ>. Scheduled Call Center appointments will be available from 10 a.m.–6:30 p.m. Monday through Friday. You must be able to access ESS and join the Benefits Counselor on a computer with the ability to print your confirmation statement. You will be responsible for entering your information into ESS with Counselor assistance. Note, if you are planning to make changes to your Voluntary Benefits, you must schedule a call with a Benefits Specialist, as Voluntary Benefits cannot be changed in ESS. Voluntary benefits include; short-term disability, critical illness, accident coverage, life insurance and pet insurance. You can also terminate any coverages during your meeting with the Benefits Specialist or call 1-800-735-0080 to terminate coverage.
2. Use ESS to confirm, change or waive your core benefit elections on your own time. It is important to know that CCS must report health care coverage information for its employees and their dependents to the federal government. Ensure the Social Security Numbers, dates of birth, and genders are entered correctly into ESS. Once you have submitted your elections, you should receive a confirmation page to your CCS email. If you do not receive the email, double check your submitted your elections.

If you have questions regarding the Open Enrollment Process or about the plans, contact CCS Benefits Department by emailing them at benefitquestions@columbus.k12.oh.us or calling (614) 365-6475. Benefits information can found on the CCS Benefits page at <https://www.ccssoh.us/employeebenefits>.

PAR/CEU Classes

The Peer Assistance and Review (PAR) office will be offering a series of professional growth opportunities for teachers of all skill and grade levels. Participants will receive 0.2 CEUs. Course materials will be provided.



- Oct. 20** Virtual Instruction Platforms
- Oct. 20** Books Bring Balance-**Elementary (Session 2)**
- Nov. 4** Understanding the Power of Assessments
- Nov. 4** Books Bring Balance-**Middle School (Session 1)**

Register today on PD Planner for any or all of these sessions. All classes will be held from 4:30–6:30 p.m. Call the PAR Office at (614) 365-5110 for more information or ask your PAR CT if you have questions.

CEA Office Contact Information

John Coneglio, President conegloj@ceaohio.org
Phil Hayes, Vice President hayesp@ceaohio.org
Tai Hayden, Staff Consultant haydent@ceaohio.org

Cindy Love, Staff Consultant lovec@ceaohio.org
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Michelle Crouse, Admin. Asst. crousem@ceaohio.org
Kathy Wilkes, Admin. Asst. wilkesk@ceaohio.org

Celebrate the National Day on Writing®

You are invited to join National Council of Teachers of English (NCTE), Jacqueline Woodson, and moderator Julia E. Torres for a special conversation to celebrate the National Day on Writing®! on **Oct. 20, 2020, at 8 p.m.** This event is open to all. Membership is not required. Register at <https://bit.ly/3jzZeaB>.

Jacqueline Woodson is the recipient of the 2020 Hans Christian Andersen Award, the 2018 Astrid Lindgren Memorial Award, and the 2018 Children's Literature Legacy Award, and she was the 2018–2019 National Ambassador for Young People's Literature. Her New York Times bestselling memoir, *Brown Girl Dreaming*, won the National Book Award, as well as the Coretta Scott King Award, a Newbery Honor, and the NAACP Image Award. She also wrote the adult books *Red at the Bone*, a New York Times bestseller, and *Another Brooklyn*, a 2016 National Book Award finalist. Her dozens of books for young readers include *Before the Ever After*, New York Times bestsellers *The Day You Begin* and *Harbor Me*, Newbery Honor winners *Feathers*, *Show Way*, and *After Tupac & D Foster*, and the picture book *Each Kindness*, which won the Jane Addams Children's Book Award.

Julia E. Torres is a veteran language arts teacher and librarian in Denver, Colorado. Julia facilitates teacher development workshops rooted in the areas of anti-racist education, equity and access in literacy and librarianship, and education as a practice of liberation. Julia works with students and teachers locally and around the country with the goal of empowering them to use literacy to fuel resistance and positive social transformation. Julia also serves on several local and national boards and committees promoting educational equity and progressivism. She is the current NCTE Secondary Representative-at-large, an Educator Collective steering committee member, a Book Love Foundation board member one an Educator Collaborative Book Ambassador.

The online conference fee is \$45. The cost of the event is refundable to you by The Capital District if you send your registration information to Dorothy Wilson (dwilson@ceaohio.org) at the CEA office.

Correction: Avalon ES, Beechcroft HS, Salem ES, Westgate ES, and Winterset ES were not counted in attendance in the last CEA Legislative Assembly on Oct. 1. We apologize the omission.

Special Notes

- Catastrophic Leave Donation Request: Michelle A. Innis-Dorsey** has been approved for **Catastrophic Leave** and is in need of donated days. **To donate**, enter your name at the top of the CCS "Report of Employee Absence" form. In the "Comments" section write the words, "**Catastrophic Sick Leave Donation.**" Be sure that you and your principal or supervisor sign the form. Indicate on the form which individual you would like your donation directed toward.
- Honor Our Veterans–Veterans Day** is a time for us to pay our respects to those who have served. For one day, we stand united in respect for you, our veterans. Submit your **name and branch of service** to Bob Hern at hernb@ceaohio.org so CEA can recognize our members who have served.



CEA Pre-Paid Legal Services Plan OEA/NEA Attorney Referral Program

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