

## CEA and CCS Extend COVID-19 Paid Leave Benefits

The Columbus Education Association, the Union representing more than 4,000 teachers, librarians, nurses, counselors, psychologists, and other education professionals in Columbus City Schools, announced today that it has reached a groundbreaking agreement with the district to extend COVID-19 paid leave benefits to all CEA members through Mar. 23, 2021. The Letter of Understanding (LOU) remains in effect regardless of a federal extension of the Families First Coronavirus Response Act (FFCRA), which expired Dec. 31, 2020.

“We have become accustomed to failed leadership from all levels of government throughout this pandemic, so we didn’t want to wait and hope for a legislative extension,” said CEA President John Coneglio. “We applaud Columbus City Schools leadership for this agreement to keep our students, staff, and school community safe by allowing those who are experiencing symptoms, have no childcare, or are subject to quarantine to remain safely at home. We encourage all employers in our city to follow this example.”

In an additional positive development, the district has expressed to CEA its intent to extend the terms of this Letter of Understanding to all eligible CCS employees. Consistent with current agreements and practice, CEA members who are subject to a quarantine order but wish to continue working remotely in lieu of leave will have the option to do so, allowing educators to continue serving students safely.

## Super Severance: Good Attendance Pays Off for Retirees

If you want enhanced (or super severance) pay, our contract requires members to notify the district of retirement intentions by Feb. 1 of their retirement year. You will receive pay for 50 percent of your personal leave days, regardless of when you notify CCS, but notifying the district by Feb. 1 also means you receive more for your unused sick leave. Article 810 of the *CEA Master Agreement* defines how severance pay is granted. To estimate the amount of your severance pay, access Employee Self Service and use the severance pay estimator. You will need your latest pay stub to obtain the necessary information.



Notifications of retirement are being accepted in electronic format only. To submit your notice of resignation, go to <https://forms.gle/qpv9t4EQAZSnpTY56>. The example below represents a retiring teacher with a yearly salary of \$97,312 (Master’s at Step 31) with a daily rate of \$499.03, 410 sick leave days and 30 personal leave days.

Notification by Feb. 1* Sick Leave			Notification after Feb. 1* Sick Leave		
Rate	Per Diem	Amount	Rate	Per Diem	Amount
1st 100 days x 25% x \$499.03 =		\$12,475.75	410 days x 20% x 499.03 =		\$40,920.46
2nd 100 days x 30% x 499.03 =		14,970.90			
3rd 100 days x 35% x 499.03 =		17,466.05			
4th 100 days x 40% x 499.03 =		19,961.20			
10 days x 45% x 499.03 =		2,245.63			
<b>+ Personal Leave</b>			<b>+ Personal Leave</b>		
Rate	Per Diem	Amount	Rate	Per Diem	Amount
30 days x 50% x 499.03 =		7,485.45	30 days x 50% x 499.03 =		7,485.45
<b>Total</b>		<b>\$74,604.98</b>	<b>Total</b>		<b>\$48,405.91</b>

*\*This example is for illustration purposes only and is not intended for use as an official calculation.*

## Apply for the Teacher Leadership Institute (TLI)

CEA is seeking 40 CEA members to participate in the 2021 cohort of the Teacher Leadership Institute. Those who are selected and complete the entire experience will receive a \$500 completion honorarium and earn 18 CEUs for their work.

The deadline to submit your online application is Jan. 29, 2021. Go to <http://bit.ly/CEATLi21> to submit your application. Be sure your application is complete. Applicants will be notified of selection by the end of February. For information about applying for this program, contact Dorothy Wilson at (614) 253-4731.

## Unique 211 Opportunity to Apply at World Language MS

The District’s new World Language Middle School (WLMS) will open at the former Dominion MS location at the start of the 2021–2022 school year. The program will provide a rigorous bilingual language immersion continuum of Spanish and French for rising students from the Columbus Global Academy, as well as the District’s two immersion schools—École Kenwood French Immersion and Columbus Spanish Immersion Academy. All of the vacant positions for this brand-new school will be included in the Article 211 Selective Interview Process.

Please note the following:

- The posting and interview timeline for WLMS, in both rounds, will start earlier than the rest of the District due to the large number of vacancies at the school; dates are detailed in the Article 211 Calendar Revision.
- Offers to selected WLMS applicants will be made at the same time as other selected applicants at other schools.
- CEA bargaining unit members under a three-year commitment in their current position who meet the qualifications for any WLMS vacancy may apply at that school in Rounds one and two. This waiver applies only to WLMS per the MOU signed by your Union and the administration.

If you have any other questions, please contact the CEA Office at (614) 253-4731.

## Article 211 Calendar–Jan. 5, 2021 2021 (Conducted Virtually)

January		
Tuesday	12	Job Share Packets Due to Human Resources
Thursday	14	Requests for Voluntary Staff Reduction based on “Philosophical Difference or Health and Safety” due to Human Resources by 5 p.m. ( <i>electronically</i> )
Wednesday	20	<b>Article 211 Training (Mandatory)</b> <b>Location: Virtual via WebEx</b> 9 a.m.-11 a.m. (Departments) 1 p.m.–3 p.m. (Region 2 and Region 5)
Thursday	21	<b>Article 211 Training (Mandatory)</b> <b>Location: Virtual via WebEx</b> 9 a.m.-11 a.m. (Region 1 and Region 4) 1 p.m.–3 p.m. (Region 3 and Region 6)
February		
Friday	5	Administrative Staff Reduction Notification (Please ensure written notification is provided.)

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# 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
<b>South HS Edmund Baker</b>	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.
<b>CCS Administration</b>	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 REPRISALS be taken against the grievant or any other bargaining unit member due to the filing of this grievance.	Step II Hearing pending.
<b>East Columbus ES Jamie Spreen</b>	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 REPRISALS be taken against the grievants or any other bargaining unit member due to the filing of this grievance.	Step I Hearing pending.
<b>Sherri C. Williams Columbus Africentric Early College 6-8</b>	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when Columbus Africentric Early College 6-8 Principal, Principal Sherri C Williams, acting as an agent of the Board of Education for Columbus City Schools, issued a Summary of Conference to grievant without just cause.	The grievant shall be made whole in every way, including but not limited to the following: The district shall withdraw the Summary of Conference issued on or about November 13, 2020 from the grievant's personnel and discipline files. Any record of the Summary of Conference Issued on or about November 13, 2020 which must be maintained by the district as public record pursuant to state law shall contain a notation stating that the Summary of Conference was withdrawn by the Board. The Summary of Conference issued on or about November 13, 2020 or any record thereof shall not be cited as past discipline or referenced in any future employment record or reprimand, warning, or discipline issued to the grievant. There shall be no reprisal against the grievant by any agent of the Board of Education for the filing of this grievance.	Based on the information presented at the Step 2 grievance, there was no evidence presented that management violated the Master Agreement between CEA/Board of Education. Based on the above, the relief requested is denied.
<b>CCS Administration</b>	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Columbus City Schools Board of Education failed to fill certain department chair supplemental positions in accordance with the CEA-CCS 2019-2022 Master Agreement.	The affected bargaining unit members shall be made whole in every way, including but not limited to the following: The district shall fill supplemental department chair positions at K-6 buildings to for both K-5 Literacy or Math and 6th grade English and Math positions. There shall be no reprisals against the grievants by any agent of the Board of Education for the filing of this grievance	Based on the information presented at the Step 2 grievance hearing, there is no evidence to support the Union claim that management has violated Article 203 or Section 905.01 of the CEA-CCS 2019-2022 Master Agreement. The intent of the language was to allow K-8 schools to have an elementary school chairperson and a middle school chairperson. K-6 and Pre-K-6 are considered elementary schools making them eligible to receive a middle chairperson for the 6th grade. In lieu of the above, the relief requested is denied. The CEA Board of Governors has voted to send this grievance to arbitration.
<b>Dr. Tonya Milligan Briggs HS</b>	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Principal at Briggs HS, Tonya Milligan, failed to ensure that the grievant would be paid the full amount, \$3,542, for their coaching service under Section 905.01.	That the principal ensure the grievant is paid the full amount of \$3,542 for their coaching service and that NO REPRISALS be taken against This Bargaining unit member due to the filing of this grievance.	Based on the information, ( <i>sic</i> ) presented at the Step 2 grievance hearing, there was no additional evidence to support the Grievant's position that Management violated the 2019-2022, ( <i>sic</i> ) Master Agreement between the CEA/Board of Education by prorating the Grievant's ( <i>sic</i> ) supplemental coaching pay. In reviewing the facts, the Grievant did not meet the criteria as outlined in Section 905.04 (B) of the Master Agreement to qualify for full pay as outlined in Section 905.01 ( <i>sic</i> ) of the Master Agreement. Therefore, the relief requested is denied.
<b>Nikki Myers Salem ES</b>	Salem ES principal Niki Myers, in her capacity as agent of the Board of Education of Columbus City Schools, violated the Columbus Education Association-Columbus City Schools 2019-2022 Master Agreement by authorizing the issuance of a Letter of Direction to grievant without just cause.	The grievant will be made whole in every way, including but not limited to the following: The district shall immediately withdraw the Letter of Direction issued on or about December 8, 2020 from the grievant's personnel and discipline files. Any record of the Letter of Direction issued on or about December 8, 2020 which must be maintained by the district as public record pursuant to state law shall contain a notation stating that the Summary of Conference was withdrawn by the board. The Letter of Direction issued on or about December 8, 2020 or any record thereof shall not be cited as past discipline or referenced in any future employment record or reprimand, warning, or discipline issued to the grievant. There shall be no retaliation against the grievant by any agent of the Board of Education.	Grievance denied and the relief requested denied. Step II Hearing pending.

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		Deadline to Notify Staff of Reorganizations (Please ensure written notification is provided.) *Future reorganizations may be necessary due to vacancies that occur.
Wednesday	10	Alternative Interview Panel due to CEA
Wednesday	10	<b>Round 1 Vacancy Postings <u>only</u> for WLMS</b>
Thursday	11	<b>Round 1 Interviews will begin <u>only</u> for WLMS</b>
Friday	12	<b>Round 1 Postings OPEN</b> [All known openings] by 2 p.m.
Tuesday	16	<b>Round 1 Postings CLOSE</b> Applications no longer accepted after 5 p.m.
Thursday	18	<b>Round 1 Interviews Open Schools &amp; Departments</b> [All known openings] <b>Interview Times are as follows:</b> <b>Elementary &amp; K-8--after 3:30 p.m.</b> <b>Middle &amp; High Schools--after 2:30 p.m.</b>
Tuesday	23	<b>Round 1 Interviews Close Schools and Departments</b> Selection Agreement Forms and Rosters sent by HR to Principals ( <b>electronically</b> ) by 5 p.m.

March		
Tuesday	2	<b>Round 2 Vacancy Postings <u>only</u> for WLMS</b>
Wednesday	3	<b>Round 2 Interviews will begin <u>only</u> for WLMS</b>
Wednesday	3	<b>Round 2 Postings OPEN</b> [All known openings] by 2 p.m.
Monday	8	<b>Round 2 Postings CLOSE</b> Applications no longer accepted after 5 p.m.
Tuesday	9	<b>Round 2 Interviews Open Schools and Departments</b> [All known openings] <b>Interview Times are as follows:</b> <b>Elementary &amp; K-8--after 3:30 p.m.</b> <b>Middle &amp; High Schools--after 2:30 p.m.</b>
Friday	12	<b>Round 2 Interviews Close Schools and Departments</b> Selection Agreement Forms and Rosters sent by HR ( <b>electronically</b> ) to Principals by 5 p.m.
Tuesday	16	All Round 2 School and Department Selection Agreement Forms due to Human Resources ( <b>electronically</b> ) by 5 p.m.



Wednesday	17	All Round 2 School and Department roster changes must be resolved and sent back to Human Resources by 5 p.m.
Friday	19	<b>Virtual Job Fair—4:30 p.m. (complete instructions on virtual job fair process will be made readily available to participants)</b>
Wednesday	24	<b>Remaining Teacher Placements: Human Resources</b>

## SFR Article 211 Training

Article 211 training for Senior Faculty Representatives and building principals/supervisors will be held virtually on Wednesday, Jan. 20, and Thursday, Jan. 21. The schedule is as follows: Wednesday, Jan. 20, 9–11 a.m. (Departments) 1–3 p.m. (Regions 2 and 5) Thursday, Jan. 21, 9–11 a.m. (Region 1 and 4) 1–3 p.m. (Region 3 and 6).

Building principals/supervisors and CEA Senior Faculty Representatives are required to attend the 211 training. Building principals are responsible for ensuring the Senior Faculty Representatives can attend.

## Voluntary Staff Reduction Opportunity Coming

Your Association knows that from time-to-time issues arise at your current assignment, especially during your three year commitment. Sometimes bargaining unit members experience strong philosophical differences with the program(s) within their current assignment. Other times, they experience health and/or safety issues within their current assignment.

Bargaining unit members that believe their skills would be best utilized in another assignment within the district have the opportunity to request a voluntary staff reduction from Human Resources. Two reasons can be cited to request a voluntary staff reduction: philosophical differences or health and safety. Individuals who are interested in requesting a voluntary staff reduction must submit their request in writing to HR.

Any full-time contract bargaining unit member can request a voluntary staff reduction. You are not required to inform your administrator, or to ask their permission, to seek a voluntary staff reduction. Additionally, administrators should not ask bargaining unit members if they are seeking a voluntary staff reduction, nor will written requests be shared with administrators. Keep in mind that requesting a voluntary staff reduction is just that—a request. Ultimately it is the decision of HR whether or not to grant each bargaining unit member's voluntary staff request.

The deadline for teachers to submit their request for a voluntary staff reduction based on philosophical differences or health and safety is 5 p.m., Thursday, Jan. 14. Individuals requesting a voluntary staff reduction must provide specific reasons for making the request. Requests can only be submitted via email using your CCS email to [article211@columbus.k12.oh.us](mailto:article211@columbus.k12.oh.us). Include in the subject line "Voluntary Staff Reduction Request" followed by your first and last name and employee ID number. Faxed letters will not be accepted.

The deadline for teachers to submit their request for a voluntary staff reduction based on philosophical differences or health and safety is 5 p.m., Thursday, Jan. 14. Individuals requesting a voluntary staff reduction must provide specific reasons for making the request. Requests can only be submitted via a Google Form, however you may attach a Word document or PDF to your submission. Please note, you will have to be logged into their CCS Google account in order to utilize the online form. To access the form, go to <https://bit.ly/211VSR2021>.

## Teaching Preferences

Have a particular teaching preference? Now is your chance to make your request for the 2021–2022 school year. Section 211.05 of the *CEA Master Agreement* allows members to express their teaching assignment preferences in writing for the following school year to the building principal. The deadline is Feb. 1. There are no guarantees, but our *Master Agreement* gives educators this opportunity.

## Records Day

The second Records Day of the 2020–2021 school year will be Tuesday, Jan. 19. On this day, there will be no PD pullouts, no forced TBTs, no suggested meetings by supervisors or administrators—they also get, and need, this time. This is your day to spend working on whatever professional items you need to complete, such as: grade cards, progress reports, IEPs, RIMPs, lesson plans, etc. Records day is a work day. All members are expected to work the regular contract day. Let's show everyone how valuable this day is to us. Take full advantage of the time we have to get the things done that take valuable time away from our ability to provide additional support for our students.

## Is Your License Expiring?

If your Five-Year Professional License expires in 2021, you were sent an email from Human Resources in November with comprehensive instructions for renewing your license. If you have a Resident Educator License that expires in 2020, you will be receiving an email from Greg Mild in Professional Learning & Licensure. Your teaching license is your most important credential. Please read the email carefully. That detailed message contains specific instructions about the renewal process for this year, including how to complete the online application process through the Ohio Department of Education (ODE) website. Failure to comply with renewal regulations could result in non-renewal from the District.

If your license from ODE is expiring June 30, 2021, and you have a limited employment contract, you must complete the required coursework or CEUs necessary for renewal and apply before Feb. 1 to be licensed by ODE for the 2021–2022 school year. If you have a continuing contract, you have through June to complete your coursework and submit your application. Failure to renew your license may result in suspension of pay and initiation of termination/non-renewal proceedings.

In addition to the online application, you will need to complete a background check. All fingerprint results must be completed electronically through Webcheck. A permanent certificate still requires fingerprinting every five years. The Human Resources Department, located at 3700 S. High, oversees this process. The CCS Fingerprint Office is open Monday–Friday, 8 a.m.–4:30 p.m. Accepted forms of payment are credit/debit card or money order made payable to Columbus City Schools. Go to <https://bit.ly/ccsFPsignup> to schedule a date and time to complete your fingerprinting.

If you have any questions about the date of your last background check, or if you do not plan to renew your license, contact Leslie Butler, Human Resources, Teacher Licensure, at [license@columbus.k12.oh.us](mailto:license@columbus.k12.oh.us). Any questions concerning CEUs or the license renewal process should be directed to Greg Mild at [gmild@columbus.k12.oh.us](mailto:gmild@columbus.k12.oh.us).

## ILEAD/OTES Update

House Bill 404 recently went into effect and provides a variety of temporary provisions for school districts related to the COVID-19 pandemic, including the evaluation process. The district's OTES, OPES, OSCES, and LSP Performance process is not impacted by the House Bill and will continue as it is currently being implemented. Please note the following in regard to the use of student growth data for evaluation purposes:

- Value-added and/or any other student academic growth data cannot be used to measure student learning attributable to a teacher or principal while conducting evaluations. Thus, the Student Growth Measures component of the evaluation will not be included, and the 2020–2021 OTES and OPES. Evaluations will be based on the Performance component only.
- Any metric used to evaluate positive student outcomes or measure student learning attributable to a school counselor while conducting evaluations cannot be utilized. Thus, the Metric(s) of Student Outcomes component of OSCES will not be included in the 2020–2021 process.

The deadline for the first semester observation cycle of the evaluation process is Jan. 15, 2021. If you have any questions about the completion of your evaluation events, log in to your ILEAD portal at <https://www.ccsok.us/Page/2360> or speak with your evalu-

ator. If you have questions about the impact of House Bill 404 on the evaluation process, or any other evaluation question, please reach out to Wendy Jones or Rhonda Rice in Professional Learning and Licensure.

## Continuing Contract

It is that time of year to apply for a Continuing Contract. The Continuing Contract application is a Google Form. Bargaining unit members will have to be logged into their CCS Google account in order to access the online form. To complete the online application go to <https://bit.ly/CCapp2022>.

You must meet all the eligibility requirements on the application to be considered. In accordance with CEA Contract Article 401.16, to be eligible to receive a continuing contract you MUST have the following:

- A five-year professional license or a permanent certificate shall be on file in Human Resources. The certificate/license should be received in Human Resources on or before Mar. 5, 2021.
- At the conclusion of this school year, you must have completed three years of successful Columbus teaching experience within the last five years. If you previously had a continuing contract in Columbus, or another Ohio district, you must have completed two successful years of successful Columbus teaching experience.

Under the new licensing standards, you must also meet the following coursework requirement:

- If you hold a master's degree at the time of initially receiving a teacher's certificate/license, then six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license is required.
- If you do not hold a master's degree at the time of initially receiving a teacher's certificate/license, then thirty (30) semester hours of 300 level coursework or above in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license is required.

If you believe that you will be completing the requirements making you eligible for a continuing teacher contract for the 2021–2022 school year, you must complete the online application no later than Mar. 5, 2021. If you have questions, email Leslie Butler at [license@columbus.k12.oh.us](mailto:license@columbus.k12.oh.us).

## You Are Not Alone: EAP is Here

From time to time, we all feel stressed out. We have a tough job and personal problems on top of everyday challenges can make even the strongest among us feel alone sometimes. Luckily, one of your negotiated benefits is the **Employee Assistance Program**, (EAP). It is a way for you to obtain help, at no cost to you, for confidential and private counseling services. The program is run by ComPsych, which provides supportive resources via phone and website.

You can get a referral for matters related to work, family, health, and other areas of your life when you call **800-774-6420**. Referrals include free, short-term counseling for stress, depression, grief, substance abuse, family and caregiving consultation, legal and financial issues, household matters, and personal and family safety. It is a good idea to consider counseling if you:

- Feel overly preoccupied with a problem
- Fail repeatedly to solve a problem by yourself
- Find yourself denying that a problem exists or hoping it will go away
- Feel that you don't have the resources to resolve an issue
- Feel unhappy most of the time
- Experience problems with family or friends

ComPsych's website, [www.guidanceresources.com](http://www.guidanceresources.com), features articles, assessments, webinars, financial calculators, searchable

databases, skill builders, and more. When you go to the website, use "CCS" as the company ID to register.

## 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 CEUs. Course materials will be provided.

- Jan. 12** CEA Article 211 Interview Process & Informational Session (0.2 CEUs)
- Jan. 20** Make and Take Mini-Session: Edpuzzle (from 4–5 p.m.) (0.1 CEUs)
- Jan. 26** Overcoming Trauma (0.2 CEUs)

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

## 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 to whom you are donating the sick time.
- CEA Spring Elections** – Our Association's annual elections are fast approaching. The following positions will be filled: **Governors for Districts 3 and 6, High School Governor-At-Large, 2020 NEA Local Delegates, 2021 NEA State-At-Large Delegates, and 2021–22 OEA Delegates. Declaration Forms will be available on Monday, Jan. 11, and are due at the CEA office no later than 4:30 p.m. on Friday, Feb. 12. Voting will begin on Tuesday, Mar. 9, and will end on Tuesday, Mar. 23. Ballots will be collected and tallied by the Elections Committee on Wednesday, Mar. 24.** Contact Brittany Herb, CEA Elections Chair, at (440) 225-2631 with questions.
- Save the Date: CEA February LA**—One of the many duties of Faculty Representatives is to attend the CEA Legislative Assembly (LA). Held on the first Thursday of nearly every month of the school year, the LA is the policy-making body of your Association. Your elected faculty representatives receive vital updates from CEA officers and staff and vote on important issues affecting your Association and its members. Any CEA member is welcome to attend the LA. **The next meeting will be held Thursday, Feb. 4, at 4:30 p.m.**
- Professional Leave:** There is \$200,000 available to bargaining unit members each year to pursue professional development opportunities outside the school district. These include taking a course or attending a conference or workshop. Due to the COVID-19 Pandemic, all district-related travel has been prohibited, however, professional leave is available for online conferences. Forms to apply for professional leave are available in the "Forms" section of the CEA website or the CCS Intranet, along with the full leave guidelines and the deadline schedule for applications based on the activity date. The fund is usually depleted before winter break, so if you have been thinking about some special training activity, apply now.

**Invite a new educator to become a CEA member**

If you know someone is new to your building, send them to [www.ceao.org](http://www.ceao.org) to find out more about Union benefits and see how to [become a member](#).

### CEA Office Contact Information

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