



A Benefits Tip for Parents of College Students

The Office of Group Benefits (OGB) allows children to be covered under employees' policies until they are 24 years of age, provided they are full-time students between the ages of 21 and 24. When a child listed as a "dependent" on an employee's policy turns 21, the employee must submit proof that the child is enrolled in school full-time.

To prove a student's full-time status, employees must provide a letter from the Registrar's Office of their child's school, on the school's letterhead, stating the current semester and the student's full-time status. (Most schools have a form letter that they give out to students for this purpose.)

The following are NOT acceptable proof of full-time student status:

- Fee bill (even if it's shown as paid in full)
- Pre-registration notification
- Registration notification

Employees have 30 days after their child's 21st birthday to provide this proof to the Office of Group Benefits. OGB will mail a reminder letter directly to employees affected by this policy.

If you have any questions about benefits, please contact Donna Dalton at donna.dalton@rsdla.net.

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.*

Please contact Daphney Young at daphney.young@rsdla.net if you are qualified and interested in supervising a student teacher.

*Details about qualifications for these positions were included in the last edition of Human Resources News, sent out on Friday, November 20th.



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

The priority deadline for teachNOLA Teaching Fellows is Monday, December 14 – please encourage individuals in your network to apply early!

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.morgan@rsdla.net if you have questions.

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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 with any further questions.

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

RSD H.R. Leadership

Assistant Superintendent for HR	Executive Director of H.R.	Executive Director of Human Capital	Director of H.R.
Elizabeth Shaw	Sametta Brown	Michael Galdi	Debra Adams
elizabeth.shaw@rsdla.net	sametta.brown@rsdla.net	michael.galdi@rsdla.net	debra.adams@rsdla.net
x20151	x20107	x20076	x20020

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

Professional Development Calendar

December 2009

Date	Title of Session	Time	Audience	Location	Contact
12/7/09	Day1Dyslexia Screening Specialist and Related Disorders Training-RESC-1	Full Day	Teachers		Coursewhere
12/8/09	Fourth Grade Mathematics LDOE Numeracy Initiative	8:30am-3:30pm	Fourth Grade Math Teachers	RSD Poland 5-F	Mary Thompson
12/10/09	Early Dismissal School Based PD	12:45pm—HS 1:15pm—ES	All Staff	Individual Schools	Tammy Robicheaux
12/10/09	Essentials of a Good Reading Program Non-ELFA Schools	8:30am-3:30pm	3rd Grade Teachers, Non-ELFA	RESC 1 4000 Bienville St.	Coursewhere
12/10/09	Library Lunch and Learn	12:30-4:30pm	Librarians	Reed Elementary Media Center	Monya Criddle
12/11/09	Dynamic Literacy WordBuild PD	3 Sessions: 8-10am 10:30am-12:30pm 1-3pm	ELA Teachers	RSD Poland 12-E	Merri Davis
12/12/09	Intern PD Series - Classroom Management	10:30am-12:30pm	RSD Interns	Cohen High	Daphney Young
12/15/09	On-Line Asment Tools EAGLE, PASS, Newton's Classroom	2 Sessions: AM/PM	Teachers, Grades 3-11	RESC 1 4000 Bienville St.	Coursewhere

January 2010

Date	Title of Session	Time	Audience	Location	Contact
1/6/10	TAP and Principal Meeting	2-4pm and 4-6pm	TAP and Principals	TBA	Gay Atai
1/11/10	Master Teacher Professional Development - SLC	8am-4pm	Master Teachers	Schaumburg Elementary	Evelyn DiMarco
1/12/10	Leadership Team Professional Development-SLC	8am-4pm	Cohort 1 Leadership Teams	Cohort Specific, TBA	Evelyn DiMarco
1/13/10	Leadership Team Professional Development- SLC	8am-4pm	Cohort 2 Leadership Teams	Cohort Specific, TBA	Evelyn DiMarco
1/14/10	Leadership Team Professional Development-SLC	8am-4pm	Cohort 3 Leadership Teams	Cohort Specific, TBA	Evelyn DiMarco
1/15/10	On-Line Asment Tools EAGLE, PASS, Newton's Classroom	2 Sessions AM/PM	Teachers, Grades 3-11	RESC 1 4000 Bienville St.	Coursewhere
1/21/10	Early Dismissal School-Based PD	12:45pm—HS 1:15pm—ES	All Staff	Individual Schools	Tammy Robicheaux
1/22/10	PD-RSD/UTNO Essential Structures for Learning	9am-12pm	Grade Chairs, M. Teachers, CO Staff	RSD Poland 5-F	Evelyn DiMarco

CALENDAR OF EVENTS

NEXT PAYROLL DATE

FRIDAY, DECEMBER 18, 2009

WINTER HOLIDAY (SCHOOLS)

DECEMBER 21, 2009-JANUARY 1, 2010
(RETURN TO SCHOOL JANUARY 4, 2010)



STUDENT SPOTLIGHT:

Selected students from Cohen, Douglass, and Greater Gentilly High Schools will take a trip to Ghana this summer as participants of the Baobab Leadership Initiative (BLI), a program for New Orleans high school students that centers on leadership development and service learning. Learn more about BLI and these outstanding student leaders at www.baobableaders.org.

ANNOUNCEMENTS

- ALL EMPLOYEES ELIGIBLE FOR PIP PAYMENTS MUST SUBMIT THE APPROPRIATE PAPERWORK NO LATER THAN DECEMBER 15, 2009. PLEASE CONTACT KAREN DURALL WITH QUESTIONS AT KAREN.DURALL@RSDLA.NET.
- PLEASE CONTACT JEAN REESE AT JEAN.REESE@RSDLA.NET OR EXT. 20128 TO RENEW OR APPLY FOR CERTIFICATION.
- TEACHNOLA IS LOOKING FOR PART-TIME SELECTORS FOR THE 2009-2010 RECRUITMENT SEASON. PLEASE VISIT WWW.TEACHNOLA.ORG FOR MORE INFO.
- H.R. HAS A NEW FAX NUMBER! YOU CAN NOW REACH US VIA FAX AT 504-308-3612.

FREQUENTLY ASKED QUESTIONS

Q: How do I request a substitute?

A: You can log on to Kelly's KASS automated system at the following link:

<http://www.kellyeducationalstaffing.us/eprise/main/web/us/customers/recoverysd/index.html>.

Once you have logged in, you will click on "Create an Absence" and complete the information requested. Your school's secretary should have your log in ID and PIN number.

Q: I need to come to HR, but you are closed by the time I get out of school. How can I meet with someone?

A: HR is happy to schedule a meeting with you that matches your schedule. Many of us are here either early in the morning or late in the afternoon. Email or call the person that you need to meet with to schedule an appointment.

Q: I haven't received my PIP payments. Who should I contact?

A: If you have not received your PIP payments, you should contact Karen Durall at 504-373-6200 x20055 or karen.durall@rsdla.net.

Q: I would like to add on an area to my certificate. How do I find out the requirements?

A: You can go to www.teachlouisiana.net and click on Teacher Certification Center. Select the area that you want to add on, and the requirements will show as a PDF file.

Q: I was surplused, but unable to attend the hiring fair on December 1st. What do I do?

A: Check your email for a copy of the most up-to-date vacancy list. (The first one went out on 11/24.) Contact principals directly to interview for vacant positions. If you have not received a copy of the vacancy list, email HR to request one at hr@rsdla.net.

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

*IF YOU HAVE QUESTIONS OR SUGGESTIONS REGARDING THE HR NEWSLETTER, PLEASE CONTACT MOLLY HORSTMAN, EXECUTIVE ASSISTANT FOR HR, AT MOLLY.HORSTMAN@RSDLA.NET.