
[princi_elem] [principals] [admin_super] Plans for Classified Staff, May 8, 2019

From : Charis McGaughy <mcgaughy_c@4j.lane.edu> Wed, May 01, 2019 12:23 PM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu> 2 attachments
Subject : [princi_elem] [principals] [admin_super] Plans for Classified Staff, May 8, 2019
To : classified@4j.lane.edu
Cc : tyler@osea.org, chapter1@osea.org, admin super <admin_super@4j.lane.edu>

Greetings Classified Staff,

As we have previously shared, Eugene School District 4J schools will be closed on Wednesday, May 8, due to a planned teacher walkout strike to advocate for increased state investment in public education. Teachers' unions in Eugene and in many other Oregon school districts are planning a one-day action on May 8. While Eugene School District 4J does not condone this walkout or any activity that disrupts learning, we share the goal of fully funding K–12 education in Oregon.

The district has worked collaboratively with OSEA regarding expectations for classified staff on May 8. Overall, the expectation is that all classified staff will report to work, and work their regular hours. Staff will be paid for the hours worked. Staff who do not work will not be paid or permitted to take paid leave.

Staff will be assigned different tasks during the day. For example, some nutrition services staff will be assigned to help with free lunch service and some transportation staff will help transport students as assigned. Please review the list below for the specific reporting details for different groups of classified staff:

- **Transportation:** Staff to report to Churchill HS STEM Building/Classrooms or Transportation conference room for PD at 7am. Please confirm with supervisor to verify which location.
- **Facilities:** normal day--report to typical site.
- **Central Office Staff** (HR, Instruction, SSD, Technology, Communications, Superintendent's Office): normal day--report to typical site.
- **Nutrition Services:** Report to typical kitchen except if specifically assigned to another location by Holly Langan, Support Services Manager (langan_h@4j.lane.edu).
- **Building Office Staff and 11/12 month building classified employees:** remain in assigned buildings unless principal releases staff to go to PD offerings.
- **Building Instructional/SPED EAs:** report to typical buildings at the start time based on your time block rights and then to Arts and Technology Academy (ATA) by 10:30 for PD if approved by your supervisor. Some principals may ask some EAs to remain in buildings. Please check with your principal to verify assignments. Here are the schedules for various time block rights:
 - Less than 4 hours: report and remain in building for regularly scheduled hours, unless directed differently by supervisor.
 - 4 hours or more up to 4 hours and 59 minutes. Tentatively 7:30- 11:30 am (sign up for PD session 1 only)
 - 5 hours or more up to 5 hours and 59 minutes. Tentatively 7:30- 1:00 pm (sign up for PD sessions 1 and 2 only)

- 6 hours or more up to 6 hours and 59 minutes. Tentatively 8:00- 2:00 pm (sign up for PD sessions 1, 2 and 3 only)
- 7 hours to 8 hours: tentatively 8:00 to 4:30 pm (sign up for all 4 PD sessions) Note: secondary EAs please sign up for either the 2-hour **Behavior Training** or the **Mindfulness and Reflections** during sessions 3 & 4.

For all staff who might be attending the PD sessions, you must [sign up online](#). The instructions are attached to this email. We have created a large menu of sessions from which to choose and a listing of the offerings is also attached. Please check with your principal, confirm when you can participate, and [sign up online](#) no later than Monday, May 7 by noon. Mileage to the PD sessions will be reimbursed. There will be a 30 minute lunch break from 11:30-12:00 p.m. There will be a \$4.00 salad bar available at ATA, or employees can be on their own for the lunch break.

Thank you in advance for your dedication and commitment to our students and schools. Please discuss May 8 with your supervisor if you have questions.

Sincerely,
Charis

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 **May_8_Classified_PD_Schedule(1).pdf**
69 KB

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148 KB

