



TO: Elementary Principals  
FROM: Karen M. Hardin  
DATE: July 26, 2019  
RE: Teacher Leadership Release Days

The District/EEA Collective Bargaining Agreement in Article 5.5.7 provides compensation for elementary teachers who assume building extra duty leadership responsibilities. The teacher choice of compensation is either release days or payment for the days. The purpose of this memo is to provide guidance on the type of leadership responsibilities that qualify for this compensation and to inform you on the process for implementing this agreement.

Each elementary school (neighborhood and alternative) must annually submit a description of the teacher leadership responsibilities being compensated by these release days, along with the names of the teachers who have accepted the responsibilities.

**The plan must have 75% of your teaching staff approve the description(s) of the leadership responsibilities and the number of release days allocated to each teacher leader. A form for you to use when sending the names and number of days is attached. Please email the form directly to [hr@4j.lane.edu](mailto:hr@4j.lane.edu) with the title Leadership Plan and your school name in the subject line (i.e. Leadership Plan – Adams). Please submit your forms no later than November 9, 2018.**

The JCAC is the Joint Contract Administration Committee. The current District JCAC representatives are Cydney Vandercar, Charis McGaughy, Karen Hardin, Andy Dey, Brooke Wagner and Kat Lange. EEA's representatives include Jamie Myers, Peter Swinford, Sabrina Gordon, Nathan Goldberg, Gretchen Suchman and Imelda Cortez.

The Collective Bargaining Agreement (C.B.A.) outlines leadership responsibilities (Article 5.5.7) that qualify for the compensation:

- \*Grade level facilitators
- \*Assistance with coordination of staff development and/or school improvement on such issues as addressing the achievement gap or special needs students
- \*Technology facilitation
- \*Coordination and organization of student performances
- \*Coordination of testing

The above list can be changed based on the needs of a school; however, changes must be approved by the JCAC using the process outlined in Article 5.5.6.

The allocation of release days is based on the student enrollment on **September 30, 2019**. The release days allocated to each teacher leader can range from one day to the total allocated for your school. The number of teachers receiving the release days can range from one to the limit set below. The number of elementary teacher leadership release days per elementary program shall be determined as follows:

100-249 students	16 teacher release days not to exceed 5 teachers
250-349 students	18 teacher release days not to exceed 6 teachers
350-449 students	20 teacher release days not to exceed 7 teachers
450-549 students	22 teacher release days not to exceed 7 teachers
550-650 students	24 teacher release days not to exceed 8 teachers

The teacher who accepts leadership responsibilities will receive paid release days during the work year. These days can be taken on days selected by the teacher with reasonable advance notice to the principal and substitute availability including days before and after weekends, vacations and holidays, except for scheduled professional development time. The teacher has the option of receiving salary compensation for unused release days at the teacher's per diem rate, the teacher must submit the request form to Human Resources by emailing [hr@4j.lane.edu](mailto:hr@4j.lane.edu) on or before June 1, 2020.

Elementary Leadership plans are due by November 8, 2019. Your plan will be presented as soon as possible at JCAC. Shortly after the meeting, I will contact you via email (possibly telephone) whether or not your plan was approved. If your plan is not approved, I will contact you and share the feedback from JCAC and suggestions for resubmission.

### **Timelines for Submission to JCAC Meetings**

**For approval at JCAC, submit by:  
November 8, 2019**

**JCAC Meeting Date:  
November 14, 2019**

If you have questions, please contact me. Thank you for all you do for 4J students and families on a daily basis.

Karen M. Hardin



**School:  
Elementary Leadership Plan**

Revised 8/31/19

Form Owner: Human Resources

Form Location: [http://www.4j.lane.edu/files/forms/HR/4J\\_HR\\_ELEM\\_LEAD\\_PLAN.doc](http://www.4j.lane.edu/files/forms/HR/4J_HR_ELEM_LEAD_PLAN.doc)

**USER INSTRUCTIONS**

**Form Purpose:** The purpose of this form is for Elementary Principals to submit Leadership Plans for JCAC approval prior to implementation. This is in accordance with Article 5.5.7 of the Collective Bargaining Unit Agreement between 4J and EEA.

**How to Complete this Form:** Complete each section of the form. On the first part of the form answer the questions for your entire school. On the second part of the form, respond accordingly to each licensed employee.

**How to Submit this Form:** Submit this form electronically.

**Where to Send this Form:** Email the completed form to [hr@4j.lane.edu](mailto:hr@4j.lane.edu) with the title Leadership Plan in the subject line.

**Deadline:** Forms must be in Human Resources by 5 p.m. by no later than **November 8, 2019**.

**Additional Information:** Leadership plans will only be accepted on this form. Please read the accompanying memo for specific directions. Please inform the employee of the deadline and conditions outlined in the memo.

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**SCHOOL INFORMATION – Fill Out Completely**

School:	Principal:	Building Enrollment on September 30:
Date of Licensed Staff Vote:		Percentage of Staff Approved:

**Decision Making Process –** Describe the process for presenting, reviewing and approving the leadership plan with licensed staff.

**School Improvement Goals–** Please cut and paste current school improvement goals from either the School Improvement Plan (SIP) or the Comprehensive Achievement Plan (CAP).

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**Other Leadership Needs** – Describe any leadership roles that support the needs of the building (not addressed in your SIP or CAP).

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**Licensed Employee Information** – Fill out completely to define activities and responsibilities for each person.

Employee Name  Days Allocated	Description of Leadership Responsibilities and Expectations
Employee Name  Days Allocated	Description of Leadership Responsibilities and Expectations
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<b>I affirm that at least 75% of the teaching staff has approved of these teacher leadership roles and responsibilities and the allocation to each role/teacher (Article 5.5.6).</b>	
_____ Signature	_____ Date Submitted

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**[princi\_elem] 2019/20 Elementary Leadership Plan - Guidelines and Form**

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**From :** Karen Hardin <hardin@4j.lane.edu> Fri, Jul 26, 2019 02:30 PM  
**Sender :** princi\_elem <princi\_elem-bounces@4j.lane.edu> 📎 2 attachments  
**Subject :** [princi\_elem] 2019/20 Elementary Leadership Plan - Guidelines and Form  
**To :** Elem Principals <Princi\_elem@4j.lane.edu>  
**Cc :** Cydney Vandercar <vandercar\_c@4j.lane.edu>

Happy Friday Everyone and Welcome Back!!

I wanted to get out the Leadership Plan information as soon as possible.

Attached are the guidelines and the form to use when completing your 2019/20 Leadership Plans for JCAC review/approval.

[PLEASE NOTE YOU MUST USE THE ATTACHED FORM. We request that you send a Word document so that changes are easily made and support a more efficient process for all \(since the plan is attached to an email from you, that provides the required "signature"\).](#)

Thank you for your work and efforts to submit this information by November 8.

Please let me know if you have any questions!!

~ Karen

Karen M. Hardin  
Associate Director of Human Resources  
Eugene School District 4J  
541-790-7668 FAX 541-790-7665

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 **Elem\_Lead\_Plan\_2019.doc**  
66 KB

 **Elem\_Leadership\_Guidelines\_2019.docx**  
36 KB

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