

COOPERATIVE EDUCATION PROJECT

PERSONNEL HANDBOOK

Supplement

COOPERATIVE EDUCATION PROJECT

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ALVA INDEPENDENT SCHOOLS, LEA, Don Rader, Superintendent

Cherri Pfeider, Project Coordinator

ALVA INDEPENDENT SCHOOLS, LEA

School Board

Mr. Kenneth Byrd.....	President
Dr. Mark Rathgeber	Vice-President
Randy Schwerdtfeger.....	Clerk
Mr. Mick Berning.....	Member
Mr. Jason Bryant.....	Member

CEP SCHOOLS

*Alva.....	Mr. Don Rader	Superintendent
Buffalo.....	Mr. Terry Chapman.....	Superintendent
Burlington.....	Mr. Glen Elliott.....	Superintendent
Cherokee.....	Mr. Lance Miller.....	Superintendent
Ft. Supply.....	Mr. Pat Howell.....	Superintendent
Laverne.....	Mr. Eddie Thomas.....	Superintendent
Leedey.....	Mr. Marc Montrose.....	Superintendent
Taloga.....	Mr. Rick Ruckman.....	Superintendent
Timberlake.....	Mr. Butch Lingenfelter.....	Superintendent
Vici.....	Mr. Kim Stephens.....	Superintendent
Waynoka.....	Mr. Dale Ross.....	Superintendent
*Woodward.....	Mr. Bill Denton.....	Superintendent

*(Contracted Schools)

CEP STAFF

Lynell Beierschmitt.....	School Psychologist/Psychometrist
Harriet Bickerstaff.....	Multiple Disabilities Teacher
Mandy Cheap	Speech-Language Pathologist
Shannon Deweese	Multiple Disabilities Teacher
Cherie Fisher	Preschool Screening Consultant
Kim Foster	Speech-Language Pathologist
Tina Gilreath.....	Multiple Disabilities Teacher
Dian Gourley*.....	Vision-Hearing Consultant
Tena Martin*.....	Office Manager/Paraprofessional
Amy Marx*.....	Social Worker/Paraprofessional
Cherri Pfleider	Project Coordinator/School Counselor

(*Non-Certified)

MISSION STATEMENT

The mission of the Cooperative Education Project is to identify and provide an appropriate, free, individualized education program to developmentally delayed preschool children in our cooperative school systems.

NONDISCRIMINATION

It is the policy of the Cooperative Education Project to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran status.

PERSONNEL POLICIES FOR COOPERATIVE EDUCATION PROJECT

This handbook has been prepared to help you understand the organization of the Cooperative Education Project of which you are a vital and significant part.

The regulations and procedures prescribed herein are designed to provide efficient administration and enable you to perform more effective service.

Every person is an important link in the chain of educational service. The strength of the Cooperative Education Project is dependent upon the strength of each individual in his sense of responsibility and dedication to whatever task that is his to perform.

Cherri Pfleider
Coordinator

PROGRAMS

The Cooperative Education Project is the administrative and operational agency for several different programs in Northwest Oklahoma. These programs provide various types of services to twelve (12) school districts located in five (5) counties in Northwest Oklahoma. To better familiarize all personnel with the services available, a brief description of each program is provided.

IDEA

This Federally Funded program is a cooperative effort of ten (10) school districts and two (2) contracting school districts in Northwest Oklahoma to meet the mandates of P.L. 101-476 and 99-457. The primary purpose of this program is to provide special services to children with disabilities ages 3 through 5 or 6 years old. Referrals are evaluated by a multidisciplinary team for development in speech and/or language, cognitive, adaptive behavior, gross and fine motor, and self-help skills. Eligible children receive services on a regular basis as set forth in an Individualized Education Program. State and Federal Guidelines are observed. State Department of Education forms are used. Both Alva and Woodward offices maintain IDEA personnel.

SCHOOL PSYCHOLOGIST/PSYCHOMETRIST

The CEP has available a School Psychologist/Psychometrist who will provide assessment, intervention/programming, consultation/in-service and prevention techniques to school age children. The psychometrist will do the Initial Evaluation, Reevaluations and IEP Meetings with parents.

School Psychologist/Psychometrist works in the ten (10) schools but is housed in the Alva office.

PRESCHOOL SCREENING

This program serves as part of mandated Child Find efforts for the IDEA program. As a result, the referrals from the screening are made to the Coordinator for further evaluation by the IDEA staff. The screening guarantees that all participating school districts receive related services. Federal funds are used for this program.

Consultants provide the developmental screening to all children from participating school districts the year prior to their entrance into kindergarten. Conferences are held with parents and written results are given to the parents and the school district.

Preschool screening personnel are housed in the Alva Office.

VISION AND HEARING

The Consultant on this staff provides the only direct services to school age students. Consultant travels to participating school districts requesting the service to screen vision and hearing of students. First priority is elementary students, with middle school and high school students primarily by referral. The screening is not diagnostic. It is the responsibility of the school to notify parents of failure on the screening and a recheck. This is a related service and is funded by Federal funds.

Vision and Hearing personnel are housed in the Alva office.

GENERAL

Personnel policies for employees are the policies of Alva Independent Schools. The purpose of this handbook is to establish general administrative and operational policies for all personnel. Any questions concerning these policies are to be directed to the CEP Coordinator for interpretation.

DISCLOSURE OF INFORMATION

Personnel working with CEP Program will have access to and often discuss or handle information about students that, by its nature, must be treated as confidential and not be subject to disclosure except to **authorized** persons. The CEP personnel must follow the FERPA plan.

The State Board of Education has adopted regulations to be in compliance with P.L. 101-476. These regulations apply to any agency providing services to the disabled. These guidelines set forth procedures pertaining to written parental permission for testing and evaluation, placement in special classes, due process, confidentiality of student records and disclosure of information. **Each personnel must be familiar with these guidelines and knowledgeable about the Policies and Procedures for Special Education in Oklahoma.** Alva Independent School District #001 has available a Confidentiality Statement that all personnel are encouraged to sign.

This limitation should not, of course, be construed to prohibit one from answering inquiries pertaining to the general nature of the operation of the CEP. An application of professional common sense and discretion should always be used. When in doubt, consult the Coordinator.

RECORDS AND REPORTS

Requests for records and reports will be kept to a minimum. However, since the CEP is funded by both Federal and local funds, this in itself, necessitates various types of reporting. It is absolutely necessary that each individual be prompt and accurate on any requested records and reports and that state timelines are met.

Each employee must keep their own record of all Professional Development points.

Each employee must keep a record of all contacts made. This includes teacher, administrator and parent conferences.

Preschool Screening personnel and Vision and Hearing personnel will prepare formal year end reports to submit to the Coordinator. The Coordinator may also request monthly progress reports.

STAFF MEETINGS

There will be several staff meetings during the year. These will usually be held on Monday at the Alva office. All personnel will be required to attend.

TELEPHONE CALLS

Unnecessary personal calls are not proper during business hours since the telephone line must be kept open for business purposes. When it does become necessary to make or receive a personal call, be sure that it is as brief as possible. Personnel should not be called away from their activities except in case of emergency. Personnel should refrain from asking the office manager to receive or place personal calls.

All personnel, from time to time, will find it necessary to make long distance calls to schools. Because of the number of personnel and the large area served, these calls must be kept to a minimum. When it becomes necessary to make a long distance call, a record of the call **must be made**. The CEP office manager will maintain a record of all long distance calls made from the office.

All out of region calls must be approved by the Coordinator.

In the Alva office telephone calls are to be made and received in each staff member's room with the exception of the speech pathologist and special education teacher who may use the telephone in the work room.

SALARY SCHEDULES

All certified personnel are on the LEA salary schedule, but the schedule has been adjusted for Special Education Certification, 5% above schedule.

CEP personnel are covered by Social Security. The cost of Social Security is divided equally between the employee and the employer, and is deducted from the employee's salary.

All personnel are covered under the Unemployment Compensation Act and Workman's Compensation. This is no cost to the employee.

All certified personnel are required by law to belong to the Teacher Retirement System. Non-certified personnel may also belong to the Teacher Retirement System.

PAY PERIODS

Warrants will be issued on the 20th day of each month. Direct deposit will be in the employees account on the 20th of each month. For those employees living outside of Alva, warrants will be mailed so as to arrive on the 20th of each month. If a regular pay date falls on a holiday or weekend, employees will receive their checks on the last work day prior thereto.

WORK HOURS AND SCHOOL CALENDARS

CEP personnel work hours will be from 8:00 a.m. to 3:30 p.m., Monday through Friday. Time allowed for lunch will not be in excess of 30 minutes and between the

hours of 11:00 a.m. and 1:00 p.m. Exceptions to these work hours will be made by the Coordinator.

On days when it is necessary to travel to other schools, travel will begin at 8:00 a.m., unless other arrangements have been made.

The school year calendar of Alva Independent School District #001 will be observed. Personnel will observe the same holidays and vacation periods as the LEA. Woodward office personnel will be allowed to follow Woodward Public Schools if adjustments are necessary.

REST PERIODS

Coffee and coke breaks are necessary and desirable. These should not exceed 15 minutes each in the morning and afternoon (total of 30 minutes). At no time is the office to be left unattended during a rest period. Because of the number of personnel working in the CEP, rest breaks will not be taken where they will interfere with the work of other personnel. Office areas are not to be used as lounges for rest breaks.

EMPLOYEE EVALUATION

Probationary teachers will be evaluated at least two times a year, once prior to November 15 and once prior to February 10.

Career teachers will be evaluated at least once before the end of the first semester. Evaluation forms of the LEA, Alva Independent School District, will be utilized.

NOTIFICATION OF ABSENCES

When it is necessary to be absent because of illness, personnel must notify the office immediately. Adjustments in schedules will be made by the personnel.

INCLEMENT WEATHER

It is not unusual for schools in our area to dismiss because of weather conditions. Personnel will not be expected to travel to participating schools when road conditions are hazardous. When in doubt, check with the Coordinator on driving conditions in your area. When driving is not advisable, personnel will report to the office for work. If the LEA school is closed due to weather, personnel will not be required to report to work. In that event, all personnel will be notified as soon as possible.

HOLIDAYS

CEP personnel will observe the following holidays: (Follow the LEA School Calendar)

1. Labor Day
2. Thanksgiving (3 days)
3. Christmas
4. New Years Day
5. Good Friday
6. Other days as designated by the LEA

LEAVE

DEFINITION: For determining leaves, the term “**immediate family**” is defined as **spouse, father, mother, son, daughter, brother, sister, grandchild, grandparent** and **corresponding relatives by affinity**.

SICK LEAVE

Sick leave at full pay shall accrue at the beginning of the school year. Nine (9) month and ten (10) month certified employees shall receive ten (10) days each school year. Non-certified personnel will accrue one day for each month employed. Unused sick leave shall accumulate to a maximum of seventy (70) days in either the Alva district

or transferred from another Oklahoma school district. The following provision will be included:

1. Accumulate paid sick leave shall be reduced by one (1) day for each day the employee is absent for reason of personal injury, illness, pregnancy, accidental injury in the immediate family or death in the immediate family and illness in the immediate family.
2. Not more than two (2) absences may be charged against accumulated sick leave for reasons of maternity cases in immediate family unless the medical case is of an unusual circumstances as attested to by the attending physician.
3. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick benefits.
4. Sick leave records kept on file in the main office shall be final. Each employee will be given a record of his/her accumulated sick leave at the beginning of each school year.
5. If an employee joined TRS prior to July 1, 1992, and has one hundred twenty (120) days of accumulated unused sick leave days, this can be used as one (1) year of additional credit toward retirement.

EMERGENCY LEAVE

Certified personnel will be granted five (5) days of emergency leave per year without loss of pay. Non-certified nine (9) month personnel shall receive 3.75 emergency leave days and 10 month personnel shall receive 4.25 emergency leave days per year. These days are not cumulative and will be used for sick leave when all accumulated sick leave has been exhausted. Emergency leave is to be used for the following purposes:

1. Death or illness of a friend or relative not covered by sick leave policy.
2. Legal transactions involving a legal instrument (deed, mortgage, etc.) or court order.
3. Other reasons must have approval of Superintendent, Administrative Assistant, Coordinator.

Emergency leave is not granted as personal leave. The Coordinator does recognize there are certain emergencies not covered by sick leave when the teachers need to be absent from duty. The Coordinator will make every effort to fairly judge each employee's request individually in order to execute the intent of the policy. Listed below are some items as examples that would not be approved as emergency leave:

1. To seek other employment.
2. To participate in political or social activities
3. To perform services for compensation.
4. To participate in professional activities

5. For entertainment, recreation, travel or vacation.
6. For religious activities.
7. For inclement weather.

PERSONAL BUSINESS LEAVE

Each certified employee is entitled to four (4) days, non-certified nine month personnel have 3 days, 10-12 month personnel have 4 personnel days, subject to the following provisions:

1. The Coordinator will be notified forty-eight (48) hours in advance, if possible, but not later than 4:00 p.m. on the day before the leave is requested. During the first ten (10) days and last ten (10) days of school, teachers are encouraged not to utilize personal business leave.
2. Personal business leave can be used only for teaching days.
3. The employee will write a check to the Alva School District for the amount needed to pay a substitute teacher. (If Sub is Certified \$50.00 and Non-Certified \$45.00.) Non-Certified employee pays \$5.15 per hour which will be deducted from their paycheck, for personal business leave.
4. The employee will not be required to give a reason for the day of personal business leave.
5. **All unused personal business leave days may accumulate as sick leave at the end of the school year.**
6. Not more than three (3) teaching days in succession can be utilized as personal business leave.
7. **Certified teachers** with 0-2 years of service as listed on the Oklahoma Annual Personnel Report will have the first day of personal business leave paid for by the Project. Certified Teachers with 3-19 years of service as listed on the Oklahoma Annual Personnel Report will have the first two days of personal business leave paid for by the Project. (0-2 years/1 paid, 3-19 years/2 paid, 20/3 paid, 25/4 paid, no more than three in succession).

PARENTAL LEAVE OF ABSENCE

The Board of Education shall consider requests for parental leave of absence without pay. The beginning and termination dates of the leave shall be determined by the employee and the Board. An employee who returns from parent leave of absence shall be reinstated to the employee's former position or its equivalent.

BEREAVEMENT LEAVE

Each employee shall be entitled to ten (10) work days of bereavement leave per school term for spouse or child without loss of pay. Five (5) of these days may be used for bereavement of other members of the immediate family. Bereavement leave will not

accumulate. In the event that all ten (10) days have been exhausted, up to an additional five (5) days may be granted for bereavement for spouse or child. When a teacher's absence is for reason of bereavement, the order of application of leave will be: (1) bereavement, (2) emergency (3) sick.

SHORT TERM LEAVE

With permission of the Coordinator uncharged short leave (less than two hours) may be granted. The Coordinator can arrange for a qualified person to assume the teacher's responsibilities, if necessary. Short term leave where such arrangements cannot be made by the Coordinator will not be approved. Covering the responsibilities for another teacher is on a voluntary basis. (For Certified Staff only.)

SICK LEAVE SHARING PROGRAM

A full-time employee may donate sick leave to another employee according to Oklahoma Statutes 70 O.S.o 6-104.6 for the following reasons:

1. The donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment, pregnancy, miscarriage, childbirth and recovery therefrom, or physical or mental condition of the donee; or
2. The donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent or parent) or household member (one who resides in the same home as the donee and who shares a duty to provide financial support with the employee) of the donee; and
3. The condition has caused or is likely to cause the donee to take leave without pay or to terminate employment.

The employee may donate any amount of sick leave which does not cause that employee's sick leave balance to fall below twenty (20) days. An employee may receive up to thirty (30) donated days. If that leave is exhausted, the employee may apply for an additional thirty (30) days. An employee requesting donated days must first provide the Board with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the

condition. The employee receiving donated days is to receive his/her normal rate of pay. All sick leave available for use by the donee must be used prior to using shared sick leave. Shared sick leave usage records shall be maintained separately from regular sick leave records. Any donated leave which is not used shall be returned to the donating employee on a pro-rata basis. The Board is the determining body as to whether the donee meets the criteria above and has previously abided by District leave policy.

PAYMENT FOR UNUSED SICK LEAVE AT RETIREMENT

Any employee with a minimum of twenty (20) years with Alva School District, who submits to the superintendent of schools before May 1st of any school year, a written statement of retirement or resignation, and qualifies for retirement under the Oklahoma Teachers' Retirement System to take effect at the end of that school year shall be eligible for payment of his/her unused sick leave. This payment shall be issued in separate payment prior to June 15. For employees who retire other than at the end of the year, three months written notice in advance is required. The accumulated sick leave payment shall be computed at the rate of forty (40) dollars per day.

An employee who retires with 15-19 years experience in the Alva School District shall be eligible for payment prorated at 75%. An employee who retires with 10-14 years experience in the Alva School District shall be eligible for payment prorated at 50%.

PROFESSIONAL DEVELOPMENT & IN-SERVICE

CEP personnel are allowed one paid in-service per year. Requests for in-service must be completed and submitted to the Coordinator for approval prior to the in-service

dates. Reimbursement for registration will not exceed sixty (60) dollars. (Participants 1 hour = 1 Professional Development Point, Presenter 1 hour = 4 Staff Development Points).

CUSTODIAL

Custodial services are not a part of the CEP contract for the Alva or Woodward facilities. Personnel will be responsible for their own rooms. General areas (waiting rooms, halls, restrooms, lounge and work room) will be the responsibility of all personnel on a weekly rotating basis. CEP offices should be clean and pleasant to present a good appearance to the public. The waiting room and the trash in the general areas should be checked **daily**.

PARKING

For the Alva office, CEP personnel should park in the East parking lot away from the main building, unless loading and unloading materials or for a short term of 30 minutes or less.

IN OFFICE SESSIONS

CEP offices are to be used only for business, evaluations, classes or therapies pertaining to those preschool children declared eligible for CEP programs, which should be conducted between 8:00 a.m. – 3:30 p.m. if possible. Other hours should be approved by the Coordinator.

PURCHASING

The Coordinator of the CEP is the only person authorized to make purchases or to authorize purchases. Personnel desiring to make purchases must complete a requisition form with all the necessary information and submit it to the Coordinator. If

approved, purchase orders will be initiated by the office. No exceptions will be made in the purchasing procedures.

TRAVEL

TRAVEL VOUCHERS

Travel vouchers must be completed and turned in to the Alva office by the due date each month. Personnel will be notified of the due date by the office manager. When preparing monthly travel claims, personnel must use the distances as set forth on the state mileage chart. Vicinity travel must be entered as a separate item. Vicinity travel for meals is not an allowable expenditure. Each school visited must be listed on the claim. If traveling to private homes include the town and the initials of the child.

REIMBURSEMENT REGULATIONS

Alva Independent School District, CEP personnel and CEP parents will be reimbursed at .40 per mile for all authorized travel by private automobiles. When possible, personnel should travel together in one automobile.

IN-SERVICE

Receipts are required. All receipts must be itemized and initialed. *An itinerary or schedule of events* must be attached.

Prior to attendance at a conference or in-service a *Request for In-service* must be approved by the Coordinator.

Event *registration* will be paid. Receipts must have name of the employee for whom expenses are paid, if not employee must write such information on the invoice. Membership dues that are part of registration cost will be deducted from the reimbursement. If such costs are not itemized only one-half (1/2) of the registration cost

will be reimbursed. *Meals* will be reimbursed at cost with a limit of \$35.00 (including tips) per day, with no more than \$15.00 reimbursed for any single meal. Receipts are required.

Reimbursement for *lodging* will be actual cost of a single room.

Itemized receipts are required.

Miscellaneous expenses include taxi cab fare, business telephone calls, registration fees, turnpike fees, and parking fees. Receipts will be required for all miscellaneous expenses, and will be reimbursed when justified.

WEEKLY WORK ITINERARY

Personnel will maintain a weekly itinerary. This form must be turned in, mailed or faxed to the Alva office every Friday afternoon or the last working day of the week.

MISCELLANEOUS

Items to be mailed should be in the mail-out basket no later than 3:00 p.m. each day to allow time to add the postage at the postage meter.

USE OF MATERIAL

All media and other instructional materials purchased by IDEA funds are the property of the CEP. Personnel utilizing this material in their work must check the material out in the usual manner with the office manager.

Any materials used are the employee's responsibility for care and loss. If maintenance or repair is required, the article must be returned to the office for necessary repairs. At the end of the project term, all materials must be properly checked in with the CEP office.

Keep materials and test kits together. Materials and test kits are not useable if the contents or parts have been misplaced.

Each May all personnel are responsible for the inventory of the equipment and materials which they use and have checked out.

COPY MACHINE

To keep the cost of maintenance contracts to a minimum duplicate only the minimum number of copies needed. **AVOID OVERDUPLICATION.** The copier is for office and instructional use **ONLY.**

SUPPORT SERVICES

Be a good member of the CEP family.

Be appreciative.

Be supportive of other staff members.

Be helpful – even if it is not in your job description.

Offer constructive suggestions when they appear appropriate or seem necessary.

There may always be a better way or a different or easier way.

Changes are sometimes necessary.

Communicate – if in doubt – ASK.

BE A GOOD CEP FAMILY MEMBER ! ! ! !

Board Approved: 10-3-05