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To: [Activist Name]

Subject: Winter Break is Finally Here!....Weekly updates inside!

From: Cincinnati Federation of Teachers/CFOP

Reply To: ksingleton@cft-aft.org

Happy Holidays from CFT/CFOP!

Happy Winter Break....for most of those reading this email!

OFT Convention Call - Delegates to the Bi-Annual OFT Convention will be elected at the **January 10, 2018**

CFT/CFOP Membership meeting,
5:30 p.m., Laborer's Hall, 3457

Montgomery Rd. At least one elected delegate shall be a CFOP member. The CFT President, CFT 1st Vice President and CFOP President (or designee) are automatic delegates. Any CFT/CFOP member in good standing who wishes to have his/her name placed on the OFT Convention Ballot must submit their name **in writing** to Julia Wiant, c/o the CFT/CFOP office, **no later than 4:00 p.m., Tuesday, January 9, 2018**. Submissions can be sent in the pony, in person or via email to jwtiant@cft-aft.org. NO PHONE CALLS OR VM MESSAGES accepted.

Winter Break CFT/CFOP Office Hours - The CFT Office will be **open** Monday, December 18 thru Thursday, December 21, 2017 staffed by clerical staff only. CFT Certificated Personnel have teacher contracts and will be spending the winter break their families. The CFT Office will be **closed** Friday, December 22, 2017 - Tuesday, January 2, 2018.

Thinking about a trying to transfer? Come to the Teacher Employment Workshop on 1/5 or 1/16. - The Transfer Round process opens at the beginning of February. We want to help you brush up on your self-marketing skills. CFT and CPS are pleased to collaboratively sponsor a workshop on resume writing, interview skills, and the nuts and bolts of the transfer round process. We'll offer the workshop twice: January 5 from 4-6 at Mayerson and January 16 from 4-6 in the Clark Montessori cafeteria. Please join us for one of the sessions! Register on MyPD. Course number to follow.

CFOP employees reporting absences in AESOP - please be mindful of the "Time" selection when reporting certificated absences, especially if the person is a less than full time employee. We are having problems with PT employees having more hours



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deducted than scheduled due to the "day" option instead of "hours" (which is what our payroll system uses).

Wellness Works Deadline - is quickly approaching! **Sunday, December 31** is not only the last day of 2017, it is the **ABSOLUTE LAST DAY** to submit anything to your wellness report card. December 31 is a Sunday, and the Tri-Health Wellness Works Staff will **NOT** be available **AFTER 5:00 pm on Friday, December 29, 2017** for assistance so please submit your documentation and complete your online PHA early to avoid any last minute issues.

Mark your calendar: CPS Job Fair will be held on February 10. Looking for another opportunity to market yourself and boost your prospects to transfer? Under our new collective bargaining agreement, current teachers are welcome to participate in the CPS Job Fair at Woodward on February 10. This is a good opportunity for current teachers to meet screening panels from other schools and learn about their staffing needs and programs. Come to the Job Fair to network, share your freshly polished resume, and give your transfer application a boost. Details to follow.

Reporting of Tardies in High Schools - We have received calls this week about how high schools should use PowerSchool to report Student Tardies. We are working with OFT and the district to confirm how this process should work based on ODE's guidance. We hope to have more information regarding this process in future updates.

CFOP Focus Groups - CFOP will be holding three Focus Group sessions in January. The sessions will be on Saturdays from 9:00 am to Noon at Jacobs Center and we will provide breakfast. Mark your calendars, the schedule is as follows:

- Saturday, January 20, 2018 - All High School CFOP personnel
- Saturday, January 27, 2018 - All Education Center and Iowa Street personnel
- Saturday, February 10, 2018 - All Elementary School CFOP personnel

Know Your Paycheck - We all are aware that since the migration to Business Plus, payroll problems have increased. That is why it is crucial that you check your online pay stub **every pay day** via **Employee Online**. If you have questions contact your **payroll technician**. A schedule of schools and the technician assigned to each school can be found **here**. Please download and save or print to have quick access.

Also, as of the December 1, 2017 pay day, the Oracle balances from old payroll, have been merged with the balances in Business Plus, so technically the YTD totals should be correct. Hopefully you heeded our advice and saved your last paycheck in June (prior to the migration in July) so you can verify the **totals are correct**. Check **it out** today!

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Did you know that you can use the [Employee Portal](#) to update your personal information without having to notify several different departments with in CPS if your address/phone number etc...has changed.

IPDP Help - Those with a 5-year license: Be CERTAIN you create an IPDP within 6 months of the issue of your 5-year license. Forms can be found at: [IPDP Information](#). Once you've completed your IPDP, send it in to Human Resources Attn: LPDC **OR** you can sign it, scan it and email it to teacherlicensure@cps-k12.org. *No need to send it in both ways.*

Need help? No problem!! The Local Professional Development Committee (LPDC) is here to assist. A list of help night dates (2nd and 3rd Thursday of each month) and info can be found at this link:

https://docs.google.com/a/cpsboe.k12.oh.us/document/d/16nChZ3K-KAYl5G9NcFR6iGM-BfF7_uiWCgIdRdXK-ls/edit?usp=sharing and the dates are listed below for your convenience.

As always, seek help at teacherlicensure@cps-k12.org and stay ahead of the game-
- **make sure your IPDP is completed on time!**

IPDP Help Sessions

Location: The Mayerson Academy's Center for Teaching Excellence **Time:** 3:30-5:30 PM

January	11 & 18
February	8 & 15
March	8 & 15
April	12 & 19
May	10 & 17

EVERYONE Has the Right to REPRESENTATION -AKA- The Weingarten Rights -

PLEASE NOTE: You have a right to Union representation at any meeting that could lead to discipline. If a District investigator contacts you for an interview, please exercise your right. Do not agree to be interviewed until you have contacted [Karen Imbus](#) or [Don Mooney](#), our CFT Field Reps and [Betty Hodson](#), our CFOP Field Rep.

Membership Meetings - Reminder: there are no CFT or CFOP membership meetings in the month of December. We will see you at the first CFT Membership meeting of 2018 at 5:30 pm on Wednesday, January 10, 2018 at the Laborer's Hall located at 3457 Montgomery Rd. The first CFOP Membership meeting of the year will be January, 18, 2018 at the CFT/CFOP Office @ 5:00 pm.

GANZ Training for Building/Floor Reps - ALL BR'S and FR's you will be receiving an invitation in the pony to GANZ training for either January 17 or January 18, 2018. This

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invite is for ALL BR's, FR's and Co-BR's. We would like everyone to attend on the day mentioned in your individual invitations. Released time will be provided. Please don't forget to RSVP!

As always, if you know of a colleague who is not receiving these emails, please forward to their personal email address (please do not send to CPS email address) and ask them to submit their personal email address to us at cft@cft-aft.org and receive the email first hand as soon as it comes out!

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