National Board Certified Stipends

New Provisions
Colorado Revised Statutes 22-2-504 (1), (2) and (4) were amended to redefine the “school professionals” eligible to receive the national board stipend. Those eligible are as follows:

- Teachers and principals who hold a valid National Board for Professional Teaching Standards (NBPTS) certificate
- School counselors who hold a valid certificate from either NBPTS or the National Board for Certified Counselors (NCC, CCMHC or NCSC only)
- School psychologists who hold a valid National Association of School Psychologists (NASP) certificate

A $1,600 stipend will be distributed to those school professionals who:

- Hold a valid Colorado teacher license, principal license or special services license with a school counselor or school psychologist endorsement AND
- Hold a valid certificate from the associated organization identified above AND
- Were employed in a Colorado public school or district by Oct. 1, 2019 and who remain employed in a Colorado school or district through May 1, 2020.

An additional $3,200 stipend will be provided to those NBCTs employed at schools that are designated as Turnaround Plan or High Priority Plan Schools.

New Distribution Process
Due to organizations issuing certificates at different times throughout the year, CDE will award stipends to qualifying individuals as follows:

- Those who hold national board certification at the start of the school year (by October 1, 2019) that is valid through May 2020 will receive a full stipend (prorated per percentage of FTE).
- Those who receive their certification by December 31, 2019, will receive a partial (50%) stipend (prorated per percentage of FTE).

To apply for the stipend, log in to your eLicensing account during the month of December 2019 and complete and submit an application to request a stipend. The application will only be available the month of December.

For the most up-to-date information regarding National Board stipends visit CDE’s National Board Stipend Page. Here you will find a fact sheet that explains the timeline, roles and responsibilities of all parties involved in the process.
School Closures & Late Start Information

With the winter season approaching, Human Resources would like to outline information related to school closures and late starts. APS policy EBCE and regulation EBCE-R, state the Superintendent of Schools or designee shall be responsible for the delayed start, early dismissal and/or closing of schools due to inclement weather or other emergencies.

For a late start or school closure, classified employees should follow the reporting hours instructions below. Licensed and Administrative/Professional Technical staff members are not required to report work hours or snow days as exempt employees.

School Closure

- If the decision to close schools due to inclement weather is made prior to the normal school opening time, no employee will be required to report for work unless directed otherwise by her/his immediate supervisor.
- All contracted employees (who work four or more hours per day) will be paid their regular salary for the day.
- Maintenance and operations and transportation employees will be required to work as directed by their supervisors. All other employees who are required to work (except administrators will be notified by their supervisors.
- If a full closure is for other than inclement weather, all employees will report for work at the normal starting time unless directed otherwise by their immediate supervisors, in which case the procedure for full closures due to inclement weather will be in effect as shown in steps one through three above.

Late Start

- If weather or other emergency conditions are severe, but not serious enough to close schools, the superintendent may announce a late start schedule for the opening of schools. All students will be on a one-hour delayed start time. Students will report to bus stops one hour later than original pick-up times.
- All employees are required to report to work in accordance with the announced later starting time, which may be earlier than the announced time for students.
- Employees who do not report for work will be charged with a leave of absence and will enter their absence in accordance with procedures and pay practices followed by the normal work day.
- In spite of a late start schedule, certain categories of employees such as a custodian and maintenance personnel, will be required to report to work at the normal time as determined by their immediate supervisors. In such cases, they will be awarded overtime pay to the extent they are required to work more than 40 hours in a week.
School Closures & Late Start Information

Early Dismissal
- The decision to dismiss schools early will only be made when faced with extreme conditions that develop during the school day.
- If conditions warrant, the superintendent working with the chief operating officer and the director of transportation will make a decision whether or not to close schools and dismiss early.
- School closure or late start schedules are communicated to local radio and television stations.
- If weather or emergency conditions are serious enough to close schools prior to the end of the school day, employees will remain on duty until dismissed by their immediate supervisor.
- The building principal shall develop a procedure as to how students will be dismissed. This procedure should be conveyed to parents, student and staff.

Notifications
If the decision is made to close schools the following procedures will be put into effect:
- An automated phone, e-mail and/or text message will be delivered to staff;
- An automated phone, e-mail and/or text message will be delivered to parents;
- Staff and parents should also tune into radio and TV stations when severe weather conditions or emergencies exist.
- In the event that weather or any other emergency should force the district to close schools, television and radio stations will be contacted;
- Information about weather or emergency related issues will be posted on the APS Web site, aurorak12.org and the APS mobile app, as soon as possible;
- Information will be posted on the district emergency line as soon as possible (303-326-1080);
- A Community Connection alert will be sent to the key communicator network for school closures (not for delays).

Reporting Hours
In the event of a district closure employee absences will be handled as follows:
- If the closure is made prior to the start of the workday, employees will not be charged with an absence, and there will be no need to enter their absence. If an absence was submitted in advance, it will be deleted from the absence system; or
- If the closure is made after the start of the workday, regardless of the reason for the closure, employees who are absence that day will be charged for a full day’s absence and will need to enter their absence accordingly.
Classroom Coverage When No Substitute is Available

The following substitute coverage plan is encouraged as a means for covering classrooms when a substitute is requested but not available. Schools may not use this process as a primary means for covering absent teachers.

1) The first option is to schedule substitutes who have arrived for other assignments to cover classes for additional teachers during the primary assignment’s planning periods.

2) The second option allows principals to assign classified staff who have a One-Year Substitute Authorization to serve as substitutes in an emergency when a substitute is unavailable.
   - Classified staff with a One-Year Substitute Authorization who provide classroom coverage when a sub is unavailable will be paid a flat rate in addition to their regular rate.

NOTE: All classified employees serving in this capacity must have a One-Year Substitute Authorization. The site secretary should e-mail the sub office the name(s) of the employees that have been authorized by the principal to obtain a One-Year Substitute Authorization. The instructions will then be sent.

3) The third option allows principals to assign teachers to cover classes during their regularly scheduled planning periods when a substitute is unavailable.
   - Teachers who cover a class when a sub was requested but unavailable are paid a district standard hourly rate in addition to their regular salary.
   - The building’s Leadership Team should guide the development and annual review of a class coverage plan. The goal of the plan is to share the burden caused by the absence equitably and to maximize student instruction.

Compensation for Classroom Coverage

Teachers:
Teachers who cover a colleague’s class will be paid on an hourly basis rounded up to the nearest quarter hour at the standard rate of $30 per hour. Following are some examples:

   - If a teacher covers a class for 40 minutes, the teacher is paid $22.50 based on a $30 per hour standard rate. (40 minutes rounded up to the nearest quarter hour = 45 minutes = .75 hour; $30 x .75 = $22.50)
   - If a teacher covers a class for 90 minutes, the teacher would be paid $45. (90 minutes = 1.5 hours; $30 x 1.5 = $45)

Clarification for elementary coverage:
Classroom teachers who give up their non-contact time to cover specials when the specialist (including classified tech and media employees) is absent, should be paid via a time sheet at $30 per hour. Compensation shall be paid on a pro rata basis when teachers substitute for split class coverage. Teachers shall receive pay only when a sub was requested but was unavailable.

Classified Staff:
Designated classified staff may cover classes if they hold a One-Year Substitute Authorization. Classified staff will be paid at the flat rate (not hourly rate) of $25 for any coverage from .5 to 3.75 hours, and $50 for any time over 3.75 hours. Please keep in mind that classified staff must still be able to fulfill their regular responsibilities in order to receive additional compensation for classroom coverage.
Kaiser—Primary Care Expansion

Kaiser is now making it even easier and more convenient for members to get the care they need. Starting September 30, 2019, six locations will offer extended primary care and additional same-day appointments. A complete rollout to all medical offices offering primary care is planned for the end of October.

Beginning September 30, 2019 the following locations will offer longer hours and additional same-day care options:

- Aurora Centrepoint
- Englewood
- Highlands Ranch
- Smoky Hill
- Westminster
- Wheat Ridge

Beginning October 28, 2019 the following locations will offer longer hours and additional same-day care options:

- Acero
- Arapahoe
- Baseline
- Briargate
- Brighton
- Castle Rock
- East
- Fort Collins
- Greeley
- Hidden Lake
- Lakewood
- Longmont
- Loveland
- Parker
- Parkside
- Pueblo North
- Rock Creek
- Skyline
- Southwest
- Spring Creek

Extended hours and same-day care options include:

- Monday through Friday from 7 a.m. to 7 p.m.
- Saturdays from 8 a.m. to noon
- Ancillary services will also be extending hours to support Primary Care (Medical Imaging, Pharmacy and Laboratory)
- The Westminster medical office will be open Monday through Friday from 7 a.m. to 7 p.m. and 8 a.m. to 4 p.m. on Saturday and Sunday
Kaiser– Flu Shots

The flu season is upon us, protect yourself and family members from the flu. Kaiser offers several quick and convenient options to get a flu shot:

For Denver and Boulder Members

1. Walk-in flu shots begin on November 4, 2019
   • No appointment needed
   • Monday–Friday, 8:30a.m. to 5:00 p.m. at most Kaiser offices
   • There is no charge to members who show their member ID card
2. At your next scheduled appointment (including specialty visits)

Walk-in flu shots are NOT available at Behavioral Health locations or Franklin Medical Offices. However, members may receive a flu shot during their appointment at Franklin Medical Offices.

For Northern and Southern Members

1. Walk-in flu shots begin on November 4, 2019
   • No appointment needed
   • Monday–Friday, 8:30a.m. to 5:00 p.m. at most Kaiser offices
   • There is no charge to members who show their member ID card
2. At your next scheduled appointment (including specialty visits)
3. Network Primary Care Physicians (PCP) or Community Retailer

Northern and Southern Colorado service area members may make an appointment with their network primary care physician’s office or go to a community retailer, such as Walgreens or King Soopers. Members should keep their receipt, download a medical claim form from kp.org, and send it in with the flu shot receipt to the address indicated on the claim form.

Northern, and Southern Colorado members also may visit any Kaiser Permanente medical office in the Denver/Boulder area. Medical office hours and locations may differ. Members will need to bring their Kaiser Permanente membership card and photo ID.

For more information you can visit kp.org/flu or call the flu hotline at:
Denver/Boulder: 303-34-7600
Northern/Southern Colorado: 1-866-868-7091