

The Resource

A monthly publication of the
Human Resources Department
Northside Independent School District, San Antonio TX 78238

Did last month's pay-check look different?

Many employees have contacted the Payroll Department asking why their March paycheck was greater than the previous month. The answer, according to Mark Flores, Director of Payroll and Accounts Payable, is "NISD was required to change the withholding tables as instructed by IRS as a result of the stimulus program. The effect was less taxes withheld and a corresponding increase in employees' net pay." Congratulations – you have been stimulated!



What you don't know CAN hurt you.

About one in three U.S. adults has high blood pressure but too often doesn't know about it. That's why it's important to have your blood pressure checked regularly. Ask your doctor what your blood pressure goal should be because uncontrolled high blood pressure can lead to stroke, heart attack, heart failure, or kidney failure.

If you have high blood pressure, prescription medications can treat it – and if your doctor prescribes a medication for your blood pressure, ask about generics. (See *March Resource*.)

Future teachers look to you for success

Northside teachers interested in serving as a "cooperating teacher" for next year's student teachers are urged to complete the application available on the *HR Intranet*. The only endeavor more rewarding than teaching is modeling the expected behavior for a student teacher.



Students from David Nanny's Drama 3-4 class at Warren HS.

Don't leave your students in agony

Make sure that you don't lose your eligibility to teach! All standard Texas teaching certificates issued after Sept. 1, 1999, are valid for no more than five years. If you hold a standard certificate for your current assignment then you must **renew** your certificate before it **expires**. The renewal date of a standard certificate is five years after the last day of your birth month.

Some of you have already allowed your standard certificate to expire. Immediate action is required to maintain your contract status with the District. Log-in to your SBEC account at <http://www.sbec.state.tx.us>. Then click on SBEC Online for Educators at the top of the page and follow the instructions to access your certification information. Remember—your students need you!

Ethnicity Survey: A Reminder!

You have already received an email about the new requirements from the U.S. Department of Education regarding the collection of information on ethnicity and race for students and staff that must be in place for the 2009-10 school year. The deadline for meeting this requirement is May 1. If you have not already done so, please take a moment to log on to the *Employee Self Serve* and complete this requirement.

Be all that you can be – TEACH!

Classified and auxiliary staff who have watched teachers for years and said to themselves, "I want to do that!" may have the financial assistance they need to get started. The *Aides Exemption Program* – sponsored by the Texas Higher Education Coordinating Board – provides free tuition to qualified persons who want to graduate from college with a teaching certificate. Northside's *Pathways Program* provides partial tuition reimbursement to qualified individuals who want to become teachers.



ECC program for NISD Employees

Now in its eighth year of providing a developmentally appropriate learning environment for young children, the Early Childhood Collaboration (ECC) is seeking participants in this full-day tuition-based program for 3 and 4 year olds. ECC consists of employees' children and children with special needs attending the campus. For more information, visit the *ECC web page*.



Help us help you: Humana Customer Survey

Humana, in concert with the Office of Benefits and Risk Management, is conducting a customer survey to determine how District employees consider, approach, and engage in healthcare decisions. The study began with multiple focus groups consisting of a cross section of District employees to help shape the overall scope and direction of the upcoming survey.

The survey will run from April 7-20 and will be sent to all employees either by email or by pony. The individual results of the survey will be anonymous and confidential.

This is an opportunity to help us help you in shaping and improving our collective benefit offerings.

SAVE THE DATE: Retirement and Recognition Celebration

Don't forget that employees who retire in the 2008-2009 school year or are completing 20, 30, 35 or 40 years of service with the District will be recognized at this year's Retirement and Recognition Celebration. The Celebration will be held at 6:30 p.m. May 6 at Brandeis HS. Employees completing 10 years of service will be recognized in ceremonies at their campus or department.

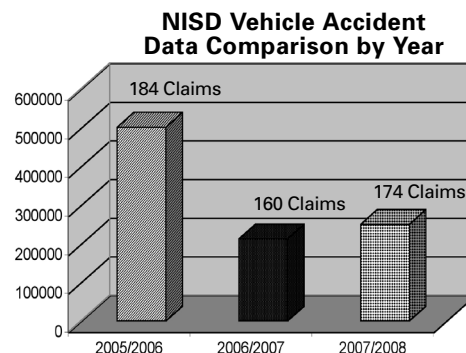


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Vehicular victory to celebrate

The District's vehicle fleet consists of 1,136 vehicles that include 698 buses, 376 vans/trucks, 41 police vehicles, and 21 private passenger cars. As anyone can attest, driving in and around San Antonio has its challenges.

The graph provides data that depicts NISD vehicle accidents for the last three years. This graph shows that even though our fleet and population continue to grow, NISD personnel who operate our NISD vehicles are driving defensively and safely to minimize the District's losses.



Create your own stimulus package

Now is a good time to invest in yourself! Northside has collected information on advanced degrees available in the area or online (or both!). The latest program announcement is for a partnership between UT Arlington and Lamar University. *UT-A offers a master's in C&I* with specialties in math education, science education, and literacy studies. *Lamar offers a master's degree in educational leadership, educational technology, and teacher leadership.* For additional information, please see the [complete list of master's programs](#) compiled by the HR department.



Transfer Information

I have received a chigger basket of questions from classified staff about transferring to one of the new schools. So let's talk a little about staff transfers.

In February, you told the teachers what they needed to do to transfer to another campus. What about classified staff—like classroom assistants and office workers?

There are no transfer procedures, per se, for classified staff. If they want to change positions within the school, they should talk to the principal. If they

want to work at another location, they can apply for jobs as they become available. Refer to Administrative Regulation [PER12](#) for more information.

But lots of times we don't know when jobs are available because they are not posted on the Internet. Many instructional assistant positions are not posted; specifically those that are classified as pay grades E-2 and E-4. If a person wants to work in one of these positions at a different campus, she can contact the principal directly via email and then send copies of her resume, references from supervisors, or recent evaluations for the principal's consideration.

Is that also what I would do if my position is cut? NO. Classified staff who lose their jobs because of program changes, decreases in enrollment, or budget cuts may be considered for possible lateral movement to another campus or department. In order to receive this consideration, they must follow the guidelines for seeking [Placement Assistance](#). After completing the form on the Placement Assistance web site, the form must be signed by the principal before submitting it to Human Resources. The rest of this process is explained on the web site.

What about school secretaries and office clerks? If you lose your job for one of the reasons listed above, you too can apply for placement assistance to a lateral position, but only if the position is a D-2 or D-4 pay grade.

Who do I contact if I still don't understand what my transfer options are? You can contact your supervisor, re-read [PER12](#), or email Dr. Danny DeGuire.

Next Month: The year in review and HR web sites.

Until then keep your ears clean and your paws dry....hrh

The Resource is electronically published nine times a year by the Northside ISD Human Resources and Communications departments to help keep employees informed.

Northside Human Resources Dept.
5617 Grissom Rd.
San Antonio, TX 78238
(210) 397-8600