

Resource Teachers: Learning and Behaviour



7 December 2011

Two ways for you to keep up-to-date with the steps to February 2012 are via this newsletter and Te Kete Ipurangi <http://rtlb.tki.org.nz/Transforming-RTLB-service>

Update

- Lead schools for clusters have now been announced. Please refer to TKI for the full list.
- Schools have been working through the process for transferring permanently employed RTLB to the new lead schools. If you have any queries around this please contact your union representative or NZSTA.
- Many clusters are now appointing cluster managers. Lead schools have delegation to manage this process within their cluster.
- The transformed RTLB service will commence at the start of Term 1 2012.

Payroll process for transferring RTLB

We appreciate that new lead schools have a significant task with transferring RTLB. The team in Education Service Payroll has endeavoured to streamline this process as much as possible for new lead schools. The payroll process to follow is at:

[http://www.nzsta.org.nz/board-as-employers/appointment-process-\(1\)/payroll-process-for-transfers/](http://www.nzsta.org.nz/board-as-employers/appointment-process-(1)/payroll-process-for-transfers/).

We would like to remind schools that they can charge administration time for this task against the RTLB administration budget.

Revised Resource Teacher: Learning and Behaviour Service Toolkit

We are pleased to announce that the new Toolkit is complete and in the process of being printed. We expect an electronic copy to be online before Christmas, and printed copies will be distributed to lead schools in the new year.

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Cluster manager selection

As lead schools work through the process of appointing cluster managers, it is timely to clarify lead schools' obligations around this. While schools may seek to appoint a permanent cluster manager immediately, this is not a requirement. A number of schools are employing cluster managers on fixed term contracts to ensure reasonable opportunity for the best candidate for the job to be appointed. As the cluster manager role is a key one, the Ministry supports this.

Cluster finance report

A reminder that cluster finance reports need to be completed and submitted to the Ministry by 20 January 2012 to:

RTLB Funding Report
Attention: Rowena Stauber
Ministry of Education
PO Box 1666
Thorndon
Wellington 6140

Please refer to Circular 2011/25 for further information:

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/PublicationsAndResources/Circulars/Current/Circular201125.aspx>.

Laptop leases

We have been receiving a number of queries recently related to laptop leases. Please note the following points when liaising with your laptop supplier. This information may also be generalised to other administrative expenses of a similar nature.

At the moment, current employing schools are receiving cluster funding and should continue to pay the laptop lease until the start of 2012. In most cases, unless laptop leases are up for renewal, rather than terminate the lease early we advise lead schools to establish reimbursement arrangements with current employing schools from the start of next year. This is to avoid the 2011 employing school incurring unnecessary penalty payments.

We understand that some leases may not be transferable between schools. Schools should confirm this with their suppliers.

Suppliers should note that an employee does not 'own' the laptop lease; the employing school does and RTLb will not be able to take the laptop with them if they do leave the service.

It is understandable that some 2011 employing schools may not wish to continue with the laptop lease past the end of this school year. It is only a recommendation that the 2011 employing school continue with the laptop lease and the new lead school reimburse them for any costs including repairs and similar. Schools should work together to consider what the best option is for their circumstances.

Cluster annual report 2011

We have already received reports from clusters for this year. A reminder these need to be completed by the current clusters and submitted to the Ministry by 20 December to:

RTLb annual report
Attention: RTLb annual reports
Ministry of Education
PO Box 1666
Thorndon
Wellington 6140

The can also be submitted electronically to:

rtlb.enquires@minedu.govt.nz

The report form is located at:

<http://rtlb.tki.org.nz/Governance-and-management/Reports/2011-RTLb-cluster-report-form>.

Merry Christmas and Thank You!

Thank you for the support you have given to the Transformation this year. Exciting changes are taking place and these would not have been possible without the numerous valuable contributions made by the sector. We hope you have a relaxing Christmas break and we look forward to continuing to work with you in the new service.

Contact us

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