

Resource Teachers: Learning and Behaviour



RTLB Matters: Issue 2 2012

22 February 2012

Tēnā koutou katoa Lead Principals and Cluster Managers

There are several BIG issues that have been raised over the past couple of weeks, and which have sent us around the Ministry to sort out and answer. Brian and I both want to express our thanks for your patience and forbearance as we follow up your questions and issues during this transition. THANK YOU.

This email includes:

- Extension of time to submit Action Plan
 - Principals' additional pay
 - Satellite Schools
 - Payroll inaccuracies
 - 'Banked' staff
 - Tela Laptops
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Extension of time to submit Action Plan

Given the larger number of transition issues than anticipated, in good faith, and to take the pressure off, we are extending the deadline for submitting your Action Plan to **25 May 2012**. This will also allow you more time to devote more time to the preparation of your Cluster needs analysis.

Principals' additional pay

Lead Principals' additional pay is based on the number of new teachers on their staff i.e from the transfer of RTLB to their school. The payment and back pay of new principal salaries will be made at the same time that principal salaries are adjusted based on the 1 March roll returns. Both the number of attached teachers and roll movements impact on principals' salaries so it makes sense to wait until roll numbers are confirmed. (See also **Payroll inaccuracies** below).

Satellite Schools

The Toolkit (p.11) provides clear guidance to help you negotiate the provision of accommodation with satellite schools. However, where you believe a satellite school is making unreasonable demands, or you are considering moving RTLB from one satellite to another, you should make contact with the property advisor at your local Ministry office for their advice and support.

Payroll inaccuracies

As with all transformations of this size and complexities, there have been some payroll inaccuracies. Most of these inaccuracies have been sorted, but what is apparent is that RTLB pay is dependent on you not only informing Payroll, but also letting us know of new appointments, transfers etc.

When a lead school has employed an RTLB, the Principal and Cluster Manager must complete and sign the following forms:

1. The RTLB Appointment Form, and email to Special Education National Office on rtlb.enquiries@minedu.govt.nz
2. The New Appointment Form for Teaching Staff ESP1T, and email to Payroll, as per <http://www.schoolpayroll.govt.nz/Site/Forms/Find/More/ESP1t.aspx>

The new RTLB will be confirmed and their pay started only when both of these forms are sent in.

Principal's pay – In order for new RTLBs to be included in the confirmed staff numbers for your school (which will determine the pay for the Principal), you need to ensure that you have sent the above forms to National Office by 01/03/2012.

'Banked' staff

Those Lead Schools whose management of 'banked' staffing has been compromised as a result of additional RTLB – please be assured we are working to sort this as a matter of priority. Please bear with us while we rectify the situation. We hope to get a memo out to you very shortly that covers all the following issues:

1. Why the SUER reports read the way they do
 2. How wide spread this issue is
 3. How this is being remedied and when
 4. How you can help us to remedy the issue
 5. A note of explanation for Board Chairpersons and the process for mitigating risks/impact
 6. A note to be able to explain to auditors why there was a significant variance in their SuE reports
 7. A Ministry contact that principals can contact to talk through the issues.
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Tela Laptops

It couldn't have happened at a less convenient time for the RTLB transformation, but the Tela Laptops scheme has just announced an important transition: from 1 March 2012 Telecom Rentals Ltd will become the provider of all TELA services including laptop delivery, warranty and indemnity services and leasing arrangements.

The main thing is to make sure your school signs up to the master rental agreement it receives in the mail from Telecom so you can then go in and order. There are no major changes to the way the scheme operates but the Ministry have had to close it down between 20 February and 5 March 2012 to enable the transition between contract providers. Principals and IT Coordinators have been informed of the details and the ordering site remains the same: www.tela.co.nz.

And...

...don't forget to check the Massey website – we only have a few curly questions left to answer. Updates are being posted on the website every few days.

Hei konā rā
Anne

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