



*THE SCHOOL DISTRICT OF LEE COUNTY and  
THE TEACHERS ASSOCIATION OF LEE COUNTY*

**SPALC Bargaining Committee**  
**Monday, September 24, 2018**  
**Agenda**

**Items**

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1. Check-In
2. Norms
3. Calendar
4. Snapshots
5. Story
6. Check-Out

Mission: To ensure that each student achieves his/her highest personal potential

Vision: To be a world-class school system

SPALC Bargaining Committee  
FY19 (2018-2019 School Year)



**THE SCHOOL DISTRICT OF LEE COUNTY and  
THE SUPPORT PERSONNEL ASSOCIATION OF  
LEE COUNTY**

**SPALC Contract Negotiations  
FY19 (2018-2019 school year)**

**September 24, 2018**

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**Agenda:**

- Check-In
- Norms
- Calendar
- Snapshots
- Article 3
- Article 4
- Article 5
- Check-Out

**Check-In:**

**Time Constraints:** 6:00 PM

**Missing:** Bonnie McFarland, ~~Amanda Evans, Jimmy Riley~~, Penny Bennett, Toni Abrams, Sandy Sloan

**Elephants:** None

**Expectations:** to begin the process, make progress, have a good start

**Norms: CONSENSUS**

- Limit sidebar conversations
- Start and end on time
- Respect the opinion of others
- Silence cell phones
- Maintain confidentiality where required

**Calendar: CONSENSUS**

- Meet every other Monday beginning September 24, 2018 from 4:00 PM - 7:00 PM

**Snapshots:**

<b>Article 3</b>
<b>Safety &amp; Security</b>

<b>Headlines:</b> <ul style="list-style-type: none"> <li>Alignment of SPALC and TALC Contracts: no article in SPALC Contract for Negotiation Procedures, would like to add language similar to TALC Contract Article 3 (Negotiation Procedures)</li> <li>Safety &amp; Security is in Article 6 (Working Conditions) of the TALC Contract; move Safety &amp; Security language to Article 6 (Working Conditions), which is where it fits better</li> </ul>	<b>Interests:</b> <ul style="list-style-type: none"> <li>Alignment</li> <li>Clarity</li> </ul>
	<b>Data:</b> <ul style="list-style-type: none"> <li>TALC contract language</li> </ul>

Article 4	
Grievance Procedure	
<b>Headlines:</b> <ul style="list-style-type: none"> <li>Opened in FY18; the timelines for grievances are difficult to follow</li> <li>Would like to set a standard grievance process for all eligible employees (SPALC &amp; TALC)</li> </ul>	<b>Interests:</b> <ul style="list-style-type: none"> <li>Equity</li> <li>Clarity</li> <li>Manageability</li> <li>Consistency</li> </ul>
	<b>Data:</b> <ul style="list-style-type: none"> <li>TALC Contract language</li> </ul>

Article 5	
General Employment Practices	
<b>Headlines:</b> <ul style="list-style-type: none"> <li>Based on survey data there is a consistent need and desire for school-based support staff meetings, where administrators provide training and coaching</li> <li>Assignment of Duties: support staff are being asked or directed to complete duties outside of those listed in the essential functions of their job description</li> </ul>	<b>Interests:</b> <ul style="list-style-type: none"> <li>Boost morale</li> <li>Manageability</li> <li>Staff/Location Connection</li> <li>Efficiency</li> <li>Feasibility</li> <li>Communication</li> </ul>
	<b>Data:</b> <ul style="list-style-type: none"> <li>Survey results and/or comments</li> <li>Job Description</li> </ul>

Article 7	
Work Schedule	
<b>Headlines:</b> <ul style="list-style-type: none"> <li>• Denial of Vacation Requests</li> <li>• Employees having maximum level of vacation time accrued</li> <li>• Process for vacation request</li> </ul>	<b>Interests:</b> <ul style="list-style-type: none"> <li>• Manageability</li> <li>• Fairness &amp; Equity</li> <li>• Compliance</li> <li>• Respect</li> </ul>
	<b>Data:</b> <ul style="list-style-type: none"> <li>• Employee data for maximum accrued vacation time</li> <li>• Employee data for appeals of denial of vacation requests</li> </ul>

Article 10	
Compensation	
<b>Headlines:</b> <ul style="list-style-type: none"> <li>• Continuation of multi-year plan to move all positions to the Market Rate</li> <li>• District received less than a 1% increase in funding from the state for the third consecutive year</li> <li>• Cost of health insurance has gone up, 8-9% annually; there's only one pot of money to draw from</li> <li>• Wellness incentive</li> <li>• Degree Supplements</li> </ul>	<b>Interests:</b> <ul style="list-style-type: none"> <li>• Employee morale</li> <li>• Manageability</li> <li>• Affordability</li> <li>• Equity</li> <li>• Retention</li> <li>• Remain Competitive</li> <li>• Efficiency</li> <li>• Clarity</li> </ul>
	<b>Data:</b> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Economic Resource Institute updates</li> <li>• Credential Report from HR</li> <li>• Longevity/Seniority Report</li> </ul>

Article 11
Benefits

<b>Headlines:</b> <ul style="list-style-type: none"> <li>• Rising health care costs</li> <li>• Current state of insurance fund due to rise in cost over the past few years</li> </ul>	<b>Interests:</b> <ul style="list-style-type: none"> <li>• Affordability for: <ul style="list-style-type: none"> <li>◦ Employees</li> <li>◦ District</li> </ul> </li> <li>• Remain Competitive</li> </ul>
	<b>Data:</b> <ul style="list-style-type: none"> <li>• Insurance Task Force (ITF) recommendation</li> <li>• Insurance information from other school districts</li> <li>• Annual Claims Information from ITF</li> </ul>

### **Story - Article 3 (Safety & Security)**

- The District is interested in continuing the work we've done to align contract language with the TALC and SPALC Contracts; the majority of the articles now align; we began this work approximately two (2) years ago
- Alignment of the language improves the readability of the contracts, because people know where to find information regardless of what bargaining unit or employee group they're a part of; we've also begun to align Salary Schedule N and the Administrator Salary Schedule
- There's now an expectation that when opening either contract the information you're looking for can be found easily and you can see the differences between each contract; this has made it easier to standardize the process and to make sure that unique language to the bargaining unit stands out

### **Option**

1. Move Article 3 (Safety & Security) language to Article 6 (Working Conditions)
2. Duplicate TALC's Article 3 (Negotiation Procedures) and make it the new Article 3 (Negotiation Procedures) language in the SPALC Contract with amended titles and dates
3. Remove redundant language

### **Straw Design - CONSENSUS**

- A. 1, 2 & 3

### **Story - Article 3 (Safety & Security) (continued)**

- How much of Article 3 will be moved?
- SPALC Contract Article 11.09 (Insurance Task Force) states that the parties agree to a procedure to suspend the interest-based process if needed; does the TALC Contract also contain this language?  
Yes, Article 11 (Benefits) is the same in both the TALC and SPALC Contracts

- The SPALC Labor/Management Committee can draft the exact language for the Tentative Agreement, which is standard protocol in order to better utilize the time at the bargaining table

#### **Story - Article 4 (Grievance Procedures)**

- The major differences in the SPALC and TALC Contracts, in terms of Article 4 (Grievance Procedures), are the timeframes for filing a formal grievance, scheduling a hearing, hearing a grievance, and providing a disposition
- In most cases, we end up having to waive timelines in order to accommodate the parties
- The TALC Contract allows 10 days to file an Informal Grievance, then 7 days between each step moving forward, until you get to requesting Arbitration, which it then allows 10 days for this step; this would allow the SPALC Executive Board time to meet and decide on whether to move forward with Arbitration
- Also, the definition of working days in the TALC Contract is based on the 255-day calendar, rather than individual employee calendars, this helps with timeline confusion in the event that something happens on the last day of school and someone tries to file a grievance two months later
- Where it says, “Within 10 working days of alleged violation...”, does that mean that the 10-day count would start on the day the reprimand is written or the day the employee met to discuss the reprimand? It would be the day the reprimand is written
- Has the addition of the 3 extra days helped reduce the number of grievances for TALC? Yes, last year we were at a record low for SPALC and TALC grievances, much of which can be attributed to work done in the SPALC and TALC Labor/Management Committees; and, there’s no longer a feeling that grievances are rushed or that there needs to be a rush to meet or respond to grievances
- Thankfully there are not many grievances in our district; our collaborative relationship is a positive for the District and SPALC and we’d like to ensure that things stay that way

#### **Option**

1. To align SPALC Contract timelines for the grievance process with the timelines in the TALC Contract
2. Add language from TALC Contract Article 4.03 (1)(b) to the SPALC Contract

#### **Straw Design - CONSENSUS**

- A. 1 & 2

#### **Story - Article 5 (General Employment Practices) - Support Staff Meetings**

- School-based support staff feel they are missing out on important information, and feel they are not a valued part of the school community
- Teachers have a lot going on and often forget to tell paraprofessionals about information administration has asked them to share
- Meetings should take place at a time that is least disruptive to teaching and employee schedules
- In previous years, schools have had 30 minute meetings with support staff which included up to 10 minutes of training on subjects such as how to assist with reading

- For student success, all support staff should have the same information as the instructional staff they work along side
- The best time to schedule these meetings can be a challenge when considering Food and Nutrition Services workers are often on different shifts, or their shifts are only for four (4) hours; and custodial staff that work late in the afternoon or evenings might not be there to meet with administration and building supervisors, if meetings are held earlier in the day
- Currently, there are schools whose Food and Nutrition Service departments conduct short trainings during the employee's work day; most schools have started to have a 30 minute overlap of custodial staff and Building Supervisor schedules, so the Building Supervisor can meet with their entire staff
- Is it feasible to have such meetings? Yes, but there are some challenges we must address
- Custodians are not the major concern here, because they are not in a position that requires them to supervise students
- Helping Teachers and Paraprofessionals often arrive five (5) minutes before students and leave five (5) to ten (10) minutes after students
- More clarity is needed for the type of meeting being requested; is it all support staff or can support staff be separated into smaller groups?
- Several groups could meet about things that are relevant to their position; meetings do not need to be the entire support staff
- Paraprofessionals are assigned to classes and kids; they are provided only a few minutes in the morning to settle in before kids arrive and in the afternoon they're not on the clock when administrators would be available to meet; some days it's difficult to get lunch and breaks for staff, so we don't want to infringe on that time either
- Principals do not want anyone to feel excluded; we would like to provide this type of meeting for support staff, but it's important that we think these things through
- Due to budget constraints over the years, there has been a change in Paraprofessionals work schedule; they used to come in 30 minutes early; this additional 30 minutes was a great help in communication between paraprofessionals and teachers;
- Communication and being connected are not necessarily the same thing; the bigger underlying issue is how do we make support staff feel like they are part of the team
- Paraprofessionals and custodians receive information through the grapevine; this leads many support staff to feel like administration does not care enough to talk to them and make sure they have the correct information, which in turn causes poor morale
- When administration is approachable it goes a long way toward team-building
- One-on-One Paraprofessionals or Helping Teachers are a concern; who will stay with their student if they are called away for a meeting during the middle of the day? This could be a serious health, safety, welfare issue for these students
- We would like to add new language to Article 5 (General Employment Practices)
- Is it job specific information that is being missed? Meaning, are Bookkeepers, Information Specialists, and Security Specialists also being affected by these communication gaps?
- Yes, although those employees meet with District staff more often, because they're not tied to a classroom
- These would not be meetings just to meet; there would need to be an agenda to ensure that they're a productive use of time
- Office meetings happen on a regular basis

- Security Specialist meetings are held after dismissal, because they're often 8 hour employees
- Office, Cafeteria, Custodians, and Security can be pulled from their work, but Helping Teachers and Paraprofessionals are with kids and cannot be randomly pulled out of classrooms; absenteeism adds to the difficulty of scheduling regular meetings
- New language would guarantee 15 to 30 minute meetings for each support staff group; meeting schedules would be school specific and administrators would set the agenda
- The ideal time frame for having these meetings is monthly; SPALC is flexible
- Does an optional meeting after-hours conflict with FSLA requirements for overtime? It would be work related, so we would have to pay people if it's after hours
- Staff wants to be informed and have open communication; it's less about being paid
- Support staff cannot always get to email in a timely manner, because of limited access to computers
- This will save employees from filing grievances and receiving reprimands for things that basic coaching and support would address
- School administration should be in communication with support staff
- Pre-school Week meetings are not always held with support staff present
- Computers are still not available for all support staff
- If proper information and training is not completed, this could put the district at risk
- Regular meetings with SPALC Building Reps. will help get information out and show employees they are valued, but it may not be enough
- Chromebooks are not issued to Paraprofessionals, because they are in limited supply and there are often not enough for students; support staff should have access to computers so they can read emails from administration and take care of school business

### **Caucus**

**District Report Out:** There is agreement that it is important to have opportunities for school based support staff to come together and have meetings with administration. We are open to an option that has the following elements: A meeting occur a minimum of once a quarter, be a minimum of 15 minutes, and be specific to school-based support staff. Human Resources will gladly work with any administration that has difficulty scheduling such meetings.

**SPALC Report Out:** There was a reiteration of the need to make these meetings work. We discussed the importance of support staff having access to technology: chromebooks or desktop computers.

- These meetings will assist with disseminating information related to Safety & Security

### **Option**

1. SPALC school-based employees are to have a minimum of a 15 minute meeting/training per quarter with school administrators

### **Story - Article 5 (General Employment Practices) - Computer Use**

- Can there be a designated area for a computer for employees to use?



- There is a hesitation to have contract language around this issue, due to our limited capital funds and the fact that computers are purchased using capital funds
- Classroom computers cannot be used at all times, because students are on student computers and teachers are on their computers
- Computer stations located in a private area are a good option for support staff
- Support staff does not always have computer access to complete mandatory OSHA trainings
- A paraprofessional can log-in to a staff computer station when the teacher locks his or her computer, if they get up from their desk
- Media Centers have computer stations staff can use, if needed

**Story - Article 5.05(1) (Job Descriptions)**

- Employees are feeling pressured to perform duties outside their job descriptions such as clinic coverage during lunch or in the event of illness of the Clinic Assistant
- It is standard practice to have one or two backups to the Clinic Assistant to provide coverage during their lunch period, illness, or other times there are student emergencies
- It is important support staff speak up if they are not comfortable assisting in the clinic due to the sensitivity of the position
- Employees feel forced to take on these duties
- Custodial staff is often asked to pull weeds, which their job descriptions allow; sometimes they feel that this is unreasonable and the issue is referred to the SPALC Labor/Management Committee for review
- Asking a paraprofessional to pull weeds is not allowed, since it is clearly outside of their job descriptions
- SPALC has heard that some principals are providing employees with their own job descriptions, which are not the board approved job descriptions
- At times it is necessary to perform related duties that are outside of the job description, such as an I.T. employee having a morning or afternoon duty, but there are times that these people are being asked to do both morning and afternoon duties, lunch duty, and provide coverage; all of these extra duties pull the employee away from their regularly assigned duties of responding to the technology concerns of the school
- Maintenance employees would not be asked to supervise students and Paraprofessionals are not asked to perform maintenance employees' duties
- Dismissal and arrival require all hands on deck, but other duties should be assigned to appropriate employees
- There are some positions where it's not appropriate for a person to be assigned cafeteria duty every day; these issues can be discussed by the SPALC Labor/Management Committee
- Job descriptions are essential to a person performing their duties to the best of their ability
- The District is in the process of updating all job descriptions; there are roughly 600 job descriptions, many of which have not been updated in years; we're about three years into a five year job study plan
- There is a Top 25 list that includes the twenty-five (25) job descriptions that cover nearly 90% of District employees; all of these job descriptions will be updated this year; a number of these are SPALC job descriptions

- We also have the new District website, which has a search feature for job descriptions that should make it easier for administrators and employees to look up a job description
- There have been staff members who were going to be written up for refusing to create a PowerPoint presentation for instructional staff on Bookkeeper expectations; presentations to instructional staff are not the job of support staff and not everyone is comfortable doing these types of duties
- The District is not convinced that contract language will solve the problem; schools need to have flexibility for emergencies and there's general language about additional duties as assigned on every job description

#### **Option**

2. Option tabled until the next session on October 8, 2018

#### **Communication:**

- District to draft a JOINT Communication to be sent to SPALC leadership and unit members

#### **Check-out**



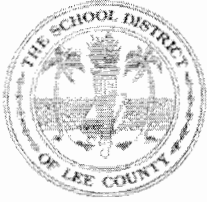
**THE SCHOOL DISTRICT OF LEE COUNTY and  
THE TEACHER'S ASSOCIATION OF LEE COUNTY**

**SPALC Bargaining Committee  
September 24, 2018  
Sign-In**

COMMITTEE MEMBERS		
Name	Position	Initials
Dr. Angela Pruitt, Chair	Chief Human Resources Officer	AP
William Rothenberg	Director, Compensation & Labor Relations	WR
Greg Blurton	Business & Finance	GB
Robert Codie	Exec. Director, Operations Services	RC
Jimmy Flock	Director, Maintenance	JF
Mike Gatewood	Coordinator, Compensation & Labor	MG
Kim Hutchins	Director, Payroll	KH
Jason Kurtz	School Admin. (High)	JK
Ruthie Lohmeyer	School Admin. (Center)	RL
Bonnie McFarland	Insurance & Benefits	BM
Shannon Smith	Staffing & Talent Management	SS
Brian Williams	Staff Attorney	BW
Elizabeth Peterson	Director, Island Coast FEA	EP
Jamie Michael	President, <del>TALC</del> SPALC	JM
Antoinette Abrams	Bookkeeper (Royal Palm)	AA
Kenny Benjamin	Transportation (driver)	KB
Penny Bennett	Printing Services	PB
Raphael Cruz	Head Custodian (Tropic Isles)	RC
Amanda Evans	Transportation (driver)	AE
Vivian Hawkins	ESE Helping Teacher (Royal Palm)	VH
Jimmy Riley	Maintenance	JR
Sandy Sloan	Paraprofessional (The Alva School)	SS
Robin Walker	Asst. Food Service Manager (Diplomat Elem)	RW
Kenn Mees		EM

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Vision: To be a world-class school system

SPALC Bargaining Committee  
FY19 (2018-2019 School Year)



***THE SCHOOL DISTRICT OF LEE COUNTY and  
THE TEACHER'S ASSOCIATION OF LEE COUNTY***

GUESTS		September 24, 2018
Name	Position	Initials

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