



**ARLINGTON PUBLIC SCHOOLS
HUMAN RESOURCES**

MEMORANDUM

February 24, 2017

TO: Patrick K. Murphy

**FROM: Kristi Murphy
Ellen Kennedy**

**SUBJECT: School Board Work Session – Employee Budget and
Non-Budget Related Concerns**

**FEBRUARY 28, 2017 WORK SESSION
AGENDA**

| | |
|------------------|---|
| 5:00 – 5:10 p.m. | Summary – Processes for Employee Advisory Committee (EAC) and Collaborative Professional Strategies Team (CPST) |
| 5:10 – 5:35 p.m. | Employee Advisory Committee (A, C, D, E, G, M, X-scales) <i>5 minute transition between groups</i> |
| 5:40 – 6:00 p.m. | Collaborative Professional Strategies Team (P/T-scale) |



**ARLINGTON PUBLIC SCHOOLS
HUMAN RESOURCES**

MEMORANDUM

February 24, 2017

TO: School Board Members

FROM: Patrick K. Murphy

SUBJECT: 2016-17 Budget and Non-Budget Employee Related Concerns

Policy Implementation Procedure (PIP) 35-4.2 Employee-Employer Communications specifies the procedure that A, C, D, E, G, M, P, T and X-scale advisory groups follow when submitting employee budget and non-budget related concerns. Below are the employee groups represented by each scale.

| Scale | Employee Group |
|-------|----------------------------|
| A | Assistants |
| C | Cafeteria |
| D | Drivers and Bus Attendants |
| E | Exempt from FLSA |
| G | Clerical |
| M | Maintenance |
| P | Administrators |
| T | Teachers |
| X | Extended Day |

The following employees will present employee budget and non-budget concerns to the School Board at its work session on Tuesday, February 28, 2017.

| | |
|---|--|
| Employee Advisory Committee (EAC) | <i>Thanh Au</i> – Maintenance Mechanic I (Carpenter), Facilities & Operations <i>Wanda Gant</i> – Personnel Technician, Human Resources <i>Milagros Martinez</i> – Extended Day Care Supervisor, Kenmore <i>Regina Richardson</i> - Special Education Assistant, Campbell <i>Eric Underhill</i> – Instructional Technology Coordinator, Carlin Springs |
| Collaborative Professional Strategies Team (CPST) | <i>Pam Farrell</i> – Supervisor, Fine Arts <i>Harold Pellegreen</i> – Principal, Taylor <i>Gina Miller</i> – Testing Coordinator, Key <i>Leslie Stockton</i> – Minority Achievement Coordinator, Kenmore |

EMPLOYEE ADVISORY COMMITTEE

An Employee Advisory Committee (EAC) consisting of representatives from A-Scale, E-Scale, G-Scale, M-Scale, and Extended Day Supervisors and Assistant Supervisors has been established to discuss employee concerns pertaining to wages, hours and other items and conditions of employment and to report to the Superintendent in writing its recommendations for changes and/or improvements. The function of this Committee is the thorough review of concerns and the shaping of advice, with the intent of solving issues internally. It shall be the goal of the Committee to reach agreement on employee concerns. Those concerns upon which agreement and solutions are reached shall be forwarded to the School Board at the end of the year in the form of a report that summarizes the issues addressed and the resolution of those issues.

During the 2016-17, the EAC continued to follow the model of the Collaborative Professional Strategies Team (CPST). Representatives for all scales met as one large group, rather than individually by scale, and the EAC is discussing the possibility of longer meetings starting in the fall of 2017. Areas that the EAC addressed during the 2016-17 school year include, but are not limited to the following:

- Revisions of the following School Board Policies (SBP) and Policy Implementation Procedures (PIP):
 - PIP 35-3.11 Physical Examinations Policy
 - PIP 35-5.4 Leave of Absence
 - PIP 35-5.6 Family & Medical Leave
 - SBP 35-4.9 Disciplinary Actions
 - PIP 35-4.9 Disciplinary Actions
 - SBP 35-4. Grievance Procedure
 - PIP 35-4.6 Support Staff Grievance Procedure
 - SBP 35-6.2 Retirement
 - PIP 35-6.3 Retiree Health Insurance
 - PIP 35-8.1 Advancement on Salary Schedules
 - PIP 35-8.3 Contracts and Work Schedules
- Compensation Study
- Calendar
- FY 18 Budget Update (ongoing topic at various meetings)
- FY 17 Budget Discussion
- Support Staff Awards Eligibility Criteria
- Capital Improvement Plan
- Information Technology Updates
- Guidelines for Employee/Supervisor Interactions

The EAC spent a large portion of its time discussing the FY 2018 budget. FY 2018 budget recommendations included the following:

Recommendations

1. Step Increase plus a COLA
2. A-Scale moving to a 7.5 hour contract (longer work days)
3. Provide additional funds to support G-Scale Professional Development
4. Technology for A-Scales who work directly with students who use devices to better support student learning (i.e. iPads)
5. Additional computers for X-scale staff at each school.
6. Add HVAC preventive maintenance technicians and contract funding to meet increased demands created by student enrollment growth.

Budget Reductions/Savings

1. Increase summer school fees
2. Expand offerings of virtual, online courses for high school students (for example, virtual PE-students already involved in recreation leagues and other outside activities are provided)
3. Implementation of personalized learning
 - Charge students for replacement iPads
 - Provide iPads only to students who qualify (based on need)
4. Charge for sports participation with scholarships based on need.

The EAC invited several APS staff to meet with them during the year, which has helped them form their work, as well as budget recommendations. Staff include:

- Rajesh Adusumilli, Assistant Superintendent, Information Services
- Jeff Chambers, Director, Design & Construction
- Linda Erdos, Assistant Superintendent, School & Community Relations
- Tameka Lovett-Miller, Budget Director
- Dr. Kristi Murphy, Assistant Superintendent, Human Resources
- Terance Proctor, Director, Service Support Center

The EAC will continue to address and work on the following topics:

- Leave in One-Hour Increments (on-going)
- A-Scale concerns: attending faculty meetings, evaluations, planning time, technology requests
- Review the policy of salary setting for internal promotions when the pay ends up being less than someone hired from the outside.
- Increase the amount of money allocated for staff compensation in after-school activities.
- Review compensation for E-scale employees to ensure equalization for similar job duties and responsibilities; also G-scale.
- Update on cultural competence with regard to when it will “roll out” to remaining schools/departments.
- Review of G-scale duties across the school division with regard to making sure duties are apportioned to the correct level employee, including possible survey of duties. (6/13/14; 9/19/14)
- Cost of retiree re-hires and accessibility to jobs – making them available to all (12/8/16)
- Activity/late bases

- Review current APS virtual learning opportunities
- Provide feedback to S&CR regarding process for Support Staff awards

COLLABORATIVE PROFESSIONAL STRATEGIES TEAM

The T-scale Collaborative Professional Strategies Team (CPST) has been established to address issues that are of mutual concern to teachers and the administration of the school system. Issues may include, but are not limited to, means of supporting Annual Priorities, facilitating instruction, attracting and retaining excellent teachers, salary, fringe benefits, working conditions and other budget items that affect teachers. The CPST addresses concerns in an ongoing manner at each meeting by sharing information and brainstorming solutions. Areas discussed during the 2016-17 school year include, but are not limited to the following:

- Revisions of the following School Board Policies (SBP) and Policy Implementation Procedures (PIP):
 - PIP 35-3.7 Resignations
 - PIP 35-3.11 Physical Examinations Policy
 - PIP 35-5.4 Leave of Absence
 - PIP 35-5.6 Family & Medical Leave
 - SBP 35-4.9 Disciplinary Actions
 - PIP 35-4.9 Disciplinary Actions
 - SBP 35-4. Grievance Procedure
 - PIP 35-4.6 Licensed Instructional Staff Grievance Procedure
 - SBP 35-6.2 Retirement
 - PIP 35-6.3 Retiree Health Insurance
 - PIP 35-8.1 Advancement on Salary Schedules
 - PIP 35-8.3 Contracts and Work Schedules
- Master Scheduling both Elementary and Secondary, including Planning Time for Teachers
- ATSS Intervention Blocks and Teacher Schedules
- Building Security/ Visitor Management System
- Compensation Study
- Professional Development
- Technology Updates (ongoing topic at various meetings)
- FY 18 Budget (ongoing topic at various meetings)
- Return to Learn Policy
- Teacher Evaluations
- Substitutes

The CPST spent a large portion of its time discussing the FY 2018 budget. FY 2018 budget recommendations included the following:

Recommendations

1. Consider asking the County to provide additional nurses

2. Allocate .5 testing coordinators for all elementary schools
3. Financial compensation for those employees on longevity and “flat” steps on T-Scale (Steps O,P,Q)
4. Additional substance abuse counselors

Suggested Deductions/Budget Savings

1. Increase summer school fees
2. Implement a moratorium on new programs and staffing for new initiatives
3. Review and assess central office positions
4. Assess effectiveness of elementary FLES v. budget and instructional impact
5. Consider requesting that the new fiber optic system be bond-funded, rather than budget-funded

The CPST invited several APS staff to meet with them during the year, which has helped them form their work, as well as budget recommendations. Staff include:

- Rajesh Adusumilli, Assistant Superintendent, Information Services
- Debbie DeFranco, Supervisor, Health & PE
- Dr. Kelly Krug, ATSS Supervisor
- Tameka Lovett-Miller, Budget Director
- Dr. Tara Natrass, Assistant Superintendent, Instruction
- Leslie Peterson, Assistant Superintendent, Finance & Management Services
- Gina Piccolini, Special Education Coordinator
- Terance Proctor, Director, Service Support Center
- Dr. Sue Sarber, Supervisor, Professional Development
- Dr. Brenda Wilks, Assistant Superintendent, Student Services & Special Education

The CPST will continue to address and work on the following topics of concern:

- Building safety and security procedures
- Grade Preparation Days, flexibility
- Professional Development Funding
- Additional compensated time in daily teacher contract hours for planning
- Administration of insulin and other medical procedures by school administrators and teachers – including clarification on what can be required and nurse support provided by County
- Review PIP 35-8.1 Regarding step increase/effective performance
- Planning Time - Issues stemming from PLCs and other required meetings and related responsibilities (such as minutes), parent communication, blog maintenance, additional screening/assessments of students not yet enrolled in APS, data collection required for student assessment, and additional meetings for co-taught classes.
- Review elementary school scheduling and implementation of PIP 35-8.3 Contract and Work Schedules (Challenges include materials management, instructional time, climate/morale.)
- Develop a protocol for addressing issues (AEA, Administration, Central Office, School Board, within buildings, etc.)
- Special education case loads and equitable teacher workloads