

**ARLINGTON PUBLIC SCHOOLS**  
Budget Work Session #2  
March 2, 2016

**Item C-1-d**

The Arlington School Board convened on Wednesday, March 2, 2016 at 5:00 PM at 1426 North Quincy Street, Arlington, Virginia.

**Present were:**

Emma Violand-Sánchez, Chair  
Nancy Van Doren, Vice Chair  
Reid Goldstein, Member  
Barbara Kanninen, Member  
James Lander, Member  
Claudia Mercado, Deputy Clerk

**Also present were:**

Dr. Patrick K. Murphy, Superintendent  
Raj Adusumilli, Assistant Superintendent, Information Services  
John Chadwick, Assistant Superintendent, Facilities & Operations  
Linda Erdos, Assistant Superintendent, School and Community Relations  
Cintia Johnson, Assistant Superintendent, Administrative Services  
Deirdra McLaughlin, Assistant Superintendent, Finance & Management Services  
Dr. Kristi Murphy, Assistant Superintendent, Human Resources  
Connie Skelton, Assistant Superintendent, Instruction  
Dr. Brenda Wilks, Assistant Superintendent, Student Services  
Ellen Kennedy, Director, Employee Relations  
Leslie Peterson, Director, Budget

**Employee Advisory Committee (EAC) Members:**

Thanh Au – Maintenance Mechanic (Carpenter), Facilities  
Cristina Berrang – Extended Day Supervisor, Taylor  
Anne Coia – Montessori Assistant, Carlin Springs  
Wanda Gant – Personnel Technician, Human Resources  
Thomas Norton – Safe Routes to School Coordinator, Instruction  
Nelly Vargas – Account Clerk, Payroll

**Collaborative Professional Strategies Team (CPST) Members:**

Judy Apostolico-Buck – Principal, Ashlawn  
Miles Carey – Teacher, Langston  
Paul Jamelske – Assistant Principal, Washington-Lee  
Linda Rothman – Teacher, Randolph

### **Arlington School Administrators (ASA) Representatives:**

Paul Jamelske – Assistant Principal, Washington-Lee

Pam Farrell – Supervisor, Arts Education

Dr. Emma Violand-Sánchez, thanked everyone present and shared her appreciation for their contributions to APS in their different roles. Ms. Kennedy reviewed the employee advisory committee process. Ms. Kennedy explained that employee groups meet to provide feedback to the assistant superintendent of Human Resources on issues concerning employees such as wages, policy implementation and changes. In addition, the employee representatives provide relevant information to the employee groups they represent. An overview of the topics discussed by each employee group this school year is outlined in the “2015-16 Budget and Non-Budget Employee Related Concerns” memorandum dated February 26, 2016 provided to the School Board.

### **Employee Advisory Committee (EAC) Members:**

A Scale representative, Thomas Norton, stated A Scale employees recommend increasing instructional assistant contract hours to 7.5 hours to mirror teacher’s hours. Instructional assistants do not have time to plan or prepare for instructional time and often use their lunch break/downtime to prepare.

Wanda Gant, representing the G Scale employees, thanked the School Board for the opportunity to address them. Ms. Gant requested for G Scale employees to have the opportunity for more professional development. Ms. Gant asked the Board to explore bringing back Professional Development In-service for G Scale. She explained that this In-service was a half-day training session where clerical staff was able to receive certificates and recognitions based on their participation. The G Scale in-service supported PIP 35-8.4.

Thanh Au addressed the Board with recommendations for the M Scale employees. Mr. Au read the FY 2017 budget recommendations from the Employee Advisory Committee as written in the “2015-16 Budget and Non-Budget Employee Related Concerns” memorandum dated February 26, 2016 and stated M Scale employees fully support all recommendations.

X Scale recommendations were presented by Christina Berrang. Ms. Berrang asked the Board to explore combining hourly employees’ positions so they could be eligible for benefits. This request includes cafeteria and extended day employees as some employees work for both departments. Ms. Berrang also recommended to include sick leave accrual and retirement benefits.

After EAC members shared their recommendations, Dr. Violand-Sánchez invited Board members to ask questions related to the recommendations. Mr. Goldstein inquired about the past cost of the Professional Development In-service for G Scale. Ms. Vargas estimated a cost of \$12,000 (lunch included) thirteen years ago. In addition, Mr. Goldstein requested clarification on the reason for increase of A Scale contract hours. Mr. Norton clarified this request is to better match the instructional assistant’s schedule to the teacher’s contract and provide paid planning time. Dr. Kanninen requested a follow up on the cost of each recommendation in order to consider budget implications. She asked about the A Scale contract hours change recommendation and the impact

on benefits. Ms. McLaughlin stated her department would draft rough estimates. Dr. Violand-Sánchez clarified that this follow-up request is for information and does not imply consideration by any Board member. As part of the discussion, Mr. Au added HVAC positions are recommended in the Superintendent's Proposed FY 2017 Budget and stated these positions are also a concern to the community in general. Mr. Lander expressed concern on lack of planning factors for HVAC positions. Ms. Van Doren also thanked employees for their feedback and provided two comments. One, Ms. Van Doren believes it to be unfortunate the HVAC class at the Career Center was taken away. It is her belief this type of course provides the opportunity to train students for this vocation and would appreciate including it at Arlington Tech. Second, Ms. Van Doren suggested recommendations should include costs. Dr. Violand-Sánchez inquired about funding available for G Scale professional development and asked for information regarding the current training for G Scale employees. She also asked to be informed on the communication process for training available to G Scale. Employee Advisory Committee (EAC) members thanked the Board for the consideration of their recommendations.

Mr. Lander asked about the process and staff participation of the compensation study. In addition, he asked if the consultant hired to do the compensation study included a comparison of other school districts and Arlington County, including how APS aligns with county's compensation, and compensation and benefits package. Ms. Kennedy explained that the consultant provided a benchmark and comparison to other jurisdictions' market rate. She also explained the difficulty in comparing APS to Arlington County as the structure for teacher pay is different. Dr. Violand-Sánchez stated her interest in providing a salary increase to hourly employees and lowest paid employees, and to provide parental leave. Dr. Violand-Sánchez stated that the compensation study would be discussed at the March 3 School Board meeting and asked Ms. Kennedy to let staff know where to find information about the compensation study. Mr. James concluded he was looking forward to reviewing the compensation presentation as he believes this to be the appropriate time to make changes/updates to the APS pay scale.

#### **Collaborative Professional Strategies Team (CPST) Members:**

Recommendations from the Collaborative Professional Strategies Team (CPST) members included step increase, plus one-time bonus for employees at the top of their scale, increase of school-base instructional staff, and increase of TSC positions.

Ms. Linda Rothman, representing CPST, thanked the Superintendent for his recommendations on the Proposed FY 2017 Budget, including the recommendation for part-time preschool teachers for Discovery and Randolph as those two schools were omitted previously.

Mr. Miles Carey requested better collaboration with Information Services to fund copiers, printers, toners and to provide better accessibility to machines to all teachers. He also recommended timely repairs on all machines and looked forward to working with Facilities for strategic placement of equipment around school buildings. Mr. Adusumilli clarified teachers have access to printers throughout school buildings via a personalized card so that confidential documents such as IEPs only print out when the card is swiped. In addition, Mr. Carey recommended additional funding for testing coordinators.

Mr. Paul Jamelske addressed the need for a Policy Implementation Procedure (PIP) on facilities and employee personal space, formerly part of ASDs. He recommended the PIP include lockable space for employees, appropriate spaces for planning time and appropriate resources in shared spaces. One concern is the accessibility to microwaves. Another concern is green practices such as the one Kenmore implements, where appliances are only allowed in centralized locations. Mr. John Chadwick clarified the reason for the initiative is for safety and liability reasons but agreed to share concerns in order to better accommodate employee's needs.

Ms. Pam Farrell spoke about music teachers' schedules and their need for planning time, explaining that the 10 minute planning time in between classes was taken away when early release was removed from the calendar. She recommended looking at options to better accommodate music teacher's schedule.

After CPST members shared their recommendations, Dr. Violand-Sanchez invited Board members to ask questions related to the recommendations. Dr. Kanninen asked for elaboration on the testing coordinator need. Mr. Carey explained the basis for additional staff is the student population growth to 30,000 and the need to increase staff progressively. In addition, he emphasized the need for equality in all schools as some schools have a testing coordinator and other do not. He also explained the need for additional technicians for the Service Support Center. Additional technicians will let ITCs to focus in co-teaching in classrooms instead of fixing equipment. This can be tracked and justified via calls to Service Support Center. Dr. Kanninen also inquired about the phased approach in adding of ITCs. Mr. Adusumilli justified the phased approach as a way to accommodate everyone's technical demands. The Superintendent added this approach is done incrementally as population grows and the demands evolve.

Ms. Van Doren questioned the lack of microwaves in schools and the issue it poses to employees. Mr. Chadwick explained the rationale for a centralized appliance location is cleanliness, pest control, energy efficiency and the avoidance of overloaded circuits. Ms. Rothman stated some schools are unhappy especially in large buildings where only a few appliances are available and employees have limited lunch time. Ms. Van Doren asked Dr. Murphy to follow up on this issue. In addition, she stated her concern regarding the contract for copiers and asked to prioritize the printing needs of special education classes. She also asked to look into facilitating use of printers by students who may not have access at home. Mr. Adusumilli explained Information Services is looking at other vendors for printers and copiers to improve service. Another concern Ms. Van Doren pointed out is the administration of insulin by teachers. Dr. Wilks explained Marian Harmon from School Health trains staff interested in helping with the administration of insulin and teachers are not required to do so. Dr. Wilks also stated EPI pens are readily available to help students with allergies. Dr. Violand-Sanchez asked for Ms. Rothman to elaborate on increasing contract hours. Ms. Rothman stated staff have too many responsibilities and don't often have enough planning time. There is employee concern that schools with a different focus may impact planning time and schedules. Mr. Carey agree and suggested looking into revamping elementary schedules. Mr. Goldstein thanked employees for attending the budget work session and inquired about budget needs. Mr. Carey stated the committee works to find solutions within the committee, works with other committees for feedback and sometimes resolve issues without the need for financial requests. Mr. Jamelske commented it also helps to have visitors such as Mr. Adusumilli, Kerry Hersh and Sue Sarber to committee meetings to provide feedback and a forum for dialogue.

Mr. Lander thanked everyone for their feedback and appreciated learning about the operational nuances not familiar to those on the outside. Mr. Lander requested CPST feedback on staff and employee committee's participation on the development of the SY 2016-17 calendar. He mainly expressed his concern about allowing staff to contribute feedback. Ms. Rothman explained the calendar is vetted by different employee factions and some employees expressed concerns about holidays and returning earlier during the summer. Mr. Carey added he felt feedback is disorganized among staff, however ideas are sent to the calendar committee. Mr. Lander recommended Dr. Kristi Murphy to clarify the process and review the communication plan of the calendar committee.

### **Arlington School Administrators (ASA)**

Dr. Kristy Murphy welcomed ASA members and commended this as the first time administrators will present to the Board. The process is for administrators, a large group of members, to meet with the Superintendent yearly to express their recommendations.

Mr. Jamelski, President elect, also acknowledged this is the first year ASA presented to the Board. He started off by sharing that step increase in longevity has been a concern of many employees for many years now. The ASA recommends continued movement to the next longevity step to align with salary schedule. Another recommendation is adding testing coordinators to elementary schools, a role often fulfilled by assistant principals or counselors. This added responsibility takes administrators away from other responsibilities such as special education and section 504 meetings. In addition, Mr. Jamelske advocated for additional testing coordinators due to the increase in testing demands, testing management, technology coordination, logistics, assessment and the need for data analysis to be meaningful. He also commented that AP, IB, PST, and online testing take time and are given on a monthly basis. Pam Farrell recommended adding professional development funds for administrators and Dr. Violand-Sanchez pointed out these funds were placed back in the budget. Dr. Kanninen asked for a follow up on the theory employees on longevity were caught up with compensation and Ms. Farrell stated it was previously discussed but did not have a follow through. Dr. Kanninen and Dr. Violand-Sanchez expressed concern that teacher compensation, specifically those employees in longevity, is not aligning.

Dr. Violand-Sanchez thanked everyone for attending and providing important feedback.  
The meeting adjourned at 6:30 PM.

### **ATTEST:**

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Claudia Mercado, Deputy Clerk  
Arlington School Board

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Emma Violand-Sánchez, Chair  
Arlington School Board