

**BARGAINING MEETINGS MINUTES,
2011 to PRESENT**

**EDUCATION STAFF PROFESSIONALS
BARGAINING LEADERSHIP TEAM
(ESP BLT)**

THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA (OCSB)

AND

THE OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA)



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Bargaining Meeting Minutes

Osceola Education Association Educational Support Professionals' Union and The School District of Osceola County, Florida Monday, November 22, 2010

The inaugural bargaining meeting between the Osceola Education Association Educational Support Professionals' Union and the School District of Osceola County, Florida took place on Monday, November 22, 2010, at the offices of the Osceola Education Association, 722 Mabbette Street, Kissimmee, Florida 34759.

The meeting was called to order at 1:22 p.m. by Mr. Mark Munas at which time members of each team were asked to introduce themselves. Members present included the following:

Representing the Osceola Education Association ESP Union:

Steve Fischer, Florida Education Association – Chief Negotiator
Michele Vanderley, Executive Director, Osceola Education Association
Bob Gleason, Vice President, Educational Support Professionals' Union, St. Cloud Middle School
Marion Emilien, Highlands Elementary School
Gina Holden, Discovery Intermediate School
Ines Escobar, Poinciana Academy of Fine Arts
Betty Yenetchi, Parkway Middle School

Representing the School District of Osceola County, Florida

Mark Munas, Executive Director, Professional Development – Chief Negotiator
Wayne Helsby, Attorney at Law, Norton, Allen and Blue
Dr. Stuart Singer, Chief Human Resources Officer
William Collins, Chief Business and Finance Officer
Linda Schroder-King, Coordinator, Exceptional Student Education
Randy Shuttera, Director, Special Programs

Ms. Norma Cress, Florida Education Association, was present as a guest. There were also eight unidentified observers from the ESP union.

Mr. Vanderley distributed a proposed agenda, a copy of which is attached, and requested that the following items be added following the first agenda item, Demand to Impact Bargaining: Employee Handbook, Ground Rules, and Salaries. Consent was given and the meeting moved forward to the first agenda item.

Demand to Impact Bargain – Job Descriptions

Following discussion, Dr. Singer indicated that this item would not be returned to the School Board for action.

Employee Handbook

Discussion of the employee handbook took place particularly with regard to the inception of the 2009 handbook and the process by which it was edited and new procedures/policies were introduced and adopted. Ms. Vanderley indicated concern that policies and procedures were adapted after the Education Support Professionals Union began formation. Dr. Singer replied that the handbook is a work in progress and that revisions were initiated in November of 2009. Further, the handbook is not exclusive to members of the ESPU but includes other employee units as well.



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Ms. Vanderley raised concerns about the procedures by which employees receive raises based upon evaluation ratings, contract status following unsatisfactory ratings, and references to language stating "if no contract is in place..."

Dr. Singer requested specific references and that Ms. Vanderley write a precise statement of objections with citations, identifying problems and concerns. Ms. Vanderley agreed to bring such statement to the November 30th meeting.

Administrative Salary Handbook

Mr. Helsby indicated the administrative salary handbook is an ongoing process and exempt from bargaining at this time.

Ground Rules

Discussion of Article 4, Section 4 – Ground Rules, page 6, of the SDOC proposed contract ensued. There was general agreement that the language in this section was suitable to both parties. However, Ms. Vanderley raised objections to the section on impasse and the appointment of a mediator in that she does not want this in contract language. The ESPU found the section on resumption of negotiations acceptable but there were objections to the time limits. Question was raised as to why negotiations were not being made directly with employees.

Mr. Helsby mentioned the SDOC proposed contract is a contract previously negotiated with the SEI Union and Teamsters. It has already been refined and it is an excellent basis upon which to initiate these negotiations.

It was agreed that SDOC would provide 50 copies of the final ratified agreement to ESPU.

Discussion followed as to whether future meetings of this body would follow procedures for collaborative or collective bargaining. Mr. Fischer indicated he felt there might be elements of both. Mr. Munas indicated he needed clarification on the blending. It was his understanding that collaborative bargaining meant proposals were discussed openly at the bargaining table and that dialog should remain open at the table, lending itself to mutual agreement. In a traditional format, teams exchange language across the table.

Ms. Vanderley indicated that collaborative bargaining required training which the teams had not had. Mr. Fischer said that collaborative bargaining also implied that the groups had a relationship which the current groups do not.

Mr. Helsby stated he would combine the ground rules as stated in both proposed documents and in accordance with the current discussion and place in a written format for the next meeting.

Salaries

Ms. Vanderley stated that ESPU would like salary schedules, funding, and an explanation of same placed on the agenda for the next meeting. Mr. Munas agreed to provide the information for the next meeting and place it on the agenda.

Ms. Vanderley stated that the Executive Committee of the Osceola Education Association had decided that when the teacher contract is settled they would also want the same salary percentage increases extended to ESPU personnel. There would be no further negotiations regarding raises. However, there are issues regarding salaries to be discussed including 12-month to 10-month contracts.



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Use of Accrued Vacation for Employees in Non-Vacation Earning Positions

Discussion of contract status changes whereby 12-month employees were changed to 10-month employees and that accrued vacation time could not be used unless the employee returned to a 12 month position or it would be paid as terminal pay. It was determined this issue would be revisited at a later meeting.

New Contract Language

Ms. Vanderley indicated ESPU had two proposals regarding new contract language.

Next Meeting

The next meeting was scheduled to take place on Tuesday, November 30th, from 5:30 to 7:30 p.m. at Ross E. Jeffries Cafeteria. The time was adjusted from the original 4:30-7:30 to accommodate those ESP members traveling from the Poinciana region.

Contract Negotiations

Using the proposed ESPU contract as a basis for discussion and interweaving portions of the SDOC proposed contract, the bargaining committee moved forward to section by section discussions. Amendments made to specific sections are listed below. Although discussions of same did not take place in numerical order of the proposed contract, they are listed here in numerical order to conserve space and time.

Article I - Preamble

Article I was withdrawn.

Article II – Recognition Clause

Section A. – Bargaining Unit Definition

Bargaining Unit Definition was mutually acceptable with the exception of specific positions being listed. It was decided this item would be tabled for discussion at a future meeting.

Section B. – Recognition

This section was mutually acceptable to both teams.

Section C. – Exclusive Representation

Redundant and unnecessary (see Article II.B.)

Article III – General Definitions

There was reluctance on the part of SDOC to include general definitions at this time. Dr. Singer stated general definitions should not be included until the terms to be used are placed in the contract and there is a determination of how each term will to be used.



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Ms. Vanderley is to compose a list of the terms within the contract as they are defined.

Article III was tabled for future discussion.

Article IV – Association Rights

Following discussion of suggested amendments to Sections A., B., D., E., F. and G. of this article, Mr. Helsby indicated he would rewrite the language of Article V to include amendments and to combine specific sections and would bring those back to the group for further discussion. Sections C., Posting of Notices, and I., Time for Official Duties, were tabled for future discussion.

Article V – Employee Rights

Amendments to each section were discussed and made. Section I., Time for Official Duties, and Section E, Board Reimbursement, were tabled for additional review. Mr. Helsby will rewrite the other sections of this article for review by the group at a later time.

Article VI – Negotiations

Sections A.1, A.2, A.3, A.4, B., and D. were acceptable with amendments to Section A.4. and Section D. Mr. Helsby will return with a rewrite. Discussion of Section C., Scheduled Reopenings, was tabled until there is a determination about a multi-year contract.

Article VII – Grievance Procedure

Members of both teams are to review this article for future discussion in an effort to condense it. There is also to be a discussion of time tables.

Article VIII – Job Descriptions

This article was tabled for future discussion.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Lynn Dykes
Professional Development
Recording Secretary

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Bargaining Meeting Minutes

**Osceola County Education Association Education Staff
Professionals' Union and
The School District of Osceola County, Florida
Wednesday, January 19, 2011**

The fourth bargaining meeting between the Osceola County Education Association Education Staff Professionals' Union and the School District of Osceola County, Florida took place on Wednesday, January 19, 2011, at 5:30 p.m. at the offices of the Osceola County Education Association, 722 Mabbette Street, Kissimmee, Florida 34759. The following members were present:

Representing the Osceola County Education Association ESP Union:

Steve Fischer, Florida Education Association – Chief Negotiator
Michele Vanderley, Executive Director, Osceola County Education Association
Bob Gleason, Vice President, Educational Staff Professionals' Union, St. Cloud Middle School
Gina Holden, Discovery Intermediate School
Ines Escobar, Poinciana Academy of Fine Arts
Betty Yenetchi, Parkway Middle School

Representing the School District of Osceola County, Florida

Mark Munas, Executive Director, Professional Development – Chief Negotiator
Wayne Helsby, Attorney at Law, Norton, Allen and Blue
William Collins, Chief Business and Finance Officer
Linda Schroder-King, Coordinator, Exceptional Student Education
Randy Shuttera, Director, Special Programs
Daryla Bungo, Director, Student Services

The following members of ESPU were present as guests: Ms. Shirley Groff, Thacker Avenue Elementary School for International Studies, and Ms. Marcelino Rivera.

The following members were absent: Representing ESPU – Marion Emilien, Highlands Elementary School, and representing SDOC – Dr. Stuart Singer, Chief Human Resources Officer,

Ms. Vanderley opened the meeting at 5:35 p.m. asking Mr. Fischer to review the proposed legislation from Governor Scott's transition team pertaining to the Department of Education and particularly with regard to salaries. Mr. Fischer stated the proposed salary schedule includes three levels of teacher salaries:

1. Base salary for those teachers who wish to stay on a PSC contract and the salary will remain the same.
2. Supplement salary for such things as advanced degrees, teaching location, content area teaching, certification, and teaching in low socioeconomic schools.
3. Additional monies for adjustments such as the school grade.

They propose to eliminate collective bargaining except for salaries and benefits. Professional services contracts and continuing contracts will be eliminated also and will be replaced by probationary and three-year contracts. The entire bill is being written by one of former Governor Jeb Bush's staff members. One item is that parents will have more choices as to where their child attends school. If the child attends a private school or is home schooled, a portion of the public school's FTE for that student will be allocated to the parents. If the parents do not use the entire allotment, it may be applied toward the cost of the student's college education. Home schooling is encouraged and other changes with regard to charter schools are being proposed. Additional on-line courses and on-line education will be encouraged. Private entities will be responsible for certification, not the Department of Education.



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Article 14

Ms. Vanderley distributed copies of proposed language for evaluations (copy attached) in Article 14 and each item was reviewed and discussed. A question was raised about the definition of "administrator" and who could write evaluations for members of the bargaining unit. It was explained that teachers cannot write evaluations but the immediate supervisor may do so. Ms. Vanderley raised a question about teachers having input on evaluations for paraprofessionals and felt it was inappropriate for them to do so. Mr. Munas commented that if there is a conflict between a teacher and a paraprofessional then the paraprofessional is moved to another classroom. Ms. Vanderley asked how many evaluations are done where teachers have input. Mr. Munas responded that he did not have exact figures but he estimated that it is about 50 percent. In many instances teachers have input because they spend the most time with paraprofessionals.

Ms. Vanderley asked if it was appropriate for teachers to evaluate their paraprofessionals particularly because they aren't trained on evaluations. Mr. Helsby responded that the administrator, not the teacher, actually writes the evaluation but the administrator seeks input from the teacher. The teacher has direct knowledge of the paraprofessional's performance. Ms. Vanderley asked what preparation a teacher has in order to have input on an evaluation. Ms. Schroeder-King commented that in working with students who are using assistive technology, they find that paraprofessionals have direct knowledge of whether students have a need for additional assistance.

Mr. Munas asked if this issue could be tabled until the next meeting so that he could gather the needed information on evaluations and job descriptions. Mr. Collins commented on the job requirements for bookkeepers and the maintenance of property records,

Mr. Gleason commented on the evaluation process for school computer technicians and whether it was fair for these employees to be evaluated by a district administrator with whom the technicians have not worked. Mr. Munas could not respond to this comment but asked if it would be helpful to have Dr. Pace attend the next meeting. With an affirmative answer, Mr. Munas said he would invite him. Mr. Munas also indicated that if Mr. Gleason did not have an inventory of his technology he would get it for him. A comment was made that not all bookkeepers have inventory records.

Ms. Vanderley asked if other districts ask teachers for input on paraprofessional evaluations. Mr. Fischer responded in the affirmative but that teacher input is only used in applicable areas. A number of districts have multiple evaluations for different employee levels. Mr. Fischer referred to that article in the SDOC contract about evaluations and performance plans. Mr. Helsby referred to the item on employee discipline and whether it was deliberately omitted in the ESPU contract.

Mr. Fischer inquired as to who is responsible for writing the performance improvement plan to which Mr. Munas responded that it is the administrator's responsibility. However, Professional Development will work with administrators on the language of the performance improvement plan, if needed.

Mr. Munas is to bring samples of the evaluation form and the performance improvement plan to the next meeting. Mr. Helsby also asked for an interpretation of ESPU language in Article 14, section B (2), which states, "All permanent employees shall receive one (1) formal written evaluation three weeks after the close of the legislative session." Ms. Helsby asked if this meant the close of the regular session to which he received an affirmative response.

ACTION: Article 14 tabled for additional discussion, information on evaluations and performance improvement plans, meeting with Dr. Mel Pace regarding evaluations for computer technicians, and revised language from Mr. Munas.



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Article 15

Article 15, Hours of Work, Section A and Section B were reviewed and briefly discussed. A question was raised as to whether the language of these sections precludes a change in hours during the work day to account for changes for whatever reasons. If that is the case, it restricts and ties down the District with regard to flexible work schedules.

Mr. Fischer indicated they needed to look at this language.

ACTION: Article 15 tabled for additional review by ESPU.

Other Business – Formation of Subcommittees

Ms. Vanderley asked if subcommittees could be formed to review certain issues and language and return to the bargaining team with recommendations regarding same for the entire committee. Further, Ms. Vanderley asked if the bargaining team could be divided into two subcommittees and each subcommittee review a different issue. Mr. Munas suggested that smaller subcommittees review certain areas of the proposed contracts for recommendations to the major committee. It was reported that this method is more time efficient and productive. Ms. Holden asked for a more specific definition of what this meant. Ms. Vanderley explained that committee members could elect to serve on subcommittees that are reviewing areas of particular interest to them. Ms. Helsby suggested subcommittees find common areas of agreement that can be sifted through before presentation and recommendation to the full committee. Mr. Helsby further suggested there are articles that have a more legal nature that he and a subcommittee could review rather than sitting through a meeting about whether an employee has sick time.

ACTION: Mr. Munas and Ms. Vanderley are to meet to determine which areas need to be discussed in detail and which areas upon which the entire committee can agree. They are to build a schedule of items to be reviewed and discussed. Ms. Vanderley will draft a proposal for the division of subcommittees to be reviewed with Mr. Munas and then discussed at the January 25th meeting.

Mr. Helsby agreed with this action stating reasons why this plan would be a much more efficient use of time.

Salary Update

Ms. Vanderley asked if the team wanted to stop and hear an update on salaries. She had the opportunity to be present during the Teamster's negotiations. Mr. Helsby stated that the Teamsters Union is going to send a letter of impasse.

Ms. Vanderley indicated there has not been a settlement on salaries for ESPU members. She asked if she could be given information on the amount of money in the pool for ESP members that could be split. Mr. Collins stated any increase would not be more than 1.6 percent. Mr. Collins estimated it is about \$521,000 for a 1.5 percent step increase. A 1.6 percent increase for a step would cost approximately \$554,000. All level upgrades have been frozen for the last three years. Question was raised as to how much it would cost to unfreeze persons in this employee group and give them level increases. Mr. Fischer asked if level upgrades were frozen for financial reasons and how much skill level upgrades cost the district the last time they were given. Mr. Collins said freezes were implemented to save money but it was also done at a time when there were significant job cuts and all salaries were frozen. Mr. Helsby suggested the district find a somewhat easy way to find out how much it cost before level increases were frozen. Mr. Shuttera indicated that number would not be helpful because it is not



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known what each employee has done during subsequent years. Mr. Collins said the district does not have snapshot files that reflect the savings cost of frozen upgrades.

Mr. Fischer stated it appears that the district never intends to unfreeze the level increases.

A question was raised about step increases and whether they agreed with years of experience on the step schedule. Ms. Vanderley asked if a number could be obtained on the cost to give years of experience for level increases. Ms. Holden stated she has always received the same percentage increase as the teachers. Ms. Vanderley asked Mr. Collins to provide an estimate on the cost of level upgrades for ESPU members.

ACTION: Mr. Collins is to determine and provide an estimate of the cost of level upgrade.

10-Month and 11-Month Employee Vacation Time

Ms. Vanderley stated Dr. Singer was going to send out a memo that all 10-month and 11-month employees would get their acquired vacation time and asked if it had been done. No one knew if it had and Mr. Helsby stated he would write Dr. Singer to remind him and that he would ask Dr. Singer to contact Ms. Vanderley. Mr. Munas offered to write the notice, if needed.

ACTION: Mr. Helsby to remind Dr. Singer to send memo.

The next meeting will be held on Tuesday, January 25, 2010, 4:30 until 7:30 p.m., at the Horizon Middle School Media Center.

Meeting adjourned at 7:10 p.m.

Respectfully submitted,

Lynn Dykes
Recording Secretary



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**Osceola County Education Association Education Staff
Professionals' Union and
The School District of Osceola County, Florida
Friday, February 18, 2011**

The fifth bargaining meeting between the Osceola County Education Association Education Staff Professionals' Union and the School District of Osceola County, Florida took place on Friday, February 18, 2011, at 9:00 a.m. in training room three of the Professional Development Center, 799 Bill Beck Boulevard, Kissimmee, Florida 34744. The following members were present:

Representing the Osceola County Education Association ESP Union:

Steve Fischer, Florida Education Association – Chief Negotiator
Michele Vanderley, Executive Director, Osceola County Education Association
Bob Gleason, Vice President, Educational Staff Professionals' Union, St. Cloud Middle School
Gina Holden, Discovery Intermediate School
Ines Escobar, Poinciana Academy of Fine Arts
Betty Yenetchi, Parkway Middle School

Representing the School District of Osceola County, Florida

Wayne Helsby, Attorney at Law, Norton, Allen and Blue
Dr. Stuart Singer, Chief Human Resources Officer
William Collins, Chief Business and Finance Officer
Linda Schroder-King, Coordinator, Exceptional Student Education
Randy Shuttera, Director, Special Programs
Daryla Bungo, Director, Student Services

The following member of ESPU was present as a guest: Ms. Shirley Groff, Thacker Avenue Elementary School for International Studies.

The following member was absent: Representing SDOC – Mark Munas, Executive Director of Professional Development and Chief Negotiator.

The meeting opened with a discussion of agenda revision because of the illness of Mr. Munas and his inability to be present at the meeting. Ms. Vanderley and Mr. Munas had worked together to revise certain contract language and because the two teams had not had time to review these changes, it was deemed appropriate to wait until the next meeting to discuss such changes. Language revisions tabled included the following:

Article I – Preamble

New Article I – Recognition

New Article II – Dignity and Professional Ethics

New Article V – Negotiations

New Article IX – Right of Representation

New Article XI – Probationary Period

New Article XII – Evaluations

New Article XX – Section G – DROP

New Article XXII – Terms of Contract

And New Proposed Revisions

New Article II - Section C – Cellular Phones, PDAs and Other Electronic Devices

New Article II – Section D – Safety and Health



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Vacation Leave Status

Ms. Vanderley inquired about the changes in vacation leave for ten- and eleven-month employees and the restoration of vacation leave to those employees. It had been agreed by the District to permit employees who had earned vacation leave on a 12-month contract basis to take such leave after being moved to a 10- or 11-month contract basis.

Discussion ensued about whether a Memorandum of Understanding (MOA) could be implemented without a contract so that this group of employees would be able to use their vacation time. Ms. Vanderley asked if failure to implement the changes would be in violation of the Fair Labor Standards Act. Mr. Helsby responded that it would not because FLSA did not address vacation leave but applied to pay for work time and overtime. Dr. Singer continued that the District wanted to wait until the entire contract had been negotiated, approved, and ratified before any changes were implemented. Ms. Vanderley stated that a MOA would be appropriate. Mr. Helsby reiterated that MOU's are used when there is an existing ratified contract. Mr. Fischer agreed that it is difficult to issue an MOA without a contract and Mr. Helsby stated that he is not familiar with the practice of issuing MOA's without a contract. Dr. Singer stated again that the District wants to roll out the contract in its entirety and that following ratification, changes such as the above could be implemented. The District did not want to implement changes on a piecemeal basis because of the difficulties that could be encountered in doing so.

Ms. Vanderley indicated she felt the issue of vacation leave for this employee group is a managerial issue. Dr. Singer said the vacation leave issue is a concession by the District as a part of the negotiations; i.e., something the District gave to the Union as part of negotiations.

ACTION: No agreement reached.

Governor's Proposed Budget and Salary Information

Mr. Collins presented a summary of Governor Scott's proposed 2011-2012 budget (copy attached). He stated the Governor is proposing to eliminate the name "FTE" and call it the "Educational Choice Fund." There will be a 10.19% reduction in total dollars for un-weighted FTE which will be partially offset by FRS funds. Further, it is proposed that the Education Jobs fund not be counted as revenue for this year but as revenue for next year, which is an additional offset. Total revenue losses for 2011-2012 include \$17,334,743 from ARRA stabilization; \$7,024,150 from local taxes (.25); \$14,135,642 from other FEFP; \$11,300,000 from ARRA IDEA and Title I funds; and \$11,031,393 in the Education Jobs fund for a total revenue loss of \$60,825,928.00.

Mr. Collins then presented a summary of costs for salaries as follows:

	Percent	Salary	Benefits*	Total
Base		\$29,211,000		
Step	1.50%	\$439,000	\$82,000	\$521,000
1.6%**	1.60%	\$457,000	\$85,000	\$542,000
1 level	0.87%	\$254,000	\$47,000	\$301,000

*Benefits include retirement at 0.1077%, FICA at 0.0765%, and Life Insurance at 0.0023%, for a total of 0.1865%.

** .8% step, 1.6% all others, add step at top.



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Since there are such varying levels of pay throughout the employee group, it was proposed that every person in the bargaining unit be placed on similar pay scales. Question was raised as to what it would cost for a level increase for the 231 employees in the bargaining unit. Mr. Collins stated it would be \$301,000. Ms. Vanderley asked if employees could be moved up two levels since levels have been frozen for several years. Mr. Collins indicated only one level could be achieved at this time.

Mr. Collins talked about the varying pay schedules for paraprofessionals and that the District is considering paying them as supplements, which would not affect their retirement. Mr. Fischer inquired about Jobs Fund savings and about the funds to be saved because of the FRS contribution by employees. Mr. Helsby stated that monies saved would depend upon legislative approval of the governor's budget and which, if any, parts of the budget are revised, eliminated and/or approved.

ACTION: No agreement reached.

Language Revisions

Ms. Vanderley resumed discussion of the proposed language revisions. Even though the proposed revisions could not be acted upon, she reviewed the language of each of the articles as listed above for the benefit of those bargaining team members present. The following statements were made:

Articles I and V

Ms. Helsby indicated resumption of negotiations is duplicated in Article V and Article I and that the last paragraph of Article I should be eliminated.

ACTION: Tabled for review by both bargaining teams and for discussion at the next meeting.

Article IX

Ms. Vanderley discussed the position that representation could be obtained during the evaluation process. It was stated that Article IX applies only to discipline

ACTION: Tabled for review by both bargaining teams and for discussion at the next meeting.

Article XII – Evaluations

Ms. Vanderley indicated several statements in this article were moved. She mentioned item six and that she changed it to "who has supervised or directly worked with" because someone having input on an evaluation may not see or hear an employee during the work day. She further mentioned a no strike through on section two. Dr. Singer responded that there are situations where there are district staff members who help monitor employees in the schools. He raised a question asking how a principal can evaluate an employee who has an expertise about which the principal has no knowledge. Dr. Singer used the example of a computer technician in which it would be prudent for someone at the District level to have input on the work performed because the knowledge and expertise to do so are out of the principal's realm. Dr. Singer presented a hypothetical situation in which he could envision input of information from someone who has knowledge of an employee's performance deficiencies would be needed and desirable. Mr. Fischer stated he understood Dr. Singer's point of view but that it could be handled differently. Input still needs to be present and made known to the supervisor and employee. Dr. Singer indicated the discussion should be saved until another day so that the District team could discuss it. He further indicated that this section needed to be carefully worded.



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Ms. Vanderley stated she did not bring revisions pertaining to the probationary period because of the differences regarding same. She indicated that the decision regarding the end of the probationary period would determine whether or not there is a contract.

ACTION: Tabled for review by both teams and discussion at the next meeting.

Article XXIII

Ms. Vanderley indicated this article was printed in red because neither team has had an opportunity to discuss it. Further, the purpose of the changes was to insert a time line.

ACTION: Tabled for review by both teams and discussion at the next meeting.

Article II - General Provisions

Section C

Ms. Vanderley indicated that the language is the same as the teachers' contract. She stated that in discussion it was decided that if there is an emergency, there should be a response, and she didn't think it should be written in the contract.

Section D

Section D1 follows compliance with the law. Risk Management doesn't do training in safety. Dr. Singer said they would discuss this and come back to it.

ACTION: Tabled for review by both teams and discussion at the next meeting.

The meeting adjourned for caucus at 10:20 a.m. and resumed with a review of the subcommittee membership list. With the addition of names from both teams, the list was amended and is attached hereto for reference.

Mr. Helsby left at 11:10 a.m.

PSS Evaluation Forms Presentation

Since Mr. Munas was unable to attend the meeting and to make the presentation, it was tabled for a future meeting.

Presentation by Dr. Terrell Pace, Director of Media and Instructional Technology

Dr. Pace's presentation was cancelled as he was unavailable to attend the meeting.

Reduction in Force

Discussion ensued regarding reduction in force in which Dr. Singer asked for a definition of what quantifies as a reduction in force and Ms. Vanderley asked how it is known when a reduction in force is needed. Mr. Collins replied that it will not be until May when a reduction in force may be needed based upon the current budget process. He said the first indication would be about mid-April when the allocations are sent to the schools. Dr. Singer stated any reduction in force will be based on the budget. Question was raised as to when the 45 days end. At the worksite, it is 15 days before the end of school



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before it is known if a particular employee will be employed at the current worksite for the next year. Human Resources calls in the employee to help him/her find another work site. Dr. Singer stated that Tammy Otterson could best answer questions regarding reduction in force because she handles this issue in Human Resources.

The teams further discussed worksite reductions, worksite seniority, volunteers, non-volunteers and annual contracts versus continuing contracts. Dr. Singer stated it was easier to determine reductions in force at worksites because their allocations are completed at an earlier date than District departments and offices. Question followed about what happens if there are no vacancies, terms of reduction force, and right of recall. Question was also raised as to whether the same rights should be given to ESPU employees as teachers. Several scenarios were discussed as to whether reductions in force were worksite reductions or District reductions.

Dr. Singer referred to pages 18 and 19 for definitions of district-wide, global reductions in force. Dr. Singer stated these are the provisions under which the District has been operating. Ms. Vanderley asked Mr. Fischer if he had dealt with any contracts with regard to this issue and he replied that he had not in this context as this issue is treated as involuntary transfers.

Mr. Fischer stated this issue needs to be addressed because of the current financial situation. He said the last time this occurred was in 1991-1992. In the past, unit reductions and school closings have been offset by student population growth. He has been telling his locals, which includes all districts south of I-4, that both parties must have a complete understanding of the RIF language in their district. It is possible that 151 employees could be reduced next year because of loss of funds in Title I and ARR. They should look at both reduction in force and involuntary transfers. It was mentioned Article 18, Section B, page 29 of the District contract addresses exactly the process of worksite reductions. Mr. Fischer said it should be determined at the onset as to whether there will be a reduction in force or involuntary transfers. Dr. Singer asked what it is about the language on pages 18 and 19 that is objectionable. Mr. Fischer stated there is no objection, just a need for clarification. Dr. Singer said the language could be changed and that the 45 day period could be changed to 30 days as in the teacher contract.

Tammy Otterson, Coordinator of Staffing in Human Resources, joined the meeting at 12:10 p.m. She further explained the process for handling RIF's indicating that Human Resources first looks at credentials when processing teachers and continuous service regardless of 10-month, 11-month, or 12-month contract status when processing non-instructional personnel. She indicated she also works to obtain a work location close to the employee's home when working with a RIF employee.

Dr. Singer stated it was agreed that there is a need for language that addresses a major district-wide lay off. Ms. Vanderley suggested that Mr. Fischer and Dr. Singer work together on this language. Mr. Fischer agreed since there is a major difference of opinion as to District-wide and school site reductions in force.

ACTION: Dr. Singer and Mr. Fischer to develop language pertaining to Reduction in Force.

Reduction in Hours/Time

ACTION: Tabled until next meeting.

The committee adjourned for lunch at 12:15 p.m., resuming at 1:45 p.m.

Upon return, Ms. Vanderley asked if the minutes of each meeting could be exchanged as is the practice with the teacher contract.



Bargaining Meeting Minutes

**Osceola County Education Association Education Staff
Professionals' Union and
The School District of Osceola County, Florida
Friday, February 18, 2011**

Article XX – Leaves

Dr. Singer said he thought the language in the proposed contract from the School District is based upon Board policy and that the same language appears in the teacher contract and the Teamsters contract. There appeared to be no changes in the SDOC proposed contract, pages 31-33, from the ESPU proposed contract, pages 33-36.

ACTION: Tabled with both teams to return with any disagreements to leave policy, Article XX.

Article VII – Grievance Procedures

ACTION: Tabled until next meeting when both Dr. Singer and Mr. Munas could be present. Then Dr. Singer and Mr. Munas would return with proposed language on Grievances.

Article IV – Association Rights

In regard to Article 5, Union Representatives, Section 1 (a) of the SDOC proposal, the Union has a formula in its contract for representation. Ms. Vanderley said there are high schools that have three representatives. Dr. Singer said this would not cause a lot of heartburn between both groups.

ACTION: Agreement on formula for representation and three representatives at some high schools.

In regard to Article 5, Union Representatives, Section 1 (b) of the SDOC proposal, Ms. Vanderley said that she didn't understand the reason for including this section. Dr. Singer stated there was reason last year requiring this section. There was a decision to treat non-employee Union representatives the same as vendors. Dr. Singer stated Section B is a necessary paragraph. Mr. Fischer and Ms. Vanderley disagreed with Dr. Singer's interpretation.

ACTION: No agreement

In regard to Article 5, Union Representatives, Section 2 (b) (i) and (ii), Union Representation, of the SDOC proposal, it may not be needed depending upon discussion and agreement of same language in other parts of the contract.

ACTION: Tabled

On Section C, Posting of Notices, ESPU contract, Ms. Vanderley wanted to include NEA benefit materials. Dr. Singer suggested merging the posting notices of the two contracts but objected to exclusive rights as it may prohibit the use of mailboxes by the District.

ACTION: Language to be reviewed for merger but objection by District to exclusive rights

On Section G, Payroll Dues Deduction, ESPU contract, see action below.

ACTION: Change date to August 1st and use the same language as in the teacher contract

Section I, Time for Official Duties, ESPU contract, and Article 5, SDOC contract, Dr. Singer suggested merger of the two contracts.

ACTION: Merge language in the two proposed contracts.



Bargaining Meeting Minutes

**Osceola County Education Association Education Staff
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Article XV, Hours of Work

On Section B, Flexible Work Schedule, ESPU contract, Dr. Singer said there is already a four-day work week in the summer and the kind of work schedule mentioned in the ESPU contract would need to be discussed because he views it as a management right.

ACTION: Tabled until next meeting. Mr. Munas is to look at contracts and propose language.

Regarding Section C, Duty Free Lunch, ESPU contract, Dr. Singer agreed to a duty-free lunch.

ACTION: Agreement

Section D, Duty-Free Break, Dr. Singer did not agree to the proposed language. Ms. Otterson and Dr. Singer had done an informal survey of break time and found there is no language providing for breaks. If an employee works more than 7.5 hours, then there is an issue of overtime.

ACTION: No agreement – District opposes break time.

On Section I, Paychecks, ESPU contract, Ms. Vanderley indicated that they would like to go to 24 paychecks a year. Dr. Singer stated Mr. Collins would need to be present for this discussion but he views it as an item of disagreement.

ACTION: Tabled for discussion when Mr. Collins is present.

Section J, Mileage, Meals, and Rates Per Diem, ESPU contract, question was raised as to when a bookkeeper is enroute to the bank, what happens if she is in an accident, is robbed, etc. and is the District responsible? Dr. Singer responded that the answer would need to come from Ken DeBord, Risk Management and Benefits.

ACTION: Tabled for discussion with and response from Ken DeBord.

Article XI, Employee Discipline

ACTION: Dr. Singer to return with proposed language to merge language in the two proposals.

Article XXIII, Sub-Contracting

Dr. Singer indicated he would need to review the issue of subcontracting and whether there is a need for subcontractors that would affect the bargaining unit. Mr. Gleason stated it has been mentioned that one computer technician can deal with questions and complaints rather than 16 different persons at the schools with the addition of new software. Dr. Singer said he would look into the school-based computer technician issue and whether there is going to be a change in number taking 15 people out of the work force to be replaced by one. He said it also opens up the issue of how to improve services when technology can supplant people. Ms. Otterson said this issue would not be about subcontractors but about a potential reduction in force.

ACTION: Dr. Singer to investigate and report to the committee.



Bargaining Meeting Minutes

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Article XVI, Postings

Ms. Otterson responded to this section discussing the procedures for posting job vacancies and indicating District-wide job postings are done every Monday and sent out via email to every administrator and administrative secretary. Vacancies are posted five days.

ACTION: Ms. Vanderley to return with proposed language.

Subcommittee Meeting Dates

Ms. Vanderley's team is to meet March 2nd, 5:00 p.m., at the OCEA office. She asked that the District team meet sometime before then. She asked if the Discipline and Grievance subcommittees could meet on March 3rd, 4:45 p.m., at the OCEA office.

Employee Dress

Dr. Singer said it would be appropriate to have some definition of employee dress aside from what is in the each contract that meets the needs of both teams.

ACTION: Ms. Vanderley to return with proposed language.

Article III, General Definitions

ACTION: General definitions to be discussed once the contract is reached.

Article IV, Association Rights

Regarding Section F, Discrimination, Dr. Singer said that there is already School Board policy on discrimination that mirrors the law.

Employee Fingerprinting

This issue and the cost to the District per employee were discussed. For employee retention, some districts are handling this issue differently. Dr. Singer clarified fingerprinting rights.

Article V, Employee Rights

Section B, Employee Privacy Rights, was discussed with emphasis on illegal conduct off duty.

Mr. Shuttera said this issue had been previously discussed and it was decided to blend the contract language in both proposed contracts.

ACTION: Ms. Vanderley to write language combining both contracts.

Article VIII, No Strike/Lock Out

Dr. Singer said this language comes from the State of Florida constitution.

ACTION: Agrees with constitutional law.

The meeting adjourned at 3:45 p.m.



Bargaining Meeting Minutes
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Friday, February 18, 2011

Respectfully Submitted,

Lynn Dykes
Recording Secretary

UNOFFICIAL



ESP Bargaining Meeting

Thursday, August 18, 2011

Present: Ines Escobar, Betty Yenetchi, Michelle Vanderley, Bill Collins, Lissette Brizendine, Bob Gleason, Luanne Scharkozy, Shirley Groff, Dayrla Bungo, Mark Munas, Linda Schroder-King.

Guest: Apryle Jackson (comes and goes), Justin Tzuanos (AFT)

Meeting began at 4:30 p.m.

- Speaking Order- Bill Collins

Welcome/Introduction/Opening Remarks

Michelle starts by letting the team know the procedures of the bargaining meetings. It was also mentioned that Sue Puttman would like to provide a full day training on collaborative bargaining.

- Apryle and Lissette will work something out and talk about scheduling.
- Michelle states how happy she is getting started with bargaining, since there is a lot to be done.
- The team members introduce themselves.

Shoes for Maintenance Employees in ESP

Mark/Michelle

There is a group of people in the Maintenance department who deal strictly with fences and concrete and are required to wear steel toe shoes for work. Mark mentions how the teamsters unit overlooked and excluded this group of people. Michelle gives a list to Mark and there are about 7 people on the list that would require this.

- Michelle request for Mark to email her the information.

OCEA ESP Conference Days

Lissette/Michelle

This situation deals with having early release time for members to go to conferences. There are 210 members as of June 1st and 4.5% of that number will determine the number of days, which is 10 release days to allow OCEA members to go to conferences. The language exists in the teacher contract already, but Michelle said she would be happy to write the language and smooth it out.

- Further discussion

Job Description & Job Study

Michelle

Michelle researched lots of information on this and got in contact with Rosa McNeal in Orange County; where they have purchased the Archer System and did a comparison study. The Archer system lays out every ones job in a point system and breaks it down. Compares the job skills/responsibilities and gives it points to place it in a salary scale. Michelle mentions that Rose would be happy to send to us the letter that is to be sent out to the employees informing them of this system.

- It cost \$5,000.00 for the Archer system in Orange County.
 - It gives them an evaluated tool.

Mark states that there are certain issues to address before making a decision on this:

- 1st-Is it something the district would like to do?



ESP Bargaining Meeting

Thursday, August 18, 2011

- If we are looking at employees that should be paid at higher rates, does that mean that some will be reduced in rate?
- 2nd- How do we do this without money? In order to raise someone's salary we would have to cut someone else's. Unless the plan was salary neutral, I don't see how we could do it in this economy. **Mark:** "Terry Andrews will not agree to something that will cut employees or their pay."
- Any salary study system that we have, would have to go to bid.

Mark explains how the job descriptions are placed and how the district is working on updating job descriptions. Michelle starts to ask how our pay schedule got so large.

- We have 25 levels on the salary scale.
- Mark mentions that there have been meetings in the last month to see where we can cut budgets. **Mark:** "We have been working on cuts at the District office, Line Item budgets, SAI dollars, and not filling vacant positions."
- As for the Archer system, Mark states this is something that we can take back to the superintendent.
- They talk about the low projections this school year.
- Further discussion.

Michelle: "We will seek direction from District."

In the meantime the concern is the other duties assigned. Shirley mentions that they have an ESE Para Professional who will be doing cafeteria duties in the morning. Linda answered that as long as the students have an IEP, it is not unusual.

Michelle: "What I propose to do is a survey to gather data on certain issues, to figure if it is a District or isolated situation."

Mark mentions that job descriptions are a management right as established in Service Employee International Union, Local 362 as Charging Party v. Lake County School District- Case No. CA-96-095

Bob: "My concern is jobs that are currently filled and the ones that are not. If a job description changes, how are they implemented when the job is currently filled?"

- Mark states that Tammy Otterson is the best person to answer this. Mark will check on this and get back to the team.

24 Check Pay Periods for Employees in ESP

Michelle

Request was made to choose 24 checks and it has been done today, shown in Article 13 section H.

- Michelle wanted to give thanks to the district for getting this done quickly.
- Shirley said that they were given short notice to make a decision and she feels that this was not fair.

Bill: "We are running payroll on Monday, so this has to be done."



ESP Bargaining Meeting

Thursday, August 18, 2011

Michelle: "Apryle can put it out on OCEA announcements for those who were not notified."

- Members discuss how some had meetings and some were missed out on this decision.
 - Tammy would need to be contacted on this situation.

It was mentioned that this is a one time selection for this school year and next school year you will have the option to choose again. This option is only for 9 and 10 month employees. The 11 month employees get 20 or 22 checks and 12 month employees get 24 checks.

- Ines states a concern about getting their pay checks on their last working day.
- Bill states the each group is on different payroll.
- Further discussion.

Michelle: "We need to create a bargaining issue form for ESP."

- Apryle will send Mark an attachment and print out a copy for each of the members.

SIG Paraprofessionals

Mark/Michelle

MEMO was handed out. **Mark:** "There was a problem created with the additional two minutes per period at some of the high schools. Last year when they were writing the SIG grant, it was decided that we would increase on instructional time; two additional minutes per period were added at the SIG High Schools. Two weeks ago a principal addressed the issue that if you add two minutes, you have a student without supervision since paraprofessionals at those schools work a 7 hour day and the additional time would mean the paras would be leaving before students."

- Mark apologizes and said that they will work something out.

As soon as they found out about it they made personal phone calls to each paraprofessional and apologized, explained the situation and offered them an option to be paid an additional 15 minutes per day at those SIG high schools if they wanted. Only two had an issue with this, but they will be compensated for the additional time. They will get paid for 15 minutes a day at their daily rate of pay.

- Apryle and Lissette signs MOU

Next Meeting(s)

-September 22nd @ 4:30 p.m.-6:00 p.m.

- OCEA office

-Agenda Items for Next Meeting

- Bargaining full day training release date for Susan Puttman.

ADJOURN @ 6:02 p.m.



ESP Bargaining Meeting

September 22, 2011

4:30-6:00pm

Osceola County Education Association – Mabbette Street

Agenda

- ❖ Welcome/Introductions/Opening Remarks
- ❖ OCEA ESP Conference Days Lissette/Michelle
- ❖ Other Duties as Assigned Apryle/Michelle
- ❖ Union Management Meetings Michelle
- ❖ Job Description Revision Process Lissette
- ❖ OCEA Collaborative Bargaining Training Lissette/Michelle
- ❖ Next Meeting(s)
 - Thursday, November 17, 2011
 - Location
 - Agenda Items for Next Meeting
- ❖ ADJOURN



ESP Bargaining Meeting

Monday, November 14, 2011

Members Present: Betty Yenetchi, Bill Collins, Randy Shuttera, Shirley Groff, Ines Escobar, Michelle Vanderley, Lissette Brizendine, Marion Emilien, Mark Munas, Barb Gleason, Linda Schroder-King

Guest: Bill Humphrey and Patricia Walker

Meeting began at 4:00 p.m.

Welcome/Introduction/Opening Remarks

Apryle introduces Bill Humphrey and Patricia Walker from Orange County. Everyone introduces themselves to the guests.

Union Management Meetings

Michelle

- “Union Management Meetings means we have to work together.”

Bill: “10 years ago into our contract, union and management came together.”

Patricia: “Eight (8) job classifications that fall under this, meet three (3) times a year. Bill represents all job classification. This is a good way to have the folks in that area work through problems.

Transportation has been an issue in our county and we have learned a lot in the 2 years.”

Patricia: “UMN deals with contract language and once is done, it is sent done to the CBLT. It really has saved us countless hours at the bargaining table. Anything specific to the job classification is handled in the UMN. They have been doing this for more than 10 years.”

- *Governing structure:* Occupational vice presidents which are assigned specific UMN, provide agendas, meeting dates, etc.
- It covers each job classification. Each UMN has someone represented for each job.

Patricia goes ahead and gives an example with the Food Service department, on how the involvement of the UMN is beneficial to the bargaining unit in breaking down things to get a solution to a change or problem.

Patricia: “They couldn’t have done it without the Food Service UMN, because they received support by the people who were going to be impacted.”

- UMN met 2 hours every other month.

Patricia gave an example on how UMN, for specific job classification, worked wonderfully and collaboratively in bargaining contracts. Each job area where represented by the UMN (ex. UMN Food Service, UMN Maintenance, UMN Transportation) and this could not have been done by CBLT alone.

Few of the members had questions about meeting scheduling.

- Patricia mentioned that September or 60 days after school starts and January is a great time to have the meetings.



ESP Bargaining Meeting

Monday, November 14, 2011

- The manager goes back to what is working and what is not working.
- Timing: 2 hours during workday, every other month and if not active 3 times a year.
- An example was given on how they schedule certain employees based on their job classification that will not affect their work.

Patricia: “The respect that we demand is modeled.”

- There is a lot of communication
- The meetings are issue driven and not personal.
 - “Not calling out managers or vice versa, it is issue driven. Try not to bring personal issues in.”

Bill: “Not only do I learn, but the Managers who do the work also.”

- This becomes as training for those who are looking for managerial positions.
- Further discussion

**The members thanked Bill and Patricia for coming in.*

Salary

Lissette/Michelle

Lissette: “Bill has done a terrific job in keeping our district in good financial standing.”

- The proposal is a 1.25% raise.

Bill: “There have been cuts throughout the year and since then we will spend \$14.5 million more than we are taking in.”

- No increase in revenue
- Step 0 half that amount
- Step 28, one time recurring supplement
- No increase to health insurance
- Money has been saved for level upgrades (several 100 thousands)

It was mentioned that for this, timeline is very important and getting it done would be nice so it can show before winter break.

- It needs to be sent by December 6th to the school board and be available for the December 15th check.
- Bill passes handout to show what this will look like.

Michelle: “If we approved this tonight, we will give a tentative agreement to each worksite to post.”

- Further discussion in regards to levels.

Fist to Five at 5:20 p.m.

- Lissette will TA.



ESP Bargaining Meeting

Monday, November 14, 2011

IEP Assistants

Michelle

Idea: Fund all the IEP Aide just this school year. Michelle stated that they have met with the superintendent and district.

- Agreed to help bring 6 positions back.
- Money is coming from money being saved re-constructing the district office.
- This is only for elementary schools.

Questions:

How are we going to be staffing the positions?

- Reductions enforced or give employees the opportunity to apply to that position again.
- Funded for next year, but not guarantee.

How many schools?

- 5

There were some concerns to play catch up. It was stated, that it is only for elementary schools and the IEP Assistant will be were the compliance specialist is and work as a team. They would shadow and be staffed at the ESE department. Everyone's assignment will be reviewed and whoever wants to get this job back, will have to be very flexible. It was mentioned that they will go straight to their assignment, not leaving in the middle of the day to go to another school.

- Michelle gives suggestion on how to present this to the employees in a seniority order.
- There will be a total of 10 IEP Assistants

Lissette: "A lot of the work conditions have changed. They will not be going to the same condition like before."

This idea was brought to the table to get feedback.

- ***There were 40 Original IEPs***
- ***After the cut, only 10***
- ***Now only 4, because 6 chose to leave.***
- ***Middle and High Schools don't have any.***

Recap:

- Only for elementary schools.
- Previous IEPs to get invited back
 - Apply by seniority, the best fair practice.
- Uncertain for the following year, after next year.



ESP Bargaining Meeting

Monday, November 14, 2011

Scrubs for ESE Paraprofessionals

Michelle

Left for next meeting

Supplements for ESE Paraprofessionals

Mark/Michelle

Left for next meeting

Cross Training

Michelle

Left for next meeting

*Michelle wanted to add to the agenda: **Association president leave**

Michelle: "Ines was offered a full time membership organizer position, do school visit, and have someone take her place while she is out. I wanted to get the language out."

- Michelle passes out a drafted language. This type of language is not in our non-instructional contract.
- Second part of the language is leave for people like Ines.

Mark: "The language has to be done in general and not personal situations."

- It was suggested to come back with this.

Next Meeting(s)

December 5, 2011 @ 4:30 p.m. at OCEA

Agenda Suggestions:

- ESE paraprofessional in high-risk positions.

Closing Remarks: Michelle mentions how we need to come up with some ground rules to operate bargaining meetings.

- Supervisors called about discussions during bargaining
- No vote on first time proposal
- Speaking order
- Timekeeper (time allotted)
- No sidebars
- Value all opinions

ADJOURN @ 5:53 p.m.



ESP Bargaining Meeting

Monday, December 5, 2011

Members Present: Lissette Brizendine, Daryla Bungo, Bill Collins, Tammy Cope-Otterson, Ines Escobar, Barbara Gleason, Hector Acosta, Sarah Graber, Shirley Groff, Mark Munas, Michelle Vanderley, Betty Yenetchi, Gina Holden.

Guest: None

Meeting began at **4:09 p.m.**

Speaking order- Mark Munas

Welcome/Introduction/Opening Remarks

Michelle asked for the minutes from the last meeting and Lissette replies that it will be sent to everyone once it is finalized.

Union Management Meetings

Michelle/Lissette

Michelle reminded everyone about the presentation from Orange County at the last meeting. Mark mentions he likes the idea, would like to test it, and then workout the language. The team starts brainstorming and breaking down the groups that would be represented.

- Lissette suggested the early release on Wednesday for meetings.
 - Shirley mentions there is tutoring going on in her school that day.
 - Further discussion about meeting arrangements.

Lissette: "One representative for that group, once each quarter; I think we could make arrangements."

Michelle: "They can range however you want to make it, as little as you want and as big as you want."

Mark Munas: "How would you choose the 5 people?"

- It was mentioned that you can seat with the President and Vice President to sort this out.
- Go by job families:
 - Para
 - Clerical
 - IT
 - 4 to 5 people in each groups.
- It was suggested that we should have the pilot groups by winter break.

Association Leave Designee

Michelle

Michelle mentions that Apryle and Mark have talked about the possibility of the president returning back.

Mark: "That would put the district in a financial bind."

- Michelle states that the person would only be working for the District and the OCEA will fully pay the persons salary. It was also mentioned that the association would train that person.
- Mark requested a job description and Michelle will be providing him with one.
- Further discussion



ESP Bargaining Meeting

Monday, December 5, 2011

Scrubs for ESE Paraprofessionals

Michelle

Lisette: “It has to do with confidentiality with the HIPA law. You are communicating a possible medical condition or learning situation to the public when this is supposed to be confidential.”

Gina: “It is common sense that if a child is in a wheelchair, there is a problem with that child.”

- Mark mentions how the district deals with lots of litigations at the office.
- Further discussion

The team worked on other suggestions in how our ESE paraprofessionals would be able to protect their clothing when dealing with special needs students. Daryla also states that we would want to confirm this issue with risk and health management before we take any actions.

Supplements for ESE Paraprofessionals

Mark/Michelle

It was mentioned that New Beginnings is finding themselves with battle pays, because of the type of students that they are working with. The questions: “How do you determine who qualifies and who does not?” There is data showing that they have more workers’ comp, which indicates this is a high risk position.

- Shirley mentions that there have been lots of incidents at her school.
- Lisette will check with Ken to provide statistics for the next meeting.

Gina: “We have Paraprofessionals that have gotten hurt when they are put to sub in an autistic class.”

- Shirley states the majority of our injuries are mainly with ESE students.
- Daryla suggested that instead of using the term “Battle pay”, it would sound better to use the term “Students with challenges”.
 - Shirley suggested having a set amount per year.
 - Tammy mentions that Elementary ESE already gets extra.
- It was suggested to bring back some information for the next meeting.

Subcommittee for Cross Training

Michelle

Subcommittee was created:

<u>District:</u>	<u>OCEA:</u>
Lisette	Betty
Mark	Barb
Sarah	Michelle
Tammy	Shirley

Michelle: “The job study is a huge piece and we want to be part of the job committees so we can communicate.”



ESP Bargaining Meeting

Monday, December 5, 2011

Mark mentions it is very expensive to conduct a job study to look at pay grade. He mentions the possibility of having to lay off people to conduct this. **Mark:** "Terry absolutely does not want to lay off people. I don't see us doing this anytime soon."

- Once we have a financial picture, there can be a possibility.
- Further discussion

Mark: "If it comes down to cutting people to fund something, the Superintendent will not go for that."

For the next Agenda:

- There is a huge committee of non-instructional employees that are business partners that have to be working 4:30-6:30 p.m. and are not getting pay for this. They are told it is required.
 - Parkway is an example of this and there are many others.
- Other duties as assigned: It wants to be clear to the support staff if other duties assigned also include things that are not related to their work area.
 - Gina mentions she was told that there is a list of clerical staff that falls under guidelines to substitute in subs in half. Gina wanted to know if that list exists.
 - District Team members did not know about these guidelines and Mark tells Gina he will look into it.
 - Mark clarifies that he will always work on doing the best for the employees.
 - Mark said he will speak with Shirley about the issues in reference to pulling people in for cluster classes.
 - Examples were given of different scenarios.
 - Further discussion

Next Meeting(s)

- January 19th from 4:00 p.m.-5:30 p.m. at Professional Development
- Agenda Items for Next Meeting:
 - Substitute pay
 - Other duties as assigned
 - Business Partners in Education after work hour pay

**3rd Thursday of the month is the ESP meetings:*

- January 19th PD 4-5:30
- February 16th at OCEA 4-5:30
- March 15th at PD 4-5:30
- April 19th 4-5:30 at OCEA
- May 14th 4-5:30 at PD



ESP Bargaining Meeting

Monday, December 5, 2011

- Shirley asked if there is any update on the IEP Assistant positions. Tammy mentions that she is working on the letter to send to them and would like to do it as soon as possible to get everyone in by January if possible.

Pluses and Deltas:

Plus- Done on time!

ADJOURN @ 5:30 p.m.

ESP Bargaining Meeting

Thursday, February 16, 2012



Present: Hector Acosta, Lissette Brizendine, Daryla Bungo, Ines Escobar, Sarah Graber, Shirley Groff, Apryle Jackson, Gina Holden, Mark Munas, Tammy Otterson, Linda Schroeder-King, Randy Shuttera, Michelle VanderLey, Betty Yenetchi

Guest: Barbara Gleason

Meeting began at 4:45

- Speaking Order Tammy Otterson

Welcome/Introductions/Opening Remarks

Michelle proposed to begin each Bargaining meeting similar to the BLT group with an icebreaker activity to focus the group's intentions before each meeting.

ESE Para Stipend Shirley Groff

Shirley Groff talked about paraprofessionals not receiving stipends while ESE teachers do receive one. Lissette explained that those receiving the supplement given are self-contained ESE teachers.

Q: Michelle asked Tammy about the difference in job descriptions.

A: Tammy explained that ESE paraprofessionals in self-contained classroom earn more than a regular para.

Q: She further asked if there is training for the ESE paras who work with challenging behaviors?

A: Linda responded CPI is offered and ESE representatives will go to classrooms to observe. Some situations may be unique. The data that they reviewed showed a lower rate of incidents.

Q: Is there advertisement of the availability of training?

A: Teachers and Program Specialist are mostly trained, but Shawn Hawkins, a new behavior specialist has been hired and will have the responsibility of training paraprofessionals.

For the next meeting, Michelle offered a survey of incidents with paraprofessionals and other duties of all ESE paraprofessionals; also, Linda S. will bring Lisa Overton with Shawn Hawkins.

Business Partners Betty Yenetchi

Betty Yenetchi addressed the issues concerning evening meetings offered for the Business Partner liaisons. They are not required to attend the meetings but are strongly encouraged and feel they should be there. Yet nothing is given as compensation. Tammy responded giving a history of the OASIS volunteering, also Randy explained the parameters of using staff in paraprofessional positions as liaisons with title funds. Michelle asked to have Judy and Dana S. invited to the next meeting to further discuss.

ESP Bargaining Meeting

Thursday, February 16, 2012



Employee Status and Assignment Michelle

At schools, paraprofessionals are pulled to cover attendance clerks, but are not paid in any comparable amount. Michelle distributed the proposal handout of Article XIV on Vacancies, Transfers and Reduction in Force – Section H on Re-Assignment.

Tammy responded that some situations may occur where the opposite is true. Whereas, lower paid positions are pulled to cover higher paid tasks, some higher pay positions such as a Clerk Typist might cover for an Attendance Assistant who is paid less. Tammy requested to see reports on actual situations at work. Lissette explained that there should be consideration of how the coverage is best managed when a higher level position covers for a lower-paid employee.

A data report will be provided by Michelle including positions used for coverage, and frequency in number of days.

Comp Time Michelle

Michelle asked about comp time for Saturday work. Tammy talked about comp time being used as a half day leave similar to Board Leave. She also mentioned that schedules may be better adequate using flex-time. Mark also pointed out that comp time is non-existent, and flextime is more acceptable.

Other Duties as Assigned Betty

Betty asked to table this discussion to be able to bring data-driven information at the next meeting.

Safety Issues Michelle

The point addressed was the possible harm that ESE paraprofessionals encounter in physically working with kids without wearing appropriate uniform or covering. Tammy suggested a certain type of reusable covering. Linda Schroeder-King and Darlya Bungo stated that the cost is too expensive.

Michelle said she would like to have a quote for the next meeting. Linda further stated that ESE positions are not unique in encountering bodily fluids on a daily basis.

Union Management Meetings Michelle/Lissette

Michelle read the minutes from a previous meeting mentioning subcommittee arrangements. Hector Acosta was introduced to illustrate what is happening in their IT meetings including agenda items such as records management, meetings, and training. Darlya mentioned that Nurses meet monthly, and experts are invited to present on various topics affecting their positions. Betty mentioned that Bookkeepers only meet once a year which doesn't seem to be enough time. Hector stated some future agenda items for planned for discussion. Lissette suggested that it may be more effective to have District representation at some of these meetings that are held in clusters according to immediate vicinity or school site.

*Michelle proposed to gather with Lissette and discuss creating a pilot, as suggested by Mark, between now and the summer. They will plan to observe the IT group meetings observe best practices.

Next Meeting(s)

ESP Bargaining Meeting

Thursday, February 16, 2012



March 15, 2012 at the PDC Training Room #3.

Suggested Agenda Items for Next Meeting

- Union Management Meetings
- Employee Status and Assignment
- ESE Para Stipend

+Tammy did well in keeping time

+Good snacks

+Great discussion focus

+Data driven

+Icebreaker

ADJOURN @ 5:35p

ESP Bargaining Meeting

March 15, 2012



Present: Hector Acosta, Lissette Brizendine, Daryla Bungo, Ines Escobar, Sarah Graber, Shirley Groff, Gina Holden, Mark Munas, Tammy Otterson, Linda Schroder-King, Randy Shuttera, Michelle VanderLey, Lissa Gonzalez-*Recording Secretary*

Guest: Lisa Overton, Judy Alexander

Meeting began at 4:08p

Opening

Michelle distributed a draft brochure for the ESP Bargaining Leadership Team. The group reviewed and revised the document by section. Michelle read and explained each item listed.

- Mission statement
- Philosophy
- Rationale
- Salary and Fringes Philosophy
- Goals
- Speaking order (assigned to Mark Munas)
- Time keeper

Fist of Five: *The group agreed to declare each item to set a focus for meeting ice-breakers.*

A final draft will be distributed at a future meeting.

Business Partners

Shirley asked what the expectations of participants involved with Business Partner memberships, whether it is mandatory to attend meetings scheduled after hours. Judy Alexander, representative of the program, responded that it is not mandatory; further, meetings are scheduled 4p-6p because the after school time frame is more convenient for school staff. She explained that the program is a simultaneous benefit to the community and schools as funding for school support raised while businesses are promoted.

There's concern that an administrator is requiring the school Business Partner Coordinator to attend the meetings and participate in promotions when time is limited to dedicate to the program. Also, compensation for duties outside of contractual day and mileage are not offered. The suggestion is made for Business Partners coordinator's to communicate the responsibilities and expectations with administrators who assign a representative from their school.

The Business Partner Rep explains that the assignment of school-based coordinators of membership is solely organized by principals. Michelle asked if there is an evaluation for program participants. Mark said that because the task is intended to be voluntary, there is no job description; therefore, an evaluation is not needed. Mark offered to help communicate with any specific principal to clarify expectations for coordinators of this program.

Judy closed with gratitude to those that do participate in the program. She shared an example of the benefit in Business Partners program describing a current promotion by Kohl's company offering donations to participating schools thereby acquiring funding for school needs.

ESP Bargaining Meeting

March 15, 2012



ESE Para Stipend and Training

Shirley offered to table the discussion. Lissette just briefly reviewed a report that Tammy created on the differences in salary between a Basic Para vs. an ESE Para. An ESE Para receives between \$458-\$680 in additional pay as compared to a Basic Para.

Then, Michelle asked about training scheduled. Linda Schroeder-King explained a report generated to review the amount of people that have not been trained, and that ESE plans to send a blast email to Paras and their school administrators to make arrangements for ESE paras to attend the training.

Shirley mentioned that including IEP training is not necessary in CPI training for Paras. Lisa addressed her concern and said that the majority of evaluation comments collected reflect that the training is helpful and validates the inclusion of IEP training. Shirley added that CPI training should be enhanced with physical protection training due to fear of injury. Lisa explained that the training promotes prevention. If prevention is not effective, the next best step is restraint as instilled in the training content.

Michelle mentioned a discussion with the Superintendent on the possibility of supplemental training to be offered by FEA in this district. She went over an incidence survey report distributed, pointing out that serious physical injuries and higher occurrences involve autistic children. Linda Schroeder-King announced that the Center for Autism is becoming more involved with the issue. The Center for Autism will be providing additional support with a high autism populated school. They will be offering new or updated training based on outcomes. ESE plans to announce a training institute expected in June 2012 to reflect the training modules developed by the Center's efforts.

Lissette summarized worker's compensation reports, explaining that the percentages reflect all paraprofessionals. Shirley speculated the numbers may be lower because some worker's comp reports are not being submitted. Lisa later said that many schools may be hesitant to report restraints because of state law. Also, CPI is not the only interaction that can be used, but 70% of schools are using CPI training.

Barb later asked for the background of the Center for Autism, and why it is just now being implemented. Linda Schroeder-King explained that it is a small organization, a DOE initiated project. She promoted it as a well-qualified agency that is now assisting the district due to growth of the autistic population increasing the need.

Board Leave*

Barb needed clarification on Section A of Article XV Board Leave in the ESP contract. Tammy explained that the section describes an extended leave of absence. Mark noted that this leave is at the discretion of the administrator.



ESP Bargaining Meeting

March 15, 2012

Employee Status and Assignment combined with Other Duties As Assigned

Michelle narrated a PowerPoint presentation on Other Duties As Assigned developed by Betty Y.

Gina expressed her concern that she has been assigned several times to be a substitute teacher, and she requested clarification on the requirements for staff members substituting. Tammy explained that when necessary, professional support staff may be assigned to sub by contractual language. She added that staff should have a rotation schedule for subbing at school as arranged by the administrator.

Michelle shared how being pulled as a sub delays the ability to complete the staff member's original job duties and responsibilities. She states the objective is to figure out how PSS will get their essential job functions done when they are filling in for absent teachers. Mark kindly offered to go to Gina's site and investigate the absentee rate at that particular facility and address the issue. He explained that substitute funding is limited, and the average teacher's absence is 9.8 days in one year. They agreed to return with data to review for the next meeting to further discuss.

Out of Zone

Mark explained that schools over capacity will close the to out-of-zone registrations. Daryla stated that Student Services receives many requests for students to be placed out-of-zone and many cannot be relocated due to capacity of the requested school. High schools and middle schools are currently over capacity already and many requests are rejected.

Substitute Pay

Ines is concerned that sub pay is not honored. Tammy explained that the handbook reads that \$20 per day is paid to professional support staff for either a full day or more than half a day of substituting.

Union Management Meeting Updates

Lisette summarized four different job family groups will be having UMM sessions: Paraprofessionals (April 4), IT (March 28), Clerical (April 11), Nurses (April 6).

Employees with essential duties would be released to leave early by management upon talking with Lisette and/or Michelle. The negotiation team reviewed options and made selections as to the participants in each group. These members are not paid beyond contractual pay as they are in volunteer positions.

Ground rules will be established and agenda items will be discussed for the Union Management Meetings.

*** Adjustment to Agenda:**

Meeting Adjourned at 6p

ESP Bargaining Meeting

March 15, 2012



+

- Great Food!
- Nice power point on other duties as assigned

Δ

- Started late

Next Meeting

Thursday, April 19th at OCEA

Suggested Agenda Items

- Issue Forms
- Other Duties As Assigned (PSS Substituting)

ESP Bargaining Meeting

Date: April 19, 2012



Present: Hector Acosta, Lissette Brizendine, Daryla Bungo, Bill Collins, Sarah Graber, Tammy Otterson, Gina Holden, Linda Schroder-King, Randy Shuttera, Michelle VanderLey, Betty Yenetchi

Guest: Amanda Wagner

Meeting began at 4:10p

Time Keeper:

Speaking Order:

Welcome/Introductions/Opening Remarks

The formal brochure to be used as an ice breaker to begin meetings as discussed in the past, will be finalized for next meeting.

Michelle introduced Betty as Co-Chief Negotiator for the coming year.

Level Upgrade MOU

Lissette explained there was one change made specifying the last line revising the retro pay for the employees (not the district as originally stated in the MOU). The MOU was approved via email.

Gina requested for the upgrade be explained. Tammy responded that most clerical positions (i.e., level 8-10) have the potential to be upgraded. Each job description includes required standards to receive an actual upgrade. She suggested that anyone interested in the upgrade should discuss their interest with their administrator as it should be considered a promotion. The employee may avoid any unexpected disappointment as the upgrade does rely on the administrator's recommendation in addition to meeting the criteria.

Required documents include an Action Form, Inservice Record, and a letter of recommendation from the supervising administrator. An upgrade will be active 30 days after a Board Approval date.

Business Partners

Michelle proposed that a list of contacts from each school be obtained for the purpose of gathering data through a survey on topics related to business partners. Lissette asked for specific questions. Michelle suggested the questions be asked about mileage pay, how comp time is given, required responsibilities, as well as whether the members are assigned or volunteering. Michelle asked if the district side had any questions.

Randy mentioned to that we should determine where the employees are paid out of when serving as business partner coordinators. He wanted to make sure that Title funds will not be used to pay these employees. Lissette clarified that 50% of their salary could be paid out of Title I funds. Randy responded that the time-and-effort should be logged to document job duties related to Title I are being completed during half of the day. Lissette and Randy discussed Title I categorical funding and how it applies to the different types of positions. Michelle suggested an additional question being the amount of hours it takes to accomplish Business Partners duties.

Training Needs

ESP Bargaining Meeting

Date: April 19, 2012



Hector summarized that the trainings required and requested were discussed at a meeting he conducted with other employees of the same classification. He said they looked into what specific and general skills should be shared for the purposes of future opportunity or shared job responsibilities at a site. In the past, Hector had asked Rod Rodriguez about the amount of training and why there was not much offered. He also noted that in 2005 the training provided was not adequate. He is advocating for an revised/updated type of training for technology teams.

Hector later added there are several technology webinar trainings that were completed by some of the tech coordinators, yet they were not awarded inservice points. Lissette reminded the group that a Master Inservice Form needs to be submitted to have points granted.

Lissette explained the Professional Development Department is currently reviewing and revising the non-instructional course catalog for the purposes of offering more useful training. She encouraged everyone to participate in the survey posted in the District First Class email Announcements folder. That data are used to develop the professional development programs for the district employees.

Michelle offered to provide training regional training/inservice through affiliates with the OCEA such as FEA and NEA, with the approval of the Professional Development Executive Director. The group discussed ideas on training and scheduling including the possibility of offering inservice during teacher work days, Spring Break and summer. Daryla mentioned that summer time was already being used as an inservice period. Lissette added that Spring Break was used in the past, however the funding cuts have reduced that possibility. Linda Schoeder-King added that ESE specialized positions were trained during work-days.

Cross-Training and Communication

Betty opened the discussion by saying that during absences is important to maintain job productivity. Michelle explained that a supervisor at Transportation had shared some cross-training ideas with her. She would like to invite the supervisor from Transportation as a guest speaker to the next ESP meeting so she can share her ideas with group and to help this team understand the process she for cross-training. Michelle also offered to research federal legislation for guidelines from the standard board for cross-training on the next meeting. Lissette added that the presentation may result in a subcommittee of members to further discuss.

Amanda shared how the substitute and cross-training is being handled for the school nurses. The new plan provides substitute RNs to fill in for the school LPNs whenever they are absent. The drawback is that their daily pay will come out of the school substitute budget, and sometimes there is no money to hire the visiting RN.

Employee Status and Assignments

Tammy described the process for transfers. The transfer forms are now available on the employee portal and the IT Dept. has created an electronic connection notifying the receiving administrator as well as the employee's current administrator about the transfer request. She said that the HR department is well prepared for Reduction in Force. The staffing list is well-organized and follows contract language to ensure placement for staff.

Tammy described how the process of Reduction In Force functions and is closely monitored. Positions are considered based on job description, employee level of experience, and completion of job related

ESP Bargaining Meeting

Date: April 19, 2012



tests. Teachers are the first to be considered and placed during the employee assignment process. At this time, in-house vacancy lists have not been prepared for non-instructional employees, PSS will be staffed May 8th or May 9th.

ESP Staff and probationary employees are guaranteed a position after one year unless reduction in force occurs. After January 1, new ESP employees are considered to be on a short-term contract for employment. At the end of the year, they cannot expect to return to their position or to be rehired until all of the Reduction In Force placements are made. Tammy will be sending a notification about employee status and assignments to non-bargaining and ESP employees upon receiving clarification from the Superintendent and the Attorney.

Michelle asked about truancy officers. Tammy explained that the officers were under Safe Schools, Healthy Students grant which was extended for an additional year at the end of 2010-11. Therefore, the positions that were funded by this grant will be added to the Reduction In Force list. The truancy officer positions are not expected to become available for the upcoming year.

Board Leave

How many schools grant Board Leave and what is the criteria determining approval?

Tammy responded that there is School Board Rule that allows an administrator to have the discretion to approve Board Leave. Bill interjected that this type of leave has been discussed in Leadership Meetings and is to be applied for special circumstances.

Sub Pay for PSS

Payroll has been receiving timesheets for sub pay regularly. Amanda asked for a separate budget for LPN substitutes. Bill said that he will look into it and let the team know once budgets are finalized.

Criteria for Summer Employment

There is a concern that there are clerical 10 month positions trying to apply for a healthcare type of summer ESY positions. Linda Schroeder-King explained that there is a process to ensure qualified staff is hired for the ESY classroom with the necessary qualifications and experience to assist with special needs students. Communication has been sent from ESE to all principals establishing specific criteria for the hiring of qualified personnel. This process should avoid that unqualified staff is being hired to work with high need students. Tammy added that the process for hiring non-instruction staff for summer employment mirrors the teacher contract which specifies the relevance prior experience and the position being filled.

TABLED: Salary and Budget Updated

Matrix and Job Descriptions

Michelle asked Tammy to return with dates for the meeting.

Next Meeting(s)

Monday, May 14, 2012

PDC Training Room #3

Agenda Items for Next Meeting

- Salary and Budget Update

ESP Bargaining Meeting

Date: April 19, 2012



- Matrix and Job Descriptions
- Budget Line for LPN
- Business Partners

ADJOURN @ 5:33p

ESP Bargaining Meeting

Date: June 18, 2012



Present: Hector Acosta, Lissette Brizendine, Daryla Bungo, Bill Collins, Sarah Graber, Shirley Groff, Mark Munas, Gina Holden, Randy Shuttera, Amanda Wagner, Michelle VanderLey, Betty Yenetchi

Guest: Apryle Jackson, Barbara Gleason

Mission Statement: Mark Munas
Philosophy: Hector Acosta
Rationale: Lissette Brizendine
Salary and Fringes Philosophy: Shirley Goff
Goals: Gina, Betty, Michelle, Amanda, Apryle
Speaking Order: Gina Holden

Meeting began at 4:03p

Agenda

- Welcome/Introductions/Opening Remarks
- Salary Budget Update
- Matrix and Job Description
- Business Partners
- Draft MOU for UMM
- Proposed Grievance Form MOU
- Change in Work Hours
- President Release Language

Welcome/Introductions/Opening Remarks

Michelle handed out a DRAFT of the ESP Brochure for the group to review and edit. The brochure will be edited and a final distributed at the next meeting.

Salary Budget Update

Bill Collins shared the tax roll history (10 years). The state projected amount may increase slightly. However, there has been an \$80 mil decline. He also discussed the FEFP funding history. Revenue per student is lower for 2012-13. The revenue per student used for building our budget has declined significantly, taking into account the added increase in utilities and compliance with class size. Since 2006, the implementation of class size impacted the budget with the need for additional teachers.

Bill discussed the summary of general funds balance. The estimated unassigned fund balance is \$27,180, within the fund. Projected revenues are increasing this year along with projected expenses. An operating loss of \$10.8 million is expected, resulting in a fund balance decrease for next year 2012-2013. Salary changes are not included in the numbers, but the amount does include level upgrades. There are no changes in health benefits package which would add to the district's expenses.

Apryle inquired regarding a raise for the coming year. At this time, the first executive session is scheduled for July 10, 2012 to discuss possible raises. Bill will be presenting the Proposed District Budget to the School Board on June 26, 2012.

ESP Bargaining Meeting

Date: June 18, 2012



Matrix and Job Description

Hector requested for an update to the current job descriptions that are very outdated. The requirements are not accurate, nor compatible to what certain positions are actively doing on a daily basis. He is seeking the changes to the job descriptions. Tech coordinators feel they are doing typical tasks that should be done by media specialists.

Mark is in the process of restructuring the IT department, it is a very fast changing area with certain things becoming obsolete within a short time. He recognized the need to update these related job descriptions. He asked Hector to share the matrix he referred to. Also, Mark will communicate with Tammy on job descriptions. A basic job study may cost the district \$50-\$100,000.

Michelle reviewed the purpose of this particular agenda item. She further explained that dates were supposed to be discussed and proposed to have a subcommittee. Michelle will communicate with Tammy on best possible dates for the subcommittee to meet.

Business Partners

Michelle spoke with Judy Alexander regarding reimbursement for travel. Michelle requested a list of all business partners throughout the district to survey on the current questions. She asked the group for suggestions on how to proceed. Everyone agreed to wait until the summer schedule closes.

Draft MOU for UMM

Michelle asked members involved with the UMM meetings to share their impressions of this year's meetings. UMM's were successful, and the team came up with solutions. Many to set the dates for next year's meetings. Amanda explained that the Nurses UMM has found the meetings to be productive and leading to success. She made a request to Bill for funding to be separated from the instructional substitute funds and a portion be given to pay for nurse substitutes. Bill feels that additional funds are not available at this time, and schools have to use the sub money allocated. Lissette discussed the Paraprofessional Institute, a three-day training for classroom paras. It was so successful that there will be more training offered in the near future due to high demand.

Michelle asked Daryla how the district handles high needs students. A supervisor for all the nursing staff is contacted to assign nurses as needed. Gina feels there's an issue with the procedures used that allow paraprofessionals to act as medical staff. Lissette explained that there are situations where the best procedure is to provide immediate assistance to students in need. It is important that the front office staff have the proper training to assist in the event the nurse is not available. Apryle agrees that there's a need to make sure training is provided and asked about procedures that could not be delegated to other staff. Amanda explained there's good training programs for school staff; however, nurses cannot delegate the administration of insulin. Although, we do have some people trained to test for sugar.

Michelle noted that with the concerns regarding nurses, it may be a necessary to propose changes to the contract. Michelle reviewed the Union Management Meetings proposed contract language. She asked for agreement from the Bargaining Team Members. Mark suggested a revision on the proposed language presented by Michelle as Article IV.

Lissette proposed that the Article become an MOU for a year before it is ratified as contract language. The MOU for Union Management Meetings will be brought to the next ESP bargaining meeting.

ESP Bargaining Meeting

Date: June 18, 2012



Proposed Grievance Form for MOU

The group made revisions on the proposed grievance form. One of the revisions would specify whether the form would be forwarded to either ESP or to BLT. The form will be implemented into an excel worksheet with text fields so it can be submitted electronically.

Change in Work Hours

Hector explained a situation regarding a staff member that began attending school. After doing so, the employee was requested to work a different schedule than his established work hours. Mark asked for Hector to refer the individual to meet with him and the situation would be handled.

Michelle brought up the Flexible Work Schedule item in the contract (pg. 35) as it relates to emergency situations when nurses are called to go on field trips with high needs students at the last minute. She proposed that employees be surveyed to find out how often this happens. Mark asked for a different solution in cases where the special care nurse gets sick on the day of a field trip.

Michelle proposed that we offer nurses a supplement when called-in on emergency situations. Michelle will be sending out a survey.

Lisette offered the idea of a contingency plan and suggested we ask for ideas to resolve the issue on the survey.

President Release language

Due to the demands on one president of the Association, this proposes that an elected member would be chosen to cover for the president.

FIST OF FIVE: Agree to the language proposed in Article XV of the Teacher's Contract.

Articles proposed were signed.

Next Meeting(s)

- Monday, July 16, 2012
- 3p-5p at OCEA

Lisette noted that all members will roll over for next year!



- started and ended on time
- good food

ADJOURN @ 5:33p

ESP Meeting

Thursday, August 23, 2012



Members Present
Location: SDOC PDC

Hector Acosta, John Boyd, Daryla Bungo, Bill Collins, Sara Graber, Shirley Groff, Mark Munas, Tammy Otterson, Linda Schroder-King, Amanda Wagner, Michelle VanderLey

Recording Secretary – Lissa Gonzalez

Guest(s)

Mission Statement

Philosophy

Rationale

Salary and Fringes

Goals

Time Keeper

Speaking Order

Mark Munas

AGENDA**

- ❖ Review of “Unlicensed Assistive Personnel”
- ❖ Removal of Written Reprimand After One Year
- ❖ Substitute Pay for Educational Support Personnel
- ❖ Transportation Office Clerk to Bus Driver
- ❖ 5% Rule
- ❖ Subcommittee on Cross Training
- ❖ Emergency Plan for LPN’s
- ❖ Job Descriptions
- ❖ UMM Schedule
- ❖ Salary
- ❖ ** are additional subjects/commentary outside of the planned agenda

MINUTES

Meeting began at 4:20p

Removal of Written Reprimand After One Year

Michelle VanderLey explained she noticed a difference between contracts, that the written reprimand is reflected on the BLT Teacher contract and not in the current ESP contract. It is missing the language regarding a written report (pg.28). Tammy is concern about any FL statutes regarding personnel record keeping procedures as a reprimand may reveal confidential information upon a request to view an employee file. She would like to look into public records law with the legal department. Tammy will research the subject.

Substitute Pay for Educational Support Personnel

Shirley Groff inquired about an email that Tammy Otterson planned to send out regarding clarification referring to the procedure of paying educational support staff who worked more than four hours as a substitute at a school. Tammy sent it to all secretaries, and plans to send an email with policy information directly to Michelle for future reference. Once the information is received, Michelle suggests to changing contract language to not specify pay rate amounts.



5% Rule

Barb Gleason/Michelle VanderLey requested clarification on the rule. Tammy explained that if an employee is transferring or being upgraded to a higher paid position, a calculated increase of 5% from the current salary would be expected depending on the current salary. If there is a step down, the pay grade would depend on the position type.

Michelle added that the 5% rule was initiated by previous Deputy Superintendent, Dr. Carbaugh. She described a past scenario that the previous pay calculation process allowed a larger increase in pay because someone who gains a higher position may be paid better than someone else in the same position when they have worked the same amount of time.

Bill noted that the 5% rule may not be fair upon moving to a much higher level of responsibility; as it may be too low of an increase. Tammy noted that what may be done is for five years of experience may be honored as an option against a 5% raise. Bill said that the percentage increase might be reconsidered. Tammy suggested that a district discussion may be planned to address it. Sarah added that there should be some consideration regarding the job responsibility. However, the idea is subjective. Bill suggests a more objective process.

Review of “Unlicensed Assistive Personnel”

Amanda Wagner read the statute regarding unlicensed assistive personnel. She explained that there's a liberty of a certified medical person to train someone who is a non-medical staff member. If there are legal disputes as a result of such, the trained medical assistance person may not be sued when acting prudently. Furthermore, she added that there are restrictions on invasive procedures. Non-medical employees with training responsibilities shall be monitored.

Transportation Office Clerk to Bus Driver

Ines Escobar is absent, but Michelle addressed the situation that there have been situations where a clerical employee who is called to fill in for a bus driver's emergency run is still being paid as a clerk. Michelle suggests for the conversation to be considered and discussed further in the future. Tammy suggests that the clerk may actually be paid more than the bus driver. Tammy will present the Teamster's information with Michelle.

Subcommittee on Cross Training

Shirley Groff proposed to have a subcommittee to discuss the pay rate change for unlike positions being covered during an absence. A subcommittee was agreed.

Emergency Plan for LPN's

Amanda Wagner presents the issue of several schools emergency plan to have substitutes cover nurses during their sick time or vacant positions. Generally, there is a lack in nursing personnel available to cover urgent situations such as circumstances that may require medical attention at a distant location from where a qualified person is on duty; so, it is alarming and inconvenient. She wants to find the best resolution to supply coverage overall. The proposition is to have more substitute nurse practitioners to cover during urgent situations. Michelle asks if there may be a sub pool to help fill in vacant spots and suggests the district

ESP Meeting

Thursday, August 23, 2012



use business partners such as FL Hospital and Osceola Regional to have available on-call nurses should an urgent situation arise.

Amanda explained that the idea would not be financially feasible for nurses to work for the district as it would be a lower pay rate than outside companies or hospitals. She noted that there is a growing population of children with tracheotomies. Linda Schroeder-King responds requesting data driven research to be reviewed to determine whether the need for additional medical personnel is evident. Mark agrees and notes that the issue should be looked into. He is willing to search for a means of relieving the situation.

Job Descriptions

Amanda Wagner noted that there are some job descriptions for nursing positions that have been updated, although there are additional necessary revisions. She says there should be some descriptions inclusive of the medical training and delegation that may be included in certain descriptions.

Michelle added that there are conflicting position titles. For example, a title that is noted for a staff member on a website or email signature might be written differently than it is noted on the TERMS. Tammy responded that the actual title to go by is in TERMS. Mark explained that there are some positions that share several job responsibilities, also even budgets that are split according to how their work time is split up. Bill added a brief description of the budget distribution for job salaries. Amanda mentioned education and certification requirements should also be specified or updated on certain job descriptions.

Tammy responded that HR is in progress with updating many job descriptions as most accurate to the actual job as possible.

UMM Schedule

Shirley Groff proposed the calendar for UMM Meetings during the year. John, Mark and Tammy agreed that the times and dates were feasible. Shirley requests for an email to be sent out to Principal's regarding UMM members to be released.

Salary

Bill Collins said that the district will spend 11 million dollars more than incoming funds; furthermore, no decisions can really be settled since there will be two new board members to begin in October and the district is also awaiting the FRS lawsuit verdict to be revealed in September.

** Mark brought up a statutory change. He explained the new reprimand on child abuse reporting has been revised. Now, if reports are not submitted within 24 hours, it is a felony with up to 5 years in prison and \$5,000 in fines. Tammy added that that person should go to talk with police. There may even be a fine of 1mil to the district as well.

ADJOURNED

Meeting ended at 5:46p

ESP Meeting

Thursday, August 23, 2012



Next meeting(s) schedule:

- September 20 – OCEA @4p-5:30p
- October 25 – PD TR#3 @4p-5:30p
- November 15 – OCEA @4p-5:30p
- December 20 – PD TR#3 @4p-5p (tentative)
- January 17 – OCEA @4p-5:30p
- February 21 – PD TR#3 @4p-5:30p
- March 21 – OCEA @4p-5:30P
- April 18 – PD TR#3 @ 4p-5:30p
- May 16 – OCEA @4p-5:30P

There were no agenda suggestions added.

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- Thanks for Snacks
- Congrats to John Boyd

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- Delayed start time due to late arrivers

DRAFT

ESP Meeting

Thursday, September 20, 2012



Members Present
Location: OCEA
Shirley Groff, Ines Escobar, John Boyd, Sue Schoon, Bill Collins, Elaine Copeland, Mark A. Munas, Michelle VanderLey, Randy Shuttera, Tammy Cope Otterson, Daryla R. Bungo, Hector Acosta

Recording Secretary: Jacquelyn Lopez

Guest(s)	
Mission Statement	<i>Shirley Groff</i>
Philosophy	<i>Elaine Copeland</i>
Rationale	<i>Bill Collins</i>
Salary and Fringes	<i>Hector Acosta</i>
Goals	<i>Michelle VanderLey</i>
Time Keeper	<i>Mark Munas</i>
Speaking Order	<i>Tammy Otterson</i>

MINUTES

Meeting began at 4:04p

Five Percent Rule: Michelle VanderLey/ Tammy Otterson

- At the last meeting, it was discussed and agreed upon that there should be a 5-year cap.
- At the last meeting, Bill suggested that more research be done to determine who would receive this money and how it was going to be spent. Per Bill, no information on this yet, he has been unable to work on it.
- Tammy stated that she was able to glance on a number of people that have the 5% rule and tried to determine if anyone had lost money or took a position that had a lower pay grade. After looking at five pages of people from fiscal year 12 that had changes in their salary, Tammy found that no one had lost money due to this rule.
- Suggestion: There should be language in the contract that states that if you're in another position and are at step 6 and are then put up to step 9 because of the 5% rule, this change should be addressed.
- Elaine used herself as an example. Elaine, currently secretary I, who was previously secretary II and then went down to clerical, could not bring any of her previous experience along.
- Tammy said she would look into what Elaine mentioned.



- Per Tammy, salary rate is reduced but annual income is more.
- Michelle suggested that language be added where at least 5 years of experience can be brought in.
- Mark advised that this would have to be approved by the board. Apryle advised that per her conversation with the board in this regard, they agreed to add the five-year cap.

Written Reprimands after One Year: Tammy Otterson

- At the last meeting, Tammy was to check with legal to see what happened to this.
- Per Tammy, Lare does not know how this was not in the teachers' contract to begin with. These write ups go into teachers' personal file either at the school they work in or at the district.
- Per Tammy, this stays in your record for 1 year as of your most recent occurrence. Example: If your first occurrence was July 2011 and your last occurrence was on December 2011, the write up would remain on record for a year following December 2011.

ESE Support Staff Funding: Michelle VanderLey/ Tammy Otterson

- Per Tammy, ESE department notified her that ESE funds keep reducing because of the funding cuts. A position was "created" to meet individuals' credentials that had to be disposed of due to these cuts.
- Tammy stated that if the credentials are not in order "new" positions should not be created. The State of Florida requires local titles be assigned.
- Shirley: Where is the money that is saved going to go and where are they going to get the money for the things ESE needs?

Proposed Substitute Pay Language: Michelle VanderLey/ Tammy Otterson

- Tammy to get copies to Shirley.
- Suggestion: There should be language to say ½ for ½ and full for full pay.
- Per Tammy, language cannot just be changed.
- Per Mark, no set amount can be put in the contract as it will have to be changed constantly and bargained for.
- Per Tammy, the language is in the handbook so it can be enforced.
- Michelle suggested there should be language on the contract specific to it as it is easier to enforce if it is in the contract itself.
- Mark on it!

ESP Meeting

Thursday, September 20, 2012



- Mark stated that either way this could be enforced. He advised everyone that if it has not been enforced to please let him know so that it can be addressed right away. Everyone agreed.
- Per Elaine, there have been cases where substitute teachers were being told they were not going to be paid.
- How do schools deal with which substitute should sub and when? It was suggested that a calendar be used where the substitutes take turns.
- Principals have the discretion to hire a substitute but sometimes they do not want to spend the money.
- It is required for schools to have nurse substitutes to care for the students.
- All RN's should be CPR certified and maintain certification.
- Per Apryle, CPR certification is being offered to all District employees.

ESP Survey Data Collection: Linda Schroeder-King/ Daryla Bungo/ Michelle VanderLey

- Handouts were given displaying survey results.
- Per Michelle, on second page third question from bottom, there seems to be a pay scale issue which could be more favorable by increasing salaries.
- Tammy mentioned that everyone has the chance to earn \$1000 by taking advantage of the in service opportunities. Many do not take advantage of it!
- Mark stated that staying with the district for 13 years could bring continuous benefits to employees with the accumulation of sick and vacation days.
- Per Shirley, she would like to see more opportunities on site for those that do not have access to computers.
- Mark stated that soon the number of onsite and online staff would increase to accommodate as many as possible.
- John mentioned for everyone to check information on legislature regarding sick days as many are trying to change it for the worse. He encouraged all to get involved and vote.

Cross Training Sub-Committee: Apryle Jackson/ John Boyd

- Everyone agreed there should be four per team.
- Apryle will put Elaine as head of Sub-Committee.
- Suggestion was made for Karen Strickland to be head of Mark's team.
- Apryle will share names with John Boyd by the end of the week.

Job Description Sub-Committee: Apryle Jackson/ John Boyd

- Everyone agreed there should be four per team.
- Mark questioned the purpose of this committee to which Apryle explained that this Sub-Committee would be in charge of discussing jobs not being filled and the active

ESP Meeting

Thursday, September 20, 2012



positions to revise all the job descriptions, including those that have not been revised in decades.

Next Meeting: Thursday, October 18, 2012, Administrative Center, Finance Conference Room

Recommendations for Agenda Items

Supplements:

- How were these positions created? Example: Bookkeeper.

Extra Notes: Minutes

Per Apryle, the district has always provided the meeting minutes. John and Mark both agreed that we would provide them. Apryle stated that other than the minutes that we take, there is no official record of the minutes. Per Michelle, an official copy of the minutes is always needed should we need to go back. Per Mark, minutes will be shared prior to the meetings.

+	+ Chocolate was great!
+	+ Two new members and new secretary
Δ	Δ

ADJOURNED: _____ *Meeting ended at 4:57 PM*



ESP Meeting

Thursday, October 25, 2012

Attendance:

Hector Acosta	<i>Absent</i>
Lisette Brizendine	<i>Absent</i>
John Boyd	<i>Present</i>
Daryla R. Bungo	<i>Present</i>
Elaine Copeland	<i>Absent</i>
Marion Emilien	<i>Absent</i>
Ines Escobar	<i>Present</i>
Barbara Gleason	<i>Present</i>
Sarah Graber	<i>Present</i>
Shirley Groff	<i>Present</i>
Gina Holeden	<i>Absent</i>
Apryle Jackson	<i>Present</i>
Linda Shroeder-King	<i>Present</i>
Mark A. Munas	<i>Present</i>
Tammy Otterson	<i>Present</i>
Sue Schoon	<i>Present</i>
Randy Shuttera	<i>Absent</i>
Michelle VanderLey	<i>Present</i>
Betty Yenetchi	<i>Present</i>

Guest(s): N/A

Location: Finance Conference Room

Mission Statement:	<i>John Boyd</i>
Philosophy:	<i>Ines Escobar</i>
Rationale:	<i>Michelle VanderLey</i>
Salary and Fringes:	<i>Daryla R. Bungo</i>
Goals:	<i>Sarah Graber</i>
Time Keeper:	<i>Tammy Otterson</i>
Speaking Order:	<i>Daryla R. Bungo</i>

Recording Secretary: *Jacquelyn Lopez*

MINUTES

Meeting began at 4:02PM

ESP Meeting

Thursday, October 25, 2012



Salaries: Sarah Graber

- Sarah mentioned that our district is spending more money than we are bringing in and that we will have a better idea of what to expect in regards to the salaries when the new board is in place after November elections.
- The FRS lawsuit is still ongoing and can have a huge impact on us.
- Apryle stated that we should have an answer by mid-November, either the Thursday after the election or the Thursday after that.
- Michelle mentioned that at the BLT subcommittee meeting they spoke to Bill about possibly settling salaries. She also mentioned that they are working closely together and working on the scales to get the best proposal possible.
- Tammy stated that all the employees are valued at the same level and that because of that, support staff should be entitled to the same raises. Everyone should receive the same percentage. Recently, it did not happen that way, and that is not right. Everyone plays a very important part in a child's life.

Action: N/A

Five Year Experience Credit: Sarah Graber, Tammy Otterson

- Tammy mentioned that on Saturday she would be working on the salary administrative handbook to add language that will be most beneficial to the support staff and hopes to have something prepared by next week that she will share with Michelle.
- Michelle wrote the first line of the language to be included. Please refer to handout.
- Tammy mentioned that she would like to have it where one would go by steps and percentages depending on the type of job to which you were moving.
- If a district employee is moving from one job to another within the district, five years of experience could be brought along to the new position.
- Professional technical positions are different. In this case, we would look at the percentage and the five years of relevant experience.
- In-house staff that moves to another position should get the option to move five years of experience, which is the same option that someone outside the district would get if they were coming in with the experience.

Action: N/A

Supplement History: Tammy Otterson

- Michelle stated that she wanted to know what the supplements for the ESP's were.
- There is supposed to be someone in every school who is CPR certified.
- There is a medication that is to be administered in a special manner that some staff who are certified are saying that they are not so that they do not have to do it.
- If there were a supplement, this might be the incentive needed for them to want to help.
- Tammy stated that maybe we can set up some sort of pool.
- Sue mentioned that in her school, no one is certified but she, and she asked what happens in that situation.
- Tammy stated that we could offer to certify and compensate staff to be a backup when the nurse is not available.
- Tammy agrees that we should offer a supplement for participation.
- Apryle stated that nurses usually need to pay out of pocket for their trainings and that maybe we should cover the cost as it can become expensive for them because they have a limited salary.
- Tammy asked Daryla to collect the data related to this concern.

ESP Meeting

Thursday, October 25, 2012



- Tammy stated that we need to look at the attendance records for the health care assistants.
- Michelle mentioned that we should look at how many schools have a backup.
- Michelle asked if there were any other supplements for ESP's.
- Tammy stated that some get a supplement of \$550.
- Tammy also mentioned that everyone is entitled to the in-service supplement that can pay out up to \$1000 per person. Once you have earned \$750 and up, you will continue to get it for up to ten years totaling up to \$10,000.
- Tammy asked Michelle if she could help spread the word so that more people would take advantage of the in-service supplement.
- Barbara is concerned where the money comes from.
- Mark stated that the money comes from fundraising, athletics, and donations. He continued to say that the amount of the supplement all depends on how much money is coming in and the type of school: elementary, middle or high school.

Action: N/A

Substitute Pay: Michelle VanderLey

- Handout was distributed to ESP members.
- Michelle reviewed the salary handbook about paying substitute teachers twenty dollars for substituting and drafted language that she would like to have added to the contract.
- Betty mentioned that she was talking to a staff member who was called from her job constantly to substitute for two hours at a time. The staff member believes that they are doing it this way so that they do not have to pay them for substituting.
- Tammy stated that it does not matter whom you are substituting for, you should receive the compensation for doing it, period.
- Per Tammy, if you substitute for four hours you are entitled to the twenty-dollar compensation.
- Apryle stated that language could be added that read "or \$10.00 for up to one half day."

Action: N/A

Qualifications for Substitutes: Sue Schoon, Betty Yenetchi, and Barbara Gleason:

- Barbara stated that staff are being required to substitute that do not have experience in classroom management. She added that we should provide training so that the substitutes know what to do.
- In a situation where you have a person that is being called from their main job to substitute, many clerical personnel have expressed that they are being told that they are not getting their work done. This is a problem because they are helping in the classroom, and therefore, should not be reprimanded if they are delayed in completing work for their original positions.
- In some schools, staff are substituting two hours in the morning and two hours in the afternoon and not being paid. John Boyd stated that is not acceptable.
- Betty mentioned that as a parent, she expected substitutes to provide beneficial education for children and not let students sit there and do nothing.
- Betty added that she does not want anyone to babysit her children but instead she is hoping that they are teaching them in school.
- Betty added that if a person has no degree in teaching or has no knowledge of it, then they probably should not be allowed to teach.
- Michelle asked what type of training was available for staff now.
- Tammy stated that there is training that teaches how to prepare lessons, daily duties, etc.
- Mark mentioned that the training could be provided to everyone.

ESP Meeting

Thursday, October 25, 2012



- Not many people are interested in teaching anymore, and the ones who want to teach might not have the experience. They might have the degrees but not the experience or vice versa.
- The advantage of hiring someone who has worked in a school is that they know how to conduct themselves with the kids.
- Tammy asked if OCEA could help get the word out, as the district does not mind having staff help.
- Tammy mentioned that she substituted for a music class, and can appreciate the difficulties of not knowing what to do.
- Giving staff members the tools to make them feel more comfortable might be the incentive needed to help.
- Michelle asked if there was some sort of database that could tell us who is receiving the substitute supplements.
- Tammy answered that there was no way of them knowing who has gotten it.
- Barbara stated that there are cases where everyone substitutes for a couple of hours and rotates so no one is able to do their main jobs because they are busy substituting, but if there were more consistency, substituting might not be so bad.
- Michelle suggested a survey be done to collect data to find out the number of people that have been pulled from their jobs to substitute and how it may have affected their jobs.

Action: N/A

Sub-Committee Assignments: John Boyd, Michelle VanderLey

- Apryle gave Michelle a list of the members. There are four on the job study team and six on the cross training team.
- Michelle advised that they need two more members.
- There were big cuts at New Beginnings where the behavior technicians are now hall monitors.
- Linda Schroeder-King will have a conversation with the administration to confirm the status of each position.
- Michelle asked when the names of the district personnel would be available.
- John advised that he would have the names by the next meeting.

Action: N/A

RN Concerns: Sue Schoon

- Some LPN's are being asked to do things by the principal, and they are not sure if it is something they should not be doing or if it is something that they are not doing it the way the principal wants it to be done. The issue is that the principals are complaining about this and are asking district nurses to reprimand the work performance of the LPN.
- Sue states that in her school, the principal is the supervisor because he is the one who does the hiring, but in other schools, the role of supervisor is not clear.
- Many nurses are helping in different ways, such as, data entry. The principal thinks the district nurse should be reprimanding the school nurse for not doing what the principal wants them to do. Instead of reprimanding the school LPN, the district nurse would assist them with whatever they needed.
- The district nurse should not be brought in to reprimand the school nurses but instead should be brought in to assist the school nurse in guiding them on how to address any issues effectively.
- Sue stated all the nurse offices should be set up the same so when anyone has to substitute, they will know where things are.
- Sue stated that she has a list to help those who go to her office to find the things they need.



ESP Meeting

Thursday, October 25, 2012

- The district nurses do not feel comfortable reprimanding the school nurses. They do not mind stepping in to help and agree that it should be the principals who reprimand each school's nurse.
- Apryle stated that some schools are not following the blue book, and that a parent should not be called every time a child goes to the clinic. They need to follow the guidelines, as they are being irrational. If the nurse deems that a child needs to be sent home then this must be done.
- Michelle mentioned that this could be a procedure issue and that in order to remediate it, the guidelines should be the same everywhere. The RN would be able to help the LPN if everything were set up the same no matter where you go.
- It was mentioned that school principals supervise the LPN's, and that they are the ones who lay out the expectations for them.
- It was stated that the RN's responsibility is to assist the LPN.
- It was also stated that principals are asking the RN's to supervise the LPN's, and that is not correct.

Action: *Daryla to look into this and try to implement what was discussed in the meeting.*

Next Meeting: *Thursday, November 15, 2012 at 4:15PM at OCEA*

Agenda Suggestions:

- None suggested at this meeting.

Pluses:

- Good snacks
- Big thanks to everyone for taking the time to come to the meetings and discuss the issues.
- We are moving in a great direction and working together.
- Great job on the speaking order

Deltas:

- We need to mix the seating of members in the meetings.

ADJOURNED

Meeting ended at 4:57PM



ESP Meeting

Thursday, November 15, 2012

Attendance:

Hector Acosta	Present
Lisette Brizendine	<i>Absent</i>
John Boyd	Present
Daryla R. Bungo	Present
Elaine Copeland	Present
William Collins	<i>Absent</i>
Ines Escobar	Present
Barbara Gleason	Present
Sarah Graber	<i>Absent</i>
Shirley Groff	Present
Apryle Jackson	Present
Linda Shroeder-King	<i>Absent</i>
Mark A. Munas	Present
Tammy Otterson	<i>Absent</i>
Sue Schoon	<i>Absent</i>
Randy Shuttera	Present
Michelle VanderLey	Present
Betty Yenetchi	Present

Guest(s): Gale Beasley

Location: OCEA office

Mission Statement: *John Boyd*

Philosophy: *Barbara Gleason*

Rationale: *Ines Escobar*

Salary and Fringes: *Hector Acosta*

Goals: *Michelle VanderLey*

Speaking Order: —

Time Keeper: —

Recording Secretary: *Jacquelyn Lopez*

MINUTES

Meeting began at 4:03PM



ESP Meeting

Thursday, November 15, 2012

Salary: John Boyd

- John advised all ESP members that even though there have been no changes since the last meeting, proposals and options to this matter, continue to be under discussion.
- John stated that the budget includes funds for technology that takes money away from the district.
- Michelle stated that the executive session in December is about negotiations. She added that there should be a discussion about salary raises. Money is going to be going to technology so we will be expanding. Apryle and Michelle have met with the superintendent who agrees that instructional and non-instructional staff should receive equitable raises.

Action: N/A

Five-Year Experience Credit Update: John Boyd/ Tammy Otterson

- John Boyd stated that there was no update in this regard because Tammy is on vacation this week. He did advise members that the qualifications for being a substitute would now include paraprofessionals. He added that training would be provided for those who wish to participate.

Action: N/A

Supplement History Update: Tammy Otterson

- Michelle stated that supplements are still being looked into. She continued to ask if there were any other supplements for non-instructional staff.
- John stated that the district is looking to articulate supplements for ESP's.
- Barbara stated that at the clerical meeting they discussed the division of data entry and clerical.
- Barbara asked why there could not be supplement money based on FTE money. Bookkeeping supplements come from fundraising monies. Payroll supplements should be the same as bookkeeping, specifically for those who are doing it correctly.
- It was mentioned that there is much disparity with the salaries and that it needs to be looked at.
- Michelle stated that if we have non-instructional employees who save or increase the district money, they should receive a bonus at some point in time. It would be an incentive to continue to improve. This could be something given once a year.
- Mark stated that a similar system was in place a long time ago, where you were in charge of your own health bill and if you saved the district money, you would be compensated.
- Mark added that he believes that having supplements for saving the district money is a great idea.
- Daryla stated that there should be some sort of funding source. She added that if you save the district money, that money saved could be used as a bonus for saving the money.
- Mark stated that CPR training was something that people wanted to take to help a family member and not necessarily to help someone else. When Mark taught the CPR course, he asked the trainees who told him that they would not do it for a stranger. CPR is not easy and it scares people.
- Apryle stated that she would like to offer supplements to those who want to take the training and are willing to be a backup at the schools.
- Apryle stated that we should keep in mind that if we add supplements that it will take away from salary dollars. She asked how this would affect the overall salary package.
- It was suggested that we research the surrounding counties' contracts to see if we can save money in other places in order to avoid taking monies from salaries.
- Daryla stated that many people who have taken the training are receiving the points for the training and not doing their part.



ESP Meeting

Thursday, November 15, 2012

Action: N/A

Substitute Pay Update: Tammy Otterson

- John stated that the budget includes funds for technology that take money away from the district.
- Michelle stated that the instructional contract states that a paraprofessional cannot be asked to substitute without the consent of the teacher.
- Apryle stated that only if the teacher agrees to the paraprofessional substituting could they do it, otherwise, they could not.
- Shirley stated that as long as the paraprofessionals substitute in a regular classroom, it is okay, but does not agree if the classroom is ESE.

Action: N/A

Qualifications for Substitutes Update: Mark Munas

- Mark stated that there will be a workshop for paraprofessionals who are willing to substitute. This is a trial run to see how it goes and to get an idea of what should be included within the training. Mark has spoken to the vendor for the materials needed for this workshop.
- Mark added that his wish list consists of a small book or notebook, a section in classroom management, substitute classroom maintenance skills, learning objectives, goal to maintaining a learning classroom environment, and "withitness." "Withitness" is the ability for someone to know what is going on. Because students can give substitutes a hard time, by preparing them with the workshop and with a list of examples of the dirty things, names, bad behavior that the students might exude, will allow for a smoother transition.
- Mark mentioned that he would also like there to be an area on referrals, bathroom breaks, and such.
- Mark continued to state that he believes that it is best if they are prepared for it and not just through them into something, they have no knowledge of how to handle. Secondary schools have a big responsibility and we are trying to help them manage the best they can. If they do not know what they are doing, it creates a chaotic environment for all.
- Mark ended by stating that there is a need for this type of training for both elementary and secondary paraprofessionals.
- Apryle advised Mark that she is willing to be a guest speaker at the workshop.

Action: N/A

Sub-Committee Assignments/ Scope of Work: John Boyd/Michelle VanderLey

- John stated that Daryla and Randy have volunteered to be part of the sub-committee as well as he and Mark. He also stated that he would like to know what the scope of work is and to which sub-committee they should be placed.
- Michelle stated that the work-study group was confused on who was assigned to that group.
- Michelle stated that Betty is a bookkeeper from Parkway Middle School who just had a bad accident, was off work, and has been on the phone every day between one and three in the afternoon helping the person who was substituting for her.
- Betty stated that the person who was substituting for her had to stop doing her own job to help do Betty's work. The substitute had to call her every day because she did not know what to do. The substitute was not trained to be able to take over as bookkeeper, so she had no choice but to call Betty.



ESP Meeting

Thursday, November 15, 2012

- Betty added that the substitute should have been trained so that she would have an idea of what to expect.
- Barbara stated that if only one person knows how to do a certain job, no one would truly be able to step in and help because the person will not know what he or she is doing.
- Elaine stated that when she is all caught up with her job, she goes to a separate department to learn the ins and outs of other positions. Elaine added that you must be organized to do this.
- John asked if the purpose of the sub-committee was to establish a training module.
- Michelle stated that Elaine and Jackie have been implementing this in the transportation department. They make sure that everyone knows how to do a little of everything. She added that it would be a great idea to this this with all departments from clerical to paraprofessionals. It would be great to develop this module as a volunteer based backup system for those who are willing to help.
- Michelle continued by stating that the purpose of the job-study sub-committee is to assist and bring solutions to the ongoing issues. Michelle asks that all job descriptions be reviewed and clarified. There should be no “made up” positions to accommodate those who do not have the experience to be moved.
- John asked if the intention is to take existing jobs, revise positions, and consolidate them.
- Michelle stated that taking out the language that does not apply and adding language that does, in the contract, would ensure clarity in the job descriptions and positions.
- Michelle added that having a representative of each position in the job-study sub-committee would be a great resource when amending the descriptions.
- Mark stated that he recommends changes to the positions/job descriptions.

Action: John clarified that Daryla & Mark will be in the job-study team, Randy in the cross training team and John will be on both teams.

Diastat Update: Daryla Bungo

- Daryla stated that she would like to address the concerns discussed at the last meeting. She advised that the issue with the principals has been addressed. (Please see ESP minutes dated October 25, 2012) A legal review was done with regard to administering Diastat medications and was found to be required by law. The law backs us up contingent to there being a physician’s order.
- Daryla added that we have everything in place but would like to have the training on how to administer the medication properly, done by the manufacturer. This ensures that we know how to administer the medication properly. It also makes it safe for everyone, both students and nurses.
- Daryla mentioned that issues are being brought to the meetings first instead of trying to resolve it first. When something occurs, the parties should be given the opportunity to resolve the matter first and if there is no resolution or there is another incident, then shall it be brought to the meeting.

Next Meeting: Thursday, December 20, 2012 4:00PM at OCEA Office

Agenda Suggestions:

**Michelle stated that if the items on the agenda for the December 20, 2012 meeting were not pressing, the meeting would be adjourned until after the holidays. Members will follow up.*



ESP Meeting

Thursday, November 15, 2012

Pluses:

- Marks story about his experience with being a substitute, was great.
- Great snacks!

Deltas:

- Mark apologized for having to take so many phone calls during the meeting.

ADJOURNED

Meeting ended at 4:58PM



ESP Meeting

Thursday, January 24, 2013

Attendance:

Hector Acosta	Present
John Boyd	Present
Daryla R. Bungo	Present
Elaine Copeland	Present
Ines Escobar	Present
Barbara Gleason	Present
Sarah Graber	Present
Shirley Groff	Present
Linda Schroeder-King	Present
Mark A. Munas	Present
Tammy Otterson	Present
Sue Schoon	Present
Randy Shuttera	Present
Michelle VanderLey	Present
Betty Yenetchi	Present

Guest(s):

Location: Finance Conference Room

Mission Statement: *John Boyd*
Philosophy: -
Rationale: *Michelle VanderLey*
Salary and Fringes: -
Goals: *Various*
Time Keeper: *Mark Munas*
Speaking Order: *Daryla R. Bungo*

Recording Secretary: *Jacquelyn Lopez*

MINUTES

Meeting began at 4:33PM



ESP Meeting

Thursday, January 24, 2013

Salaries: John Boyd/Bill Collins/Michelle VanderLey

- John Boyd stated that tonight at the Bargaining Leadership Team meeting proposals were discussed, but no final agreement was reached.
- Michelle advised ESP members that the district's proposal was equivalent to a 1.67% raise contingent upon a flattened schedule for the 2013-2014 year.
- Tammy provided handouts to ESP members. She explained that the handout was an experience credit handout that showed how relevant experience would be transferable.
- Tammy added that she would like to get the language in the handout approved, to be able to incorporate the language in the salary handbook. She added that the district is not happy with current employees not being able to transfer their experience when appropriate. Adding the language "if related experience, up to five years is allowed to be transferrable" will smooth the transfer.
- Sarah agrees that something needs to change. She added that when an outsider is hired, he or she can bring in their years of experience and stated why could we not do the same when there is a transfer internally.
- Tammy stated that if they were between Steps 0-5, only relevant experience would be considered.
- Michelle asked if all related positions were categorized by job family.
- Tammy answered that related positions are grouped together. For example, if a person wants to work as an office aide but has a background in bookkeeping, they would get credit for that experience. If they were a mechanic, then the experience would not qualify for credit as an office aide. Tammy added that this language was intended to be added to the salary administration handbook and not the contract.
- Michele and John Boyd agreed that the language Tammy discussed should be added to the contract as well.

Action: Following a fist of five, ESP members agreed that this language should be added to the salary handbook and the contract.

Five Year Experience Credit Update: Tammy Otterson

- Please reference same handout as above.
- Tammy stated that for item two, some employees might transfer positions just to open their window again in order to get the experience credit. ESP's have one year to get experience credit. The paraprofessional does not have that opportunity.
- Tammy proposed that if an employee separates from employment, then he or she would be able to get the experience credit that the employee has earned. If he or she transfers to a substantially different position and has outside experience, the employee would be able to bring that in as well. Tammy added that all scenarios would be looked at to make sure the employee gets the most money. This language will be in the salary handbook and would be retroactive to July 1, 2012.
- Michelle stated that new language needs to be developed with item three and item two to be part of the contract to make it all clear.
- Mark stated that in order for this to be incorporated within the contract, an MOU must be executed.

Action: Matter to be discussed at next meeting to allow ESP members time to review the language and handout

ESP Meeting

Thursday, January 24, 2013



Supplement History Update: Tammy Otterson

- Michelle stated that she was looking to get information on first aid respondent supplements

Action: John and Bill to work on the supplement history update to present to ESP members at the next meeting

Substitute Pay Update: Michele VanderLey/Tammy Otterson

- Michelle stated that she would like to have a detailed explanation of what substitute pay entails.
- Mark stated that he would obtain information about the training he had for the substitute teachers. He added that he agrees that the language needs to be defined.
- Sue stated that in one instance there was a substitute teacher who worked from 9:30am to 3:00pm and was told that she would not be paid for the day because she did not work from the start of the day of 8:15am. Sue added that the language must be clarified so that paraprofessionals do not feel cheated out of their money.
- Randy asked if anytime a principal assigns a paraprofessional to substitute they are supposed to be paid.
- Tammy stated that if the paraprofessional substitutes for half day, they are entitled to ten dollars and if they work a full day, they are entitled to twenty dollars.
- Mark stated that the language should make clear what is considered a half day and what is considered a full day.
- It was stated that some of the paraprofessionals are rotated for one hour only, and then are told that they are not entitled to be paid.
- Tammy stated that she agrees with the paraprofessionals rotating but states that they should all be paid for their time.
- Mark and Tammy to bring this issue to Leadership on Monday
- Michelle asked if we could get information on what other counties are doing so that we can get some clarity on how we should proceed.
- Tammy advised Michelle that she has a friend in Orange County who she will call and ask for this information.
- Randy asked if a paraprofessional is asked to substitute for two hours, does he or she get the ten dollars?
- Mark reiterated that the language needs to be clear.
- John stated if we are going to pull an employee from his or her regular job, he does not see why the employee cannot be paid the full twenty dollars.
- Sue stated that many paraprofessionals are not able to get their jobs done after being taken out to substitute, so it is not fair that they are not paid. She added that the paraprofessionals do not get any extra money for staying later.
- Sue stated there was a case where a paraprofessional was substituting for a teacher that was on maternity leave.
- Mark stated that this might have been an arrangement between the teacher and the paraprofessional to benefit the children.
- Michelle distributed a handout to ESP members about Orange County's reward system for those who save the district money and added that our district should look into this.

Action: N/A



ESP Meeting

Thursday, January 24, 2013

Sub-Committee Meeting Dates: John Boyd/Michelle VanderLey

- John asked if ESP members were ready to set dates for the sub-committee meetings.
- Daryla stated that members need to check their calendars in order to set dates.
- Michelle stated that dates should be set within one week from today.

Action: Members to communicate with one another with dates for the sub-committee meetings

Next Meeting: Thursday, February 21, 2013- 4:00PM at OCEA Office

Agenda Suggestions:

- Tammy suggested we discuss when a current employee transfers to another position, what type of contract should they be given? Does the probation start again? If so, how long and when?

Pluses:

- Thanks to ESP members for being patient with the BLT members meeting
- Nice conversation about salaries

Deltas:

- N/A

ADJOURNED

Meeting ended at 5:17PM



Education Staff Professionals Meeting Minutes

Date: Thursday, February 21, 2013

Location: Osceola County Education Association Office (OCEA)

ATTENDANCE			
Hector Acosta		Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director of Student Services & Program Accountability/ Co-Chief Negotiator	School Support Services	<input checked="" type="checkbox"/>
Daryla Bungo	Director of Student Services	Student Services	<input checked="" type="checkbox"/>
William Collins	Chief Business & Finance Officer	Business and Fiscal Services	<input type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Sarah Graber	Director of Finance	Finance	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Mark Munas	Assistant Superintendent, Co-Chief Negotiator	School Support Services	<input type="checkbox"/>
Tammy Otterson	Chief Human Resources	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	ESE Coordinator	ESE	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	School Support Services	<input checked="" type="checkbox"/>

GUEST(S): Apryle Jackson, President, OCEA



Education Staff Professionals Meeting Minutes

COMMENCED at 4:11PM

Mission Statement: John Boyd
Philosophy: Sarah Graber
Rationale: Betty Yenetchi
Salary and Fringes: Tammy Otterson
Goals: Shirley Groff

Speaking Order: Tammy Otterson

Time Keeper: Daryla Bungo

Salaries: John Boyd/Bill Collins/Sarah Graber/Michelle VanderLey

- Handout was distributed to ESP members.
- John stated that following the email received by Michelle VanderLey, the district is agreeable to accepting the proposal of a 1.67% salary increase for ESP's.
- Michelle VanderLey stated that she sent an email to Bill to inquire about how much the percentage would be for ESP salaries. The union wants to make sure that there is equal distribution.
- John stated that the 1.67% increase was for all ESP's.
- Michelle asked if the increase was retroactive to July 1, 2012.
- Linda asked what happens with the step.
- Sarah answered that if you move from step 7 to step 8, the increase would be applied to the hourly amount you would get after you move.
- Ines asked if this applied to 10 month employees as well.
- Sarah answered that the salary increase does in fact apply to 10 month employees.
- Michelle stated that the union would like to put everyone where they need to be. Does this proposal put everyone on the step based on their years of working for the district?
- Tammy explained it all depends on the individual situation because those employees who have transferred from one position to another might not be able to have all their years applied to this increase.
- Tammy stated that in order to figure out what your increase will be, you have to multiply 1.0167 times your rate of pay, and that will give you the amount you will be making.
- Linda asked if this proposal was the same one that the teachers were getting.
- Tammy stated that the teachers' percentage is applied differently as it depends on the overall average, not the teachers' schedule. Can't do the same for support staff because there are too many positions.
- Apryle stated that there are three (3) steps in the teacher's salary where they would not get an increase.
- Michelle asked if she and her team could take a moment to discuss the proposal.
- **Break: 4:23 PM**
- **Resumed: 4:37 PM**
- Apryle stated that next year the union would like salary negotiations for ESP's to be different than the teachers, because their salaries are very different than those of the teachers, and it does not seem fair to use the same terms as the teachers' contract because the ESP's get paid so much less.



Education Staff Professionals Meeting Minutes

- Betty stated that the union would like to accept the proposal with the condition that ESP salary negotiations be revisited next year.
- John stated that if the contract gets ratified and the School Board approves it, monies could be available for the March 29 payroll retro to July 1, 2012.
- Apryle stated that staff was always paid the day before a day teachers would not be in school. She added that she went back ten years (10) and saw that we had been getting paid this way. Apryle stated that she wasn't aware it had changed.
- Tammy stated that while trying to figure out the pay dates, she too was confused about not being paid on February 14, 2013, the day before Rodeo Day. Tammy added that she asked about staff getting paid on March 22, before spring break and was told that because there will be people working on March 29th, all staff will be paid then.
- Tammy continued by stating that following the March 19th board meeting, the soonest we could get this to payroll would be March 29. Tammy added that all 12 month staff will get an extra days pay on this check.
- Apryle stated that she was concerned about the substitute language. She added that she would like the language to be clear and on the contract, so that it can be handled quickly and efficiently.
- John stated that an MOU to be added to the substitute language has to be prepared so that all language is clear.
- John stated that he would like to offer a remedy for the Rodeo Day incidence. He stated that he would like to make a calendar available that specifies pay dates, that would be upfront and take away any room for misunderstanding and confusion.
- Michelle stated that the union has set up a meeting with guest speakers for February 27, 2013. She asked if union members could meet prior to the meeting and discuss the language.
- Michelle asked if deadlines would be met if the union and the district agree on the language.
- Tammy stated that everything must be done by March 11th.
- Apryle stated that we should have no problem meeting that deadline.
- Tammy stated that if the deadline is not met, we would have to wait until April 15th.

ACTION: Salary proposal approved following a fist of five vote.

Sub-Committee Meeting Updates: John Boyd/Michelle VanderLey

- John stated that last Wednesday the cross training subcommittee had their first of many meetings. He added that next Wednesday the job description subcommittee will meet.
- Michelle stated that everyone will have questions. She added that the union would like to get an idea of costs, timelines and how fast this can get ratified.

ACTION: N/A

ESE Paraprofessionals: Linda Schroder-King

- Shirley stated that she is having issues with getting substitutes for ESE classes. She added that ESE teachers have to personally go and get substitutes for their classes, if they need to go to workshops. If they are not able to get a substitute, teachers are not able to go to any workshops.
- Shirley added that some teachers are not getting block time at all. We need to work it out so people get a break.
- Linda stated that administrators have difficulties getting substitutes for ESE classes. She asked Tammy if they could work together to get this done.



Education Staff Professionals Meeting Minutes

- Linda added that a familiar face is better for the students. We need to help get skills to paraprofessionals so that they can perform better. There are schools that switch people around within the school and it has worked to the benefit of the students.
- Shirley stated that she has seen cases where a substitute for an ESE class did not come back the next day from fear of the kids
- Tammy stated that the district does hire a lot of people to act as ESE substitute paraprofessionals. She added that though we do not have a pool, if a principal calls us we can send a list of people that are coded as ESE paraprofessionals.
- Linda asked if the ESE substitute list could be provided to principals.
- Apryle asked why teachers have to find substitutes for themselves.
- Elaine asked why the list was not available to everyone.
- Tammy stated that the district is looking at a new substitute system that will save us money and at the same time allow us to make a more sustainable list for distribution.
- Linda stated that students with disabilities deserve the same as any other class. Substitutes should not be afraid to help in ESE classes.
- Apryle stated that there are schools that auto split the class when the teacher is out. This is a hazard, as it puts the other classes over student limit per class.
- Linda stated that we need to know when these things are going on as this is violation.
- Apryle stated that she had already advised the superintendent, who would advise the pertinent staff to help rectify this issue.
- Shirley stated that there is no call in system in place for teachers. When they call out, they are told to call the secretary to advise.
- Michelle asked if it would be difficult for paraprofessionals to have the same call in system as teachers. A call in system should be put in to place to assist both the teachers and the paraprofessionals.
- Tammy stated that the cost to have a substitute is about \$1.00 per day. She added that she would look into establishing a system that would work for both paraprofessionals and the teachers, and at the same time save the district money.
- Michelle asked what the call out procedure was.
- Shirley stated that if a teacher calls in the morning they don't get a substitute. The teacher would have to call the day before, but sometimes things happen that they have to call that same morning.
- Linda stated that there should be a school based plan for coverage.
- Shirley stated that maybe principals should be given this information.
- Michelle stated that in the contract we can put a section detailing an emergency plan for their position. We could add language that states that there should be a substitute/backup for every teacher.
- Betty states that it's not always the secretary who handles call outs or the issue with finding a substitute. We need to find out who it is per school.
- Tammy stated that principals get about \$530 supplement to use exclusively for hiring a substitute.
- Sue stated that principals don't want to pay the substitutes. There are times where the principal and secretary run in and out. They don't care to find out what needs to be done and it doesn't seem right that principals have the capability to get the help but choose not to.
- Linda stated that they have to provide a substitute for the safety of the children. This needs to get done with guidelines.
- John stated that at the cross-training subcommittee they had discussed putting Plan B in place as a backup plan.
- Daryla stated that there should be best practices guidelines so that you have an idea of how to operate.



Education Staff Professionals Meeting Minutes

- Betty stated that at Parkway Middle School they are great for getting substitute teachers when needed. They have a great system for this that we should emulate and pass along.



Education Staff Professionals Meeting Minutes

ACTION: N/A

Notes

- Various ESP members were having difficulties getting to the meetings by 4:00PM, therefore, ESP meetings will begin at 4:15PM.
 - **Language MOU meeting: Wednesday, February 27, 2013 4:15PM – 4:30PM at OCEA**
 - **Next Meeting ESP meeting: Thursday, March 21, 2013 4:15PM at OCEA**

Agenda Suggestions

- Michelle suggests that for the next round of salary and contract negotiations, we set up times during the summer to do this. Michelle suggests that members meet for either a half a day or a full day in order to come up with an agreement.

Pluses

- Settled salaries
- John was forgiven for making a mistake on the agenda for the second time in a row.

Deltas

- John made a mistake on the agenda for the second time in a row.
- Betty stated that she is unable to leave her facility and be here by 4:00PM.

ADJOURNED at 5:14 PM

***ALERT* FUTURE ESP MEETINGS WILL BEGIN AT 4:15PM**



Education Staff Professionals Meeting Minutes

Date: Wednesday, February 27, 2013

Location: Osceola County Education Association Office (OCEA)

ATTENDANCE			
Hector Acosta		Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director of Student Services & Program Accountability/ Co-Chief Negotiator	School Support Services	<input checked="" type="checkbox"/>
Daryla Bungo	Director of Student Services	Student Services	<input type="checkbox"/>
Todd Seis	Chief Business & Finance Officer	Business and Fiscal Services	<input type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Sarah Graber	Director of Finance	Finance	<input type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Mark Munas	Assistant Superintendent, Co-Chief Negotiator	School Support Services	<input type="checkbox"/>
Tammy Otterson	Chief Human Resources	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	ESE Coordinator	ESE	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	School Support Services	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 421PM

Mission Statement: -
Philosophy: -
Rationale: -
Salary and Fringes: -
Goals: -

Speaking Order: -

Time Keeper: -

Contract Language: John Boyd/Todd Seis/Michelle VanderLey

- Handouts were distributed to ESP members.
- John stated that he was looking to come to a tentative agreement regarding the language on the handout. *Please refer to handout.*
- Tammy stated that if someone is moving into your unit or is a non-bargaining employee, they are to have a probationary period. Tammy explained the second paragraph on the handout and used the following as an example. If you go from custodian to paraprofessional, they will have one (1) year of probation or ninety (90) days of their continuous day if the person started one (1) month prior. If it doesn't work out, they can go back to the custodian position.
- Shirley asked if retirement time that is earned is kept no matter what position you have.
- Tammy answered confirmed that whatever retirement time you have earned is yours to keep.
- John stated that this language will protect current employee transfers when and if they decide to move.
- Tammy stated that it would not be fair if a clerk typist, for example, who had been working with the district for five (5) years does not get to bring over the five years, but when we hire a new person they get to bring over the five years.
- John stated that the substitute pay is clarified in the handout. John added that this is for everyone who helps, so that they get paid. The substitute pay is detailed as follows: If you work two (2) to four (4) hours you get paid \$10.00 and anything greater than four (4) hours, you get paid \$20.00. This language was made clear enough for principals to reference and apply.
- Michelle asked if it is possible to transfer from a like to like position.
- Betty stated that there is a case where an employee went from a like to like position and wanted to know if they would have to repeat the probation period.
- Tammy stated that the probation period doesn't apply to a person that is already there and is going from a like to like position.
- Sue asked that if only one teacher is out, could the principals split the paraprofessionals so that they only work one hour a piece and not have to pay them.
- John stated it was priority that everyone gets paid and that we are fair to everyone. John added that we will be sending the message about this, when we talk to administrators and principals.
- Shirley stated that if there are two (2) paraprofessionals and the teacher is out, how do we decide who gets to cover and who gets paid.
- John stated that they best way to fix any issues is to rotate the paraprofessionals. A list should be made and we should go down the list and alternate the paraprofessionals.
- Tammy stated that we absolutely need to define the leader. We need someone who is in charge of the classroom.



Education Staff Professionals Meeting Minutes

- Sue stated that her school was looking to hire a teacher; meanwhile, the principal asked the paraprofessional who had helped the teacher that left, to do all the planning and everything that the teacher would do. The principal then hired a substitute teacher to help the paraprofessional, but wasn't paying her more.

ACTION: Following a fist of five, contract language was tentatively agreed upon.

Notes

Next Meeting: Thursday, March 21, 2013 4:15PM at OCEA

Agenda Suggestions

Pluses

Deltas

ADJOURNED at 438PM



Education Staff Professionals Meeting Minutes

Date: Thursday, March 21, 2013

Location: Osceola County Education Association Office (OCEA)

ATTENDANCE			
Hector Acosta		Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director of Student Services & Program Accountability/ Co-Chief Negotiator	School Support Services	<input checked="" type="checkbox"/>
Daryla Bungo	Director of Student Services	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director of Finance	Finance	<input checked="" type="checkbox"/>
Mark Munas	Assistant Superintendent, Co-Chief Negotiator	School Support Services	<input checked="" type="checkbox"/>
Tammy Otterson	Chief Human Resources	Human Resources	<input type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	ESE Coordinator	ESE	<input checked="" type="checkbox"/>
Todd Seis	Chief Business & Finance Officer	Business and Fiscal Services	<input type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	School Support Services	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 4:20 PM

Mission Statement: John Boyd
Philosophy: Betty Yenetchi
Rationale: Sue Schoon
Salary and Fringes: Migdalia Mercado
Goals: Linda Shroeder-King

Speaking Order: Barbara Gleason

Time Keeper: Mark Munas

Cross Training Subcommittee Update: John Boyd/ Michelle VanderLey

- John stated that there was no update as of yet.
- Barbara stated that they would like to focus on the job description review before focusing on cross training.
- Sue asked if they could work with the other committee in the meantime, to get things done faster with school visits and surveys.
- John stated that Tammy is currently working on something for the job descriptions.

ACTION: N/A

Job Description Review Subcommittee Update: John Boyd/ Michelle VanderLey

- Please see update above.

ACTION: N/A

Workshops for ESP's: Michelle VanderLey

- Sue stated that some ESE paraprofessionals are having a hard time getting out of the classroom to attend outside training because there is no one to cover for them. Sue added that she does not get a chance to go anywhere with the exception of the ESP members meetings. Sue mentioned that online courses take too much time and that there should be something that helps with this process to make it easier.
- John stated that at the union management meeting the paraprofessionals had brought up this issue. They are supposed to attend at least six (6) hours of training. Wednesday's seem to be the most feasible as any other day some principals are not allowing the paraprofessionals to go.
- Linda stated that it is important for the paraprofessionals to stay updated on their positions, and that we need to support them.
- Mark stated that there are places where people can get training. There are people who are going to these trainings but it looks like it's the same people that always go.
- Apryle states that certain schools are telling the paraprofessionals that they have to find their own substitutes to be able to attend training. The schools get a supplement for this.
- Linda stated that it is difficult for the paraprofessionals in Poinciana schools to find coverage.
- Apryle offered the OCEA office as a training facility for up to 20 people.
- Sue asked if employees are allowed to take workshops during work hours.
- Mark answered that it depends on the administrator to allow it or not.



Education Staff Professionals Meeting Minutes

ACTION: N/A

Contract Language re Assault: Michelle VanderLey

- Hector would like the language for ESP and Teacher contracts to be the same. Hector read language that was prepared by the union to ESP members.
- Mark stated that there is a problem with the second sentence of the language read by Hector. Mark added that the District cannot call the authorities on behalf of the employees.
- Apryle stated that she and Mark will get together to come up with the correct language to use.
- Daryla asked who this language was for: students, parents.
- Hector stated that the language is for anyone who assaults a district employee.
- John stated that the language on both contracts should be consistent.

ACTION: N/A

Early Release Before a Holiday: Michelle VanderLey

- Ines stated that language should be there for all employees to see, as there are many that are not aware of the days they are permitted to leave early.
- Mark stated that you do not want the same language as the teachers do because then those who are not teachers would have to stay longer at work. Mark is sorry that some people were not aware of their early dismissal.

ACTION: Mark to make sure that principals share early dismissal notices with everyone

Notes

Next Meeting: Thursday, April 18, 2013 4:15PM at Administrative Center

Agenda Suggestions

- ESP members to be email agenda suggestions to John Boyd.

Pluses

- Meeting finished early!
- ESP members' contract was signed!
- Welcome new member Migdalia Mercado and Congratulations on the new position!

Deltas

ADJOURNED at 4:42PM



Education Staff Professionals Meeting Minutes

Date: Tuesday, June 18, 2013, 12:00 – 2:00 PM, Summer Session

Location: Bill Collins Conference Room, Administrative Center, Building 1000

ATTENDANCE			
Hector Acosta		Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director of Student Services & Program Accountability/ Co-Chief Negotiator	School Support Services	<input checked="" type="checkbox"/>
Daryla Bungo	Director of Student Services	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director of Finance	Finance	<input type="checkbox"/>
Mark Munas	Assistant Superintendent, Co-Chief Negotiator	School Support Services	<input checked="" type="checkbox"/>
Tammy Otterson	Chief Human Resources	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Linda Schroeder-King	ESE Coordinator	ESE	<input type="checkbox"/>
Todd Seis	Chief Business & Finance Officer	Business and Fiscal Services	<input type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	School Support Services	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 12:08PM

Mission Statement: Michelle VanderLey
Philosophy: Shirley Groff
Rationale: Ines Escobar
Salary and Fringes: John Boyd
Goals: John Boyd

Speaking Order: Tammy Otterson

Time Keeper: Daryla Bungo

ESP Employees Receiving Substitute Pay: Michelle VanderLey

- Michelle stated that she would like to know who and what schools received substitute pay.
- John stated that this request was recently forwarded to Todd and Tammy and that they are working on getting the data together.
- Tammy stated that Human Resources staff must sift through the accounts to make sure we are able to obtain the right data. Tammy added that we might have to get an IT person to narrow down the actual substitute pay data.
- Shirley stated that many secretaries have told her that they had no knowledge of this pay and asked if they could please be notified.
- Tammy asked members to inform her of any employee who is not aware of the substitute pay so that we can advise them.

ACTION: N/A

Allocation of ESP Units per School for 2013-2014: Michelle VanderLey

- Michelle stated that she would like to have data on this.
- Tammy stated that we have not rolled the staff data to 2014 yet, so until that is done, we are unable to capture the data.
- Michelle asked if the staff data is not automatically rolled over as of July 1.
- Tammy stated that we must wait until final check is cut for the fiscal year so that we can then roll the data over.
- Michelle asked if principals indicate the budget they will need during the school year.
- Tammy answered that they did.
- Mark stated that numbers fluctuate because of the people that come from up north. It is based on the amount of students enrolled and teacher allocation.
- Elaine asked if an employee goes from a ten (10) month to a twelve (12) month position, if they would go down a level.
- Tammy answered that it depends on the employee's original and new positions.
- John stated that people at the school now would be trained for the proper coverage for testing.

ACTION: N/A



Education Staff Professionals Meeting Minutes

Assault Language: Michelle VanderLey

- A handout was distributed to ESP members.
- John stated that he was concerned that in the classroom many teachers are being assaulted by students. Language was added that encourages the employees contact law enforcement if they feel they need to. John added that he would like for us to keep a record of all incidences so as to empower the employee, should they wish to contact the authorities. We want to make certain that if they are injured by a student, teachers should feel comfortable contacting the authorities.
- Daryla stated that there is a big difference between assault and battery.
- John stated that the word “physically” has to be taken out of the language for clarity.
- Daryla reviewed the student code of conduct’s definition of assault and battery to explain the differences.
- Michelle asked what the repercussions for a simple case of battery were.
- Daryla stated that a simple case of battery would go before the board for expulsion, but it all depends on many factors. When it comes to the ESE students, we need to make sure that the reason is not part of their disability or manifestation. If this were the case, there would be a change of school.
- Michelle reviewed the proposed language per the handout, with ESP members.
- John stated that the teacher must be the one who calls law enforcement, not the district. If the language is common everywhere, it would be a lot easier for the administrators to enforce it.
- Mark stated that it depends on what model the school wants to use.
- Barbara stated that her school had her use the Grego model.
- John stated that it is the principal’s decision as to what model to use. No specific model is required by the district office.
- Michelle asked for an explanation of the trading of jobs.
- Mark stated that you could trade jobs so that you can learn something else and help with any deficiencies.

ACTION: Draft language to be brought to next ESP meeting for approval

Reduction in Force (RIF) Notification Language: Michelle VanderLey

- Shirley asked if we already knew who was going to be placed on the RIF list.
- Tammy answered that the principals knew in advance and should have advised their staff.
- Shirley asked if you are guaranteed to keep the same position you have, in the same place, or can you be moved.
- Tammy answered that you can be moved as long as it is within the scope of your job, meaning, you cannot be a secretary and be placed into a custodial position.
- Shirley asked if the move could be done by seniority.
- Tammy answered that you can be moved to another position based on seniority but seniority does not play a part in the place to which you are moved.
- Ines stated that one paraprofessional told her she that she did not have a job for next year and that she was applying in other departments, but was concerned because she knows of employees who came after her on the RIF and were renewed.
- Tammy stated that you do not really know peoples past and cannot really assume that they have not worked for the district before you. There are many cases where people leave and then come back.
- Mark stated that the specific person might have been non-renewed.



Education Staff Professionals Meeting Minutes

- Michelle asked if a probationary employee is not renewed, could they apply in Osceola County.
- Tammy answered that it depends if there is misconduct. If there was some sort of misconduct, they will probably not come back. Opportunities are given to those who have no misconduct issues.
- Tammy stated that if you have a problem with an employee and you let them go when you need a position to be filled; then you would be stuck trying to get that job done as an EAP should have been done first before letting them go.
- Michelle asked if the principal has the authority to switch everyone's positions.
- Tammy answered that the principals can definitely do that. Changes can be made to add value to employees, making them more marketable. We need to respect ourselves more so that we can get the respect from others.

ACTION: N/A

Status of Paraprofessionals on RIF list: Michelle VanderLey

- Michelle stated that this was discussed with BLT members so that we could get some commonality to make things much easier. Michelle continued to advise ESP members that they were looking into having a thirty (30) day timeline that would equal to about the second Monday in May, for notice of who is being placed on the RIF list.

ACTION: N/A

Evaluation Timelines Language: Michelle VanderLey

- Michelle asked if members would agree to set a timeline for when the evaluations were due. She advised members that she believed that such timeline existed already but was not being enforced.
- Elaine stated that she received the memo stating the due dates to relay to others.
- Michelle stated that there is nothing stating when the contract should be done by or when things are due. She asked what a reasonable timeline for non-instructional was.
- Tammy answered that things should be completed by the published guidelines.
- Daryla stated that the employee has the option to check off that they do not agree with their evaluation.
- Michelle asked what would happen if they do not turn the evaluations in on time.
- Tammy answered that you would get an alert from Professional Development advising you to turn them in promptly. Timelines are given, but we have to take into consideration the FMLA leaves and such. Many factors can apply. We need a little wiggle room.
- Randy stated that in January it was difficult to get them done and that he was unable to get them in on time.
- Elaine stated that she believes the date should be clarified.
- Michelle stated that if an employee does not agree with their evaluation, they go to Michelle and question her as to why the principal never told them anything or put them on an improvement plan.
- Hector stated that you have to do it continually through the year, because if it is done at the end of the year there is no way to put them on an improvement plan. Hector suggested reviewing the plans or issues every ninety (90) days or so.
- Tammy stated that after the ninety (90) days, you are assessed yearly.
- Hector stated that depending on the person and son on, if after the first ninety (90) days they are improving, we could change it to every six (6) months, etc. It will show if they are trying.



Education Staff Professionals Meeting Minutes

- Barbara stated that many evaluations are not done on time and then you check online and they are back dated. There have been instances where this has been done and then later employees were told there is a problem on their evaluation, and that is not right.
- Tammy stated that Marzano is an instrument used by principals to do the teacher evaluations. Many things are on the line for everyone, but the bottom line is others do not have to worry about not being paid because of a failed assessment as the teachers do. We need to work on training our administrators to address their staff issues.
- Barbara agrees with Tammy in that she would rather know what is going on if there is a problem. Barbara added that she does not feel that the evaluations are necessary at all.
- Tammy stated that we need to have better communication with our staff members.
- Randy stated that administrators should be able to talk to their staff when there are issues. For example, if a teacher leaves the students alone to use the restroom, the administrator should talk to them first.

ACTION: N/A

Development of Plan for Job Study: Michelle VanderLey

- Data handout was distributed to ESP members.
- Michelle discussed the first page, question seven (7), and the percentages of an employee survey.
- Randy stated that if we have a paraprofessional and we train her to work the front office, it would not work. The paraprofessionals rarely go out of their rooms.
- John proposed we offer a fishbowl like training module for employees to follow. John asked Daryla if she would share the process that she and her staff are using.
- Michelle stated that ESP's would like to have a work day as the teachers do. Michelle asked if there were any mandated workshops.
- Tammy answered that the workshops are only specific to your job.
- John stated that preplanning was developed by Lissette for teachers and paraprofessionals. Job study or cross training to be done throughout the year. John proposed writing a generic plan and bringing it before the committee to use that as a template for each group.
- Ines asked why ESP's are not paid on the last day of school, as the teachers are.
- Tammy stated that she would have a conversation with Todd to see if we could get the ESP's paid on the last day of school as well.
- John stated that a related question was asked and Todd advised him that they do a different run for the ESP's payroll.

ACTION: Daryla to share with John the draft of the fishbowl process she is using with her staff to see if this could be used districtwide

MOU re: Employee Technology Awareness and Security: Michelle VanderLey

- A handout was distributed to ESP members.
- John stated that per the MOU, all employees would receive mandatory training during work hours and would be given in-service points for their efforts. John added that as new changes come about, this training would help answer many questions.
- Hector stated that many people will bring their personal devices and wanted to make sure the MOU was clear in stating that the IT department would not be responsible for fixing or troubleshooting any personal devices.



Education Staff Professionals Meeting Minutes

- John stated that staff members are given computers to use for work purposes. John added that if you were to go on the network with a personal device, you would not be able to use it for work.

ACTION: MOU to be brought to next ESP meeting for approval

Notes

- Ken DeBord gave members an update on insurance provider changes for the upcoming year.
 - Dental: same current rates for the next two years
 - Disability: new carrier Aetna, same current rates for the next year
- Tammy asked if the EAP program was now going to be with Aetna or if it remained with Unum.
- Ken answered that he was not sure who was in charge of the EAP program and advised members that he would find out and get back to them.
- Mark advised Ken that Quest was overcharging him in addition to the insurance.
- Ken advised Mark that Quest should not be charging before providing service and that if there were to be any additional costs, Quest would have to send him a bill.
- Ken stated that there is a provider recommendation for domestic partner benefits.
- Randy asked if medical insurance was still Cigna and if there was an increase.
- Ken answered that medical insurance remains the same with no increase and with Cigna as the provider.

Next Meeting: Wednesday, July 17, 2013, 9:00AM – 2:00PM, Administrative Center

Agenda Suggestions

Pluses

Deltas

ADJOURNED at 1:44PM



Education Staff Professionals Meeting Minutes

Date: Wednesday, July 17, 2013, 9:00 AM – 2:00 PM

Location: Bill Collins Conference Room, Administrative Center, Building 1000

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director / Chief Negotiator	Government & Labor Relations (HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director of Student Services	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director of Finance	Finance	<input type="checkbox"/>
Mark Munas	Assistant Superintendent	School Support Services	<input checked="" type="checkbox"/>
Tammy Otterson	Chief Human Resources	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Linda Schroder-King	ESE Coordinator	ESE	<input checked="" type="checkbox"/>
Todd Seis	Chief Business & Finance Officer	Business and Fiscal Services	<input type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Betty Yenetchi	OCEA Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (HR)	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 9:05 AM

Mission Statement: John Boyd
Philosophy: Michelle VanderLey
Rationale: Daryla Bungo
Salary and Fringes: Linda Shroder-King
Goals: Elaine Copeland

Speaking Order: Michelle VanderLey

Time Keeper: Shirley Groff

MOU re: Collaborative Bargaining: John Boyd

- Handout distributed to ESP members.
- John stated that the ESP's did not have one, but it is already in practice. Having the MOU makes it more formal.

ACTION: Following a fist of five, members agree to approve MOU.

MOU re: Employee Technology Awareness and Security: John Boyd

- John stated the MOU implements training that would be required during the contractual day and completed within one year.
- Hector asked if this training would only be offered online.
- John answered that he believed the training would be offered both face-to-face and online.
- Hector stated he had to look over and help others with accessing the online child abuse course.
- John stated the training for this should not be as difficult as the child abuse course.
- Michelle asked how non-instructional roles are reprimanded when there is an issue.
- Hector answered that it all depends on the situation.
- Tammy stated that sometimes staff or students see something inappropriate and report it. The district office monitors the bandwidth use. This training will help others realize the little things that can cause issues with the internet; like making sure not to allow others to use your sign-on!
- Michelle asked who would be in charge of the training.
- John stated that tech specialists at the schools and Angel Marino would be overlooking this project. This will be referred to the module when people have questions.

ACTION: Following a fist of five, members agree to approve MOU.

Insurance Carrier Changes: Ken DeBord

- Handout distributed to ESP members.
- Ken stated he recommends remaining with MetLife. RFP concluded that this is the best plan for two (2) years with a three (3) year cap that would not increase more than eight percent (8%).
- Michelle stated eight percent (8%) was the best deal.
- Ken stated if in three (3) years the eight percent (8%) increase is not reasonable, then we could bid out again in search for a better rate. Disability carrier wanted a fifty percent (50%) rate increase. After RFP, we got a great deal from Aetna. They are matching our current rate and program. Ken added that the great part about having Aetna is that they offer an online claim form. No more lost



Education Staff Professionals Meeting Minutes

claims via mail or fax. Re-enrollment is not necessary, as all members will be transferred to the new system.

- Betty stated she was in an accident where she was not covered by disability. Betty added that she was out twenty-one (21) days and was told that because she had sick days available, she could not use her disability benefits.

ACTION: Following a fist of five, members agree to approve the changes.

Domestic Partner Benefits Update: Ken DeBord

- Handout distributed to ESP members.
- Ken stated domestic partnership policy and forms were replicated from the City of Kissimmee forms. The employee and partner are to fill out the declaration form confirming the domestic partnership. If the partnership dissolves, it is the employee's responsibility to notify Risk & Benefits.
- Michelle asked if this was presented to the board.
- John answered that this has to be brought to the board in a creative manner. This could be proposed as a school board rule for both same sex and unmarried opposite sex partners. It cannot be put on the contract until it becomes a rule first. The next public hearing is on September 17, 2013.
- Tammy asked if we know if the City of Kissimmee had any issues when these benefits were approved.
- John stated because the person who proposed it had such a sweet disposition, it was not controversial. We will approach people respectfully and see how it goes.
- Michelle stated there is a discrimination clause in the BLT contract but not in the ESP contract. Michelle asked if members would agree to add a statement on the contract about discrimination.

ACTION: Item to be brought back with changes to the next ESP meeting

Assault Language: Shirley Groff

- Handout distributed to ESP members.
- Shirley stated she wants to make sure staff has the right to report incidents.
- John stated he would like to make sure that the employee has the right to report an incident. The report is one thing and the right to report is another. Both should work together hand in hand.
- Linda stated that sometimes the employee does not want to report the incident because they are not following the plan designed for the student. Low functioning students do not know that what they are doing is wrong, because it is part of their disability.
- Elaine stated she had a student that was out of control that told the deputy they could not touch them because they are ESE. The officer responded that the fact that the student is ESE does not mean they do not have to follow the law.
- Linda stated law enforcement does not have to follow school laws. Sometimes staff allows the mal behavior.

ACTION: Following a fist of five, members agree to approve to have the language included in the contract.

Break: 9:54AM – 10:05AM



Education Staff Professionals Meeting Minutes

Progressive Discipline (Consistent with BLT members): John Boyd

- Handout distributed to ESP members.
- Elaine stated she is not agreeable to making changes to the ESP contract to mirror the teachers' contract.
- Tammy stated we have a great superintendent now but that could change. It might not be a good idea to put that responsibility on the superintendent. Tammy added she believes that a group decision would be best.
- Hector stated that expertise from others should be requested on a case-by-case basis. Hector added that he agrees the language should remain the way it is.

ACTION: To relay to BLT members to leave the language the same as the ESP contract

ESP Employees Receiving Substitute Pay: Ines Escobar

- Michelle stated she was wondering how many people were qualified for this pay.
- Tammy stated the data for this is not available due to the lack of available work force.
- Barbara asked what happens when substitute money is done.
- John stated an email was sent out to principals to set aside twenty-five (25%) percent of their discretionary budget for substitute pay. When substitute money runs out, the schools would have to come up with an emergency plan. We will get data as soon as we can, just know that we are working on it.
- Elaine stated the principal has the substitute work within the office. The principal has a substitute on hand so that there is always a backup.
- John mentioned he liked the plan Elaine described.
- Michelle stated she would like the district to bring data on this to the next meeting. It costs the district about one hundred dollars (\$100) a day to hire a substitute, but if we use a paraprofessional, it would cost a lot less. Michelle would like to know how many substitutes are used.
- Linda stated paraprofessionals are funded by a grant and they have to sign an agreement that the money spent was used in ESE classes only.

ACTION: John to compile data to bring to the next ESP meeting

Allocation of ESP members Units per School: Michelle VanderLey

- Tammy advised members that she has the 200-page data report of allocations per school, which she will be emailing to Michelle.
- Michelle stated she was concerned about the key positions within a school. The Greco model is still being used and that is causing big problems. There is a huge discrepancy in the number of students per school. The bookkeepers have a difficult time keeping up with all of the work.
- Betty stated when she was on vacation she was still working because she was continuously being called from her school. Betty's husband is a teacher and only has off during the summer, but Betty can rarely go anywhere the last two weeks of June or the first two weeks of July due to closing and opening for the school year. She is alone and is the only one that can do the closings. It can get overwhelming at times since you never really get a break. We need a solution. The workload has doubled and it is only one person doing all the work.
- Tammy asked if bookkeepers receive a supplement for internal work.
- Betty answered that bookkeepers do get a stipend but they have to get to a certain dollar amount before they qualify. The amount you have to reach is high.
- Tammy stated she noticed there are no schools that have two bookkeepers.



Education Staff Professionals Meeting Minutes

- Barbara stated some clerk typists are helping the bookkeepers and are not being paid for it.
- Tammy stated that maybe we could have the clerk typists' help. Maybe they could help with the letters, filing, or such.
- Betty worked out with her principal that once a week Betty would not be disturbed so she can catch up with her work. This time is needed in order to get the work done.
- Michelle stated that the reason this was brought to the table is that it affects people's working conditions. Michelle stated that management cannot expect a data entry clerk to be treated the same even though the workload is drastically different. There are so many instances where the work is not done, and people do not choose to stay. We have to set limits. There is a big difference between having 850 students and 2400 students. Elementary, middle and high school levels are all different.
- Barbara stated the work equity is not right.
- Michelle stated a decision could be made based on the data.

ACTION: Item to be discussed at the next ESP meeting

Reduction in Force (RIF) Notification Language: Sue Schoon

- Barbara asked for notification to be given to those on the RIF list when the budget is finalized.
- Tammy stated that with support staff, people are not leaving so the vacancies are low. First, the teachers are allocated, then the rest. Teachers are advised soon after the budget is finalized.
- Michelle stated that she is sure there is a specific date principals are given to advise the staff that is being let go.
- Tammy confirmed that an email is sent out to everyone with specific dates including the Union. Dates cannot be set for support staff because many factors like seniority, your residence, and the school you worked at, is taken into account before you are placed. Residence is priority. Their principal should notify their staff as soon as they are notified.
- Barbara stated that she is looking to have something in place as a guide.
- Tammy stated everything is determined by when the budget is done. There is no specific day because there are many factors to consider. Every employee on the RIF list is placed in an available position first, and then the vacancy list is posted. Adding a specific date on the contract gives us less time to place as many employees as possible in an open position.
- Daryla stated certification and licensure could be a big reason an employee is not renewed. This is the employee's responsibility.
- Michelle suggested adding "once timelines have been established" to the language to clarify when notices are due.

ACTION: OCEA to add suggested language and bring item back to the next meeting.

Status of Paraprofessionals on RIF List: Shirley Groff

- Please see above.

Evaluation Timelines Language: Elaine Copeland

- Elaine stated she would like to make sure that support staff gets prior notification of their evaluation timelines. Support staff feels left behind.
- John asked Virginia if she could add a timeline for support staff evaluations. A calendar could be given to administrators to use as a guide that could share with their support staff.



Education Staff Professionals Meeting Minutes

- Tammy stated she pulled up a four (4)-page memo of evaluation dates prepared and sent by Virginia. This is sent out in October and again in January.
- Linda stated she believed support staff evaluations are due before instructional staff evaluations: in April.
- Elaine stated some employees did not receive their evaluations until two (2) weeks before the end of school.
- John stated April is the due date for these evaluations, but does not see why they cannot be done sooner.
- Elaine stated if you are not doing your job right, no one gives you the opportunity to fix it.
- Daryla stated the evaluation is graded on a 1-4 scale. If you get a two (2) it does not mean that you did not do a great job. You could have gotten a two (2) because you just started and are still adapting to the work. A two (2) means that an employee is developing.
- Michelle stated there are employees who get upset that they got twos (2) when they feel they deserve ones (1). There is an expectation that the evaluation will be perfect because the employer never mentioned an issue. Communication between employee and administrator is imperative. We must pay attention to the evaluation and the promotional process.
- John asked why the evaluation had to be done by April 29.
- Tammy answered the date is picked because April is around the time the RIF list is done.
- Barbara stated that she has heard of cases where staff is being evaluated, but where never seen. No one ever looked at their work or assessed them prior to the evaluation.
- John stated we could discuss tweaking the evaluation system so that it works for everyone.
- Michelle stated she was concerned that a supervisor would evaluate someone who they have never seen do their job. Michelle asked members how they evaluate their staff.
- Mark stated that he schedules everyone within a two-week block. At every evaluation, he asks: 1. What do you not like about your job? 2. What do you like about your job? 3. What would you love to try? 4. What do we do as an office that we should continue to do? 5. What do we do as an office that we should stop doing? Mark added that the employees' position plays a big part on what questions will be asked. E.g. the receptionist would get customer service questions.
- Mark stated that when you ask questions like these it gives you a better idea of where that person is headed. Your job as an administrator is to try to work with everyone so that each one is happy with his or her job and continuously growing. Happy employees are great employees.
- Betty stated she loved Mark's evaluation process, and believes more administrators should do the same. The only problem with this process at the schools is that if you advise your administrator that you do not like doing something, and if no one else can do that job, you open the door for criticism.
- Mark stated for those that did not like what they were doing, we could ask them if they know what or how we could help make their job more likeable. Sometimes it is something very small that can change a person's complete attitude.
- Betty stated sometimes just listening helps others to perform better.
- John stated administrators could control some things even if they cannot change everything. A little bit of courtesy does not cost anything and can go a long way. If an employee is happy even with something they do not like to do, they will work hard at it and be more comfortable doing it.
- Daryla stated that she explains the evaluation process to new employees. Daryla added that many in her department dress up during their evaluation, which shows the employee cares. The employees support one another to make each other comfortable during the evaluation. Getting data and sharing it amongst the office is a great tool, it promotes everyone helping one another.
- Tammy stated in her department, though she cannot see everyone's work performance: she takes into account customer service issues and comments, always looking and listening to everything. Tammy added that emails are also looked at for accuracy and appropriateness.



Education Staff Professionals Meeting Minutes

- Tammy suggested developing a best practice list for new administrators and principals that would help them improve the quality of the evaluations. This list could be an addition to the email Virginia sends out.
- Hector stated everyone has a different personality. The administrator at his school and he have an open door relationship. There have been many rumors that principals are mistreating their employees, specifically computer technicians. It is all about how things are handled. Maybe we need to talk to principals and advise them that it is a two way street.
- Barbara stated she has been in the district twenty-three (23) years and has had twenty-three (23) evaluations done by two principals. In all of the evaluations, there have been no conversations. The process is, you get the evaluation, you read and sign your part, and you are on your way.
- Tammy stated that she too has had a quick evaluation process, but that her administrator would always confer with her throughout the year, should it have been necessary.
- Barbara stated that she did not understand why, after a certain amount of time, the evaluations did not stop.
- Elaine stated she has always had great evaluations with the exception of one. Elaine advised members that there was an evaluation that she did not agree with because it was contradictory. She had received twos (2) on her evaluation, yet was given a great review on the comments section.
- Tammy stated that if Elaine did not agree with the evaluation, she could have stated that on the form adding a note explaining why.
- Elaine stated she did not want to start a fight and that she knows her value.
- Tammy stated that she has noticed that an employee may experience some changes with a new administrator. If there is an issue with the evaluation, we will consider prior year evaluations. The lower score evaluation will not affect an employee if the file is reviewed and they have nothing but great evaluations.

ACTION: Tammy to obtain timeline from Heather to bring back to the next meeting

Development of Plan for Job Description Study: Betty Yenetchi

- Betty suggested developing a survey where employees with different positions would log what they do for a certain period. This information could be studied in an effort to create a plan.
- Michelle asked Ms. Sue for some assistance and feedback on this topic.
- Ms. Sue (Federal representative) suggested doing a flip chart comprised of staff input.

Some ESP members were not aware that Ms. Sue would be facilitating this topic, and therefore were not prepared to continue with this discussion.

- John stated though he understands the job description concerns, this topic is governed by management and therefore would not be something that could be pursued quickly.
- Betty asked if we could begin some kind of log to move along the process of getting the job descriptions adjusted. Betty added that for those that have been in the district for a long time, the duties have changed drastically.
- Tammy stated there are many generic job descriptions like the one for clerk typist. They could be doing many things beyond the scope of their job. Tammy pointed out that everyone should be aware that if we add extra people to do those extra jobs, we might have to cut into the money that we have for raises.



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- Tammy suggested leaving the job descriptions as is and giving some sort of supplement depending on the workload. For example, bookkeepers that have more students to process would be entitled to this supplement. The biggest issue is finding the money to do this.
- John stated that at this time management is not looking to move forward on this. The district is looking to take care of things that are priority. We should proceed cautiously with this, as we do not want to hurt an employee in the end. UMM's could be an avenue to discuss this slowly.
- Michelle stated that she believed Ms. Sue could help the bargaining team come up with ideas, for when management is ready to redo job descriptions.
- Daryla stated there might be a sense of false hope if this is done now, because we do not know if it will come through at this point. Daryla added that she understands why we should proceed with caution.
- Michelle asked if there was a law stating that high school students cannot help with light duty activities like filing.
- Tammy answered that some high school students and college assistants are helping in the schools. The only concern is that students would have access to files that they, by law, cannot. Another concern is having college girls assisting in the high schools where they could be a distraction to the high school boys. There are no set restrictions with the exception of the security concerns.
- Michelle stated that we could build career paths for employees who want to learn beyond their scope of work. You cannot force it upon everyone, but you can encourage it.
- Hector stated some duties are performed that are not in the job description. Job duties keep changing, but the descriptions remain the same. We should at least have someone once a year, working on the updates.
- Michelle stated we should set a timeline to get this done.
- Linda stated the job descriptions are too vague.
- John stated if we spend a lot of time voicing concerns and not providing solutions, this might hurt us in the end.

LUNCH BREAK 11:35AM – 12:56PM

Job Duties and Pay Levels: Michelle VanderLey / Barbara Gleason

ACTION: Item to be discussed at the next ESP meeting

Reintroducing the 25/55 Retirement Program: Barbara Gleason

- John stated that he believes that Florida Statute drives retirement.
- Barbara stated Susan Roy mentioned to her that she was not sure why this program stopped.
- Tammy stated that the cost of the annuity along with Florida Statute could be the reason why this program is no longer available.
- Barbara stated that she was looking forward to this.
- Daryla stated she believes employees are not applying for this because they cannot afford it.

ACTION: John to look into this

Supplements: Betty Yenetchi / Barbara Gleason

- Barbara stated there is a big problem; bookkeepers are not getting the supplement money because they are not reaching the numbers.



Education Staff Professionals Meeting Minutes

ACTION: N/A

Notes

Next Meeting: Thursday, August 22, 2013 4:15PM – 6:00PM, OCEA Office

Agenda Suggestions

- Now that students are allowed to bring their devices to school, how do we address incidents where the students are being told by their parents to record the teachers? What is the BYOD protocol?

Pluses

Deltas

ADJOURNED at 2:17PM_____



Education Staff Professionals Meeting Minutes

Date: Thursday, August 22, 2013, 4:15PM - 6:00PM

Location: OCEA Office

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Mark Munas	Assistant Superintendent	School Support Services	<input type="checkbox"/>
Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): Apryle Jackson, OCEA President



Education Staff Professionals Meeting Minutes

COMMENCED at 4:19 PM

Mission Statement: John Boyd
Philosophy: Berry Yenetchi
Rationale: Tammy Otterson
Salary and Fringes: Elaine Copeland
Goals: Hector Acosta, Michelle VanderLey, and Daryla Bungo

Speaking Order: Daryla Bungo

Time Keeper: Tammy Otterson

Meeting Protocol: John Boyd

- Meeting protocol was established as follows:
 - The agenda is used to build trust and make sure no one is surprised
 - If an item is not on the agenda it will not be discussed
 - Agenda items are due one week prior to scheduled meetings
- Michelle stated the following:
 - Sue, the state representative, suggested that new members receive bargaining training.
 - Electronic device use should be limited to emergencies only.
 - Michelle requests a copy of the district minutes be sent to members before they are finalized, so that members can make corrections.
- Apryle stated that per FDE regulation, both parties have to take their own minutes with the district's copy being the official minutes.
- Todd stated that if the minutes were prepared and shared for correction the agenda itself would have to be bargained for.

ACTION: Michelle to obtain clarification on whether or not the union can make corrections to the district minutes before finalization.

MOU TEACH Grant Scholarship Program for Paraprofessional Employees: John Boyd

- Handouts distributed to ESP members.
- John stated the following:
 - This MOU would help paraprofessionals keep and continue to be eligible for their jobs.
 - A \$250.00 bonus would be given to paraprofessionals upon completion.
 - The terms of the MOU are the exact terms of the grant.

ACTION: Following a fist of five vote, ESP members approved the MOU as submitted.

Paraprofessionals as Permanent Substitutes: Betty Yenetchi

- Shirley asked if there was any data to provide information on how many times this is happening.
- Apryle stated that paraprofessionals are taking the place of certified teachers; this is a concern.
 - We need to address the paraprofessionals who are:
 - Replacing teachers - doing lesson plans for the entire school year.
 - Replacing substitutes at schools
- Ines stated that the drama teacher at PAFA is a paraprofessional and has been for the last couple of years.



Education Staff Professionals Meeting Minutes

ACTION: John will look into any data that could be provided for this purpose.

Higher Rate of Pay for Cross-Training: Betty Yenetchi

- Betty stated that if someone is being cross-trained as a backup for someone else, the backup should be compensated for it.
- Michelle added that per some research, she found that in other counties the people that were irreplaceable always had a backup. Michelle suggested putting something in place that would encourage the use of backups.
- Tammy stated that because you are in training you are not completely responsible for the job, and therefore cannot be paid the same as the person you are supposed to backup.
- Todd stated cross training is done in levels, because it requires supervision.
 - High level employees supervise the trainee
 - The trainee is paid according to their level of expertise.
- Michelle stated that people should not be placed into a position without the proper training.
- Todd stated employees are encouraged to advise the district office when they need help so that they can get them the appropriate training.
- Tammy stated that she tries to call all new employees to offer them training, and peer assistance or a combination of both.
- Todd stated that if their department notices a bookkeeper is struggling, they are immediately called and scheduled for a personal training session.

ACTION: N/A

Cross-Training Model: Betty Yenetchi/Daryla Bungo

- Handout distributed to ESP members.
- Daryla discussed the fishbowl activity and process detailed on the handout.
- Daryla stated the main points of the fishbowl activity to be the following:
 - Employees are eligible to receive in-service points.
 - The feedback helps others do their jobs more efficiently by helping them see something they might have missed.
 - There is teamwork all around.

ACTION: N/A

Staffing Assignments per School: Betty Yenetchi

- ESP members discussed staffing assignments.
- Michelle stated that per her public records request, she was able to obtain the budget for all schools. A handout was distributed to ESP members referencing the budget.
- Barbara stated that it looks like most of the increase is for upper level administrators.
- Michelle stated that an employee whose state job code is an attendance assistant, is classified as a campus monitor for the district.
- Tammy stated there is no state job code for campus monitor. We have to get as close as possible to the state job code description.
- Barbara stated many district job descriptions do not match state code descriptions.
- Michelle stated she had two concerns:
 - Attendance assistants are being called Campus Monitors
 - Attendance assistants are doing other jobs, like bookkeeping.



Education Staff Professionals Meeting Minutes

- John advised members that the FEN handout was included to show case law stating that job descriptions are managements right.
- Michelle would like to move forward on the revision of job descriptions.
- John advised members that job description revisions are not management's priority. John mentioned collecting suggestions from all members to give to management for consideration.
- Apryle stated that per her conversation with the Superintendent, the Union would be calling ESP's to ask questions about their job duties in order to collect data.

ACTION: Union will collect data to share with ESP members on a future meeting.

Promotion: Betty Yenetchi

- Barbara stated that members have expressed the following concerns:
 - Upgrades are not being honored by all principals
 - Positions are being promised before they are posted
 - Many new jobs were created in upper level management, not in lower level
 - Supplements need to be reassessed, as some are not used
- Todd mentioned to members that your pay increases when you move up a level. Administrators are encouraged to approve eligible employees to go up a level.
- Hector stated that employees who are qualified, and have met all the requirements are being denied the upgrade.
- Todd stated that he was unsure why administrators are denying the upgrades when money has been set aside for this purpose.
- Tammy stated that it all depends on the circumstance. Upgrades are not automatic; they are for employees who deserve it.
- Michelle stated that principals all have different information as to when they can approve the upgrades.

ACTION: Todd will advise all administrators that funds are available for upgrades to eligible employees.

Salaries: Apryle Jackson/John Boyd/Todd Seis

- Todd discussed the Governor's line item appropriation for teacher benefits. This bill allows this money to be given to all members of the school district.
- Tammy advised members that this money is to be shared with charter schools.
- Todd advised members that in order for this to be paid out, it must be approved by the board and the State. Todd added that this money would readjust as time goes by, so we need to move forward on this.

ACTION: ESP members agree to meet on September 5, 2013 to discuss the salary proposal in detail.

Notes

Next Meeting: Thursday, September 05, 2013, 4:15PM-6:00PM at OCEA



Education Staff Professionals Meeting Minutes

Next Regular Meeting: Thursday, September 19, 2013, 4:15PM-6:00PM, Administrative Center

Agenda Suggestions

- Paraprofessionals as permanent substitutes

Pluses

Deltas

ADJOURNED at 5:54PM



Education Staff Professionals Meeting Minutes

Date: Thursday, September 5, 2013, 4:15PM - 6:00PM

Location: OCEA Office, Mabbette Street

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
Mark Munas	Assistant Superintendent	School Support Services	<input checked="" type="checkbox"/>
Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 4:17 PM

- Mission Statement:** -
Philosophy: -
Rationale: -
Salary and Fringes: -
Goals: -
- Speaking Order:** -
- Time Keeper:** -

Salaries: Betty Yenetchi/John Boyd/Todd Seis

- Michelle proposed an increase of 1750 per individual.
- Todd stated the following:
 - The line item is to be used for all employees
 - The district's proposed salary increase would be 3.10% across the board
 - ESP's have \$972,000 to work with
- Michelle stated that the increase for the ESP's:
 - Would not be the same as the teachers, therefore, the increase is not equitable.
 - Having a dollar amount would ensure equitability across the board.
- Betty asked for the amounts of ESP and instructional employees.
- Todd stated that instructional makes up the largest portion with approximately 3,550, ESP's are the next largest group with 1,451, and the administrators at 162.
- Shirley suggested ESP's get at least half of what the teachers are getting. If teachers get four-million, ESP's should get two-million.
- Todd stated the district is trying to maintain equitability across the board.
- John reminded members that the state provided this money to us for the purpose of salaries.
- Michelle stated that giving a percentage increase does not make sense to someone who is on the lower pay grade.
- Todd advised members that we currently have 7.6 million dollars to work with. We need to decide how to distribute it properly.
- Michelle asked Todd how he came up with the 3.10 percentage increase.
- Todd explained that he made sure all the other groups were equal, and then the administrators were added to what was left.
- Michelle proposed to have the increase brought down to 1300 instead of 1750 per individual.

ACTION: Review of the union's proposal; Salaries discussion to be brought back to the next ESP meeting.

Notes

Next Meeting: Thursday, September 19, 2013 4:15PM-6:00PM, Administrative Center



Education Staff Professionals Meeting Minutes

Agenda Suggestions

Pluses

Deltas

ADJOURNED at 4:44PM



Education Staff Professionals Meeting Minutes

Date: Thursday, September 25, 2013, 1:00PM-3:00PM

Location: IMC Training Room 3

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Mark Munas	Assistant Superintendent	School Support Services	<input checked="" type="checkbox"/>
Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 1:14PM

- Mission Statement:** -
Philosophy: -
Rationale: -
Salary and Fringes: -
Goals: -
- Speaking Order:** -
- Time Keeper:** -

Salaries and Contract Language: Betty Yenetchi/John Boyd/Todd Seis

- Handouts were distributed to ESP members, showing a salary increase of 3.13%
- Todd stated that as Charter Schools grow, more of the money has to go to them. We would like to make sure it is equitable all around, but need to agree on something in order to do that.
- Michelle stated that once the percentage is approved, the money could be distributed any way members agree.
- Todd stated that equitability is most important. Administrator and non-bargaining percentages were reduced to give more to Instructional, ESP's, and Teamsters.
- Betty stated that the uncertainty of whether or not this money will be taken away in the future seems cruel.
- Todd stated that this affects everyone and that we can only assume that the money will be provided next year, but with no surety. We have to wait and see what the State decides to do.
- Todd stated the following:
 - If the money is not appropriated next year, we would have to reset salaries.
 - We cannot make any guarantees until we hear from the State.
 - We need to get something out as soon as possible so the money can be available right before the holidays.
- Betty stated they would need to discuss the proposal with all members to get their feedback before they can make a decision.

ACTION: N/A

Notes

Next Meeting: Thursday, October 17, 2013 4:15PM-6:00PM at OCEA

Agenda Suggestions

Pluses

Deltas

ADJOURNED at 2:00PM



Education Staff Professionals Meeting Minutes

Date: Thursday, October 17, 2013, 4:15PM - 6:00PM

Location: OCEA Office, Mabbette Street

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Mark Munas	Assistant Superintendent	School Support Services	<input checked="" type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S):

Apryle Jackson, OCEA President

Jose Gonzalez, Director of Budget, Finance Department



Education Staff Professionals Meeting Minutes

COMMENCED at 4:19PM

Mission Statement: Betty Yenetchi
Philosophy: Tammy Cope-Otterson
Rationale: Linda Schroeder-King
Salary and Fringes: Daryla Bungo
Goals: John Boyd

Speaking Order: Tammy Cope-Otterson

Time Keeper: Mark Munas

Letter of Closure on Unfounded Allegation: Michelle VanderLey

- Handouts distributed to members.
- Michelle stated there should be a letter given to employees stating that their case has been closed.
- Tammy stated that there is a letter that is sent to the employee clearly indicating that they have the right to union representation.

ACTION: N/A

Assignment: Michelle VanderLey

- Apryle stated paraprofessionals should be notified if they will be reassigned, before the end of the school year.

ACTION: N/A

Reassignment: Michelle VanderLey

- Michelle stated that when someone fills in for another person, they are technically being reassigned to that position until the absent employee returns. This can also mean a change in that persons position title. This needs to be looked into.

ACTION: N/A

Early Dismissal Before a Student Holiday: Michelle VanderLey

- Shirley asked if there was a way support staff could be dismissed as soon as the students leave.
- Apryle stated that as long as students are gone and the phones are covered, she does not see why this would not work.
- Mark stated that students must leave first, and then support staff would be able to leave. We can definitely look into this.
- Elaine mentioned that at PATHS they are in rotation as to who gets to leave.
- Tammy stated that in the HR department a list is compiled with the names of those who are covering, so that they may plan accordingly.

ACTION: N/A



Education Staff Professionals Meeting Minutes

Workday for Support Staff: Michelle VanderLey

- Sue stated that she was advised that the district nurse assigned to her school would be on vacation. All nurses were given a list of who was going to cover and what times. Unfortunately, some had signed up to trainings and were unable to cover.
- Daryla stated that the nurses signed up to the trainings after the list was compiled, and therefore should have been there to cover.
- Sue asked what happened with the continuing education credits that nurses used to receive from the District for taking certain courses.
- Mark stated that the district would have to be a licensed approved provider in order to provide these types of programs. Mark suggested contacting hospitals as they have great programs for health care professionals
- Michelle asked if the district would consider collaborating with hospitals to offer courses on a day where employees can chose to attend.
- John stated that the curriculum department might be able to help with the collaboration process.
- Michelle stated it would be great if a stipend could be offered as well.

ACTION: N/A

Employee Upgrades: Michelle VanderLey

- Betty stated that she is in the process of collecting data on this to bring to the next meeting.

ACTION: Betty will collect data and bring it to the following ESP meeting.

Salaries: Betty Yenetchi/ John Boyd

- Handout distributed to ESP members.
- John explained that the language was changed to replicate the changes in the teacher's agreement.
- Apryle stated that ESP members are looking to have an equal amount across the board.
- Jose stated there is about \$976,000 to be distributed amongst 1,446 employees.
- Apryle suggested giving \$674.96 across the board.
- Jose stated he would have to run the numbers to make sure that \$674.96 across the board is possible.
- Apryle suggested she and Jose run the numbers together.
- Michelle suggested a 50¢ per hour increase across the board.
- Jose stated that we have to consider the total number of hours to make sure the 50¢ per hour increase is doable.
- Apryle requested a short break to discuss the proposal with ESP members.

Break: 4:58PM

Commenced: 5:00PM

ACTION: Meeting scheduled for October 22, 2013 for salaries finalization.



Education Staff Professionals Meeting Minutes

Notes

Next Meeting: Thursday, October 22, 2013, 4:15PM-6:00PM, Administrative Center

Agenda Suggestions

Pluses

Deltas

ADJOURNED at 5:04PM



Education Staff Professionals Meeting Minutes

Date: Tuesday, October 22, 2013, 4:15PM - 6:00PM

Location: OCEA Office, Mabbette Street

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input type="checkbox"/>
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
Mark Munas	Assistant Superintendent	School Support Services	<input type="checkbox"/>
Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): Apryle Jackson, OCEA President



Education Staff Professionals Meeting Minutes

COMMENCED at 4:15PM

- Mission Statement:** -
- Philosophy:** -
- Rationale:** -
- Salary and Fringes:** -
- Goals:** -

- Speaking Order:** -

- Time Keeper:** -

Salaries: Betty Yenetchi/John Boyd

- Handouts distributed to ESP members.
- Apryle asked how many employees would benefit from this proposal.
- Todd stated that if you give a 45¢ salary increase, lower level employees would get a higher percentage raise.

Break: 4:23PM

Commenced: 4:33PM

- Betty stated that in most cases, people are looking to move up to the next dollar level.
- Todd stated that we are working with what we have right now. If more money becomes available, it will be equitably distributed amongst the groups.
- Michelle asked when we would know if there will be more money.
- Todd answered that after the third survey is done, around the middle of November, we should have a better idea if more money will be available.
- Michelle asked when the money would be distributed.
- Todd answered:
 - Whatever we receive will be distributed across the board; nothing will be returned.
 - Extra monies received will be retroactive as well.
 - We must settle the distribution of our base line funds first.
- Michelle asked if the school board members gave themselves a raise.
- Todd answered that the school board cannot give themselves a raise until union negotiations have settled. Todd added that the base amount given to the board come from a calculation sent by the State of Florida.

Break: 4:49PM

Commenced: 4:53PM

ACTION: Following a fist of five, the salary proposal is approved as submitted.

Notes

Next Meeting: November 21, 2013, Bill Collins Conference Room, Administrative Center



Education Staff Professionals Meeting Minutes

Agenda Suggestions

Pluses

Deltas

ADJOURNED at 4:55PM



Education Staff Professionals Meeting Minutes

Date: Thursday, January 16, 2014, 4:15PM - 6:00PM

Location: Bill Collins Conference Room, Administrative Center, Building 1000

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
Mark Munas	Assistant Superintendent	School Support Services	<input checked="" type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): Apryle Jackson, OCEA President



Education Staff Professionals Meeting Minutes

COMMENCED at 4:22 PM

Mission Statement: Betty Yenetchi
Philosophy: John Boyd
Rationale: Michelle VanderLey
Salary and Fringes: Sue Schoon
Goals: Ines Escobar

Speaking Order: Barbara Gleason

Time Keeper: Mark Munas

Contract Language and Step Raises: Michelle VanderLey

- Michelle stated that the administrators' recommendation should not hinder someone who has met all the qualifications for a higher grade of pay.
 - Would like to have language added to the contract stating that if you have met your obligations, you should be entitled to the upgrade. The letter of recommendation should not be necessary.
- Mark stated that we cannot discuss contract language until this has been discussed with administrators, as this is a management right, and they might not entertain this.

ACTION: N/A

Last Pay Check: Shirley Groff

- Shirley asked if the ESP's could get their final checks when the teachers get them.

ACTION: Todd will look into this possibility.

Courier System: Betty Yenetchi

- Betty stated that OCEA would like to have access to the courier system.
- Apryle stated that language needs to be added to the contract stating that OCEA has use of the districts courier system.

ACTION: Apryle and Tammy will draft language.

Bargaining Training: Michelle VanderLey

- Michelle stated that it has been about three years since everyone has had training.
- Apryle to appoint presidents for both teams soon.
- Tentative dates for training are as follows:
 - February 26, 2014 at 2:30pm, ALCO training room 4.
 - March 4-6, 2014, same place.

ACTION: Michelle will set up training date and share with John.

Notes

- N/A



Education Staff Professionals Meeting Minutes

Next Meeting: Thursday, February 20, 2014, 4:15PM-6:00PM at Administrative Center

Agenda Suggestions

- TBA

Pluses

- Timeliness of all members was great!
- Happy Birthday Todd! (tomorrow)

Deltas

ADJOURNED at 4:45PM



Education Staff Professionals Meeting Minutes

Date: Thursday, March 20, 2014 4:15PM - 6:00PM

Location: Bill Collins Conference Room, Administrative Center, Building 1000

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
Mark Munas	Assistant Superintendent	School Support Services	<input checked="" type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 4:18 PM

Mission Statement: Michelle VanderLey
Philosophy: Shirley Groff
Rationale: Sue Schoon
Salary and Fringes: Hector Acosta
Goals: Barbara Gleason

Speaking Order: Michelle VanderLey
Time Keeper: Todd Seis

Follow-up from Last Meeting, Corrections to Minutes: Apryle Jackson

- John advised members to inform us of any corrections needed to the minutes.
- Apryle wanted to know if the ESP's would be getting their checks when the teachers do.
- Todd answered that he believes this is feasible, and is currently working on making this happen.
- Apryle handed draft contract language to ESP members.
- Apryle stated that the ESP's should be notified sooner rather than later, where they will be for the next school year.
- Michelle stated that some employees were changed from a regular class to an ESE class at the last minute. This is not fair to them, as they are not able to prepare for the change.
- Todd stated that he was not sure about adding bullet 3, because of the ongoing changes.
- Apryle stated that there have been cases where an employee's job was reclassified with a \$20,000 pay cut.
- Todd stated that we usually do not know where the ESP's will be placed, until the end of the year.
- Apryle stated it would be good for the ESP's to know where they need to report to before the beginning of the year; they should be notified in a timely manner.
- John stated that the reclassification of titles is a big deal, but we have to be flexible.
- Elaine shared an example where an employee's position was changed from a 12-month to a 10-month term, because the principal wanted someone else as their secretary.

ACTION: N/A

- Closure Letter:
 - Handout distributed to ESP members.
 - Michelle discussed language on handout.
 - John stated we should try to get things consistent with the teacher contract.
 - Apryle stated if the case is unfounded, a follow-up letter should be issued.

ACTION: This item will be brought back to the following meeting.

Contract Language re: Step Raises: Apryle Jackson

- Michelle read out language to be considered regarding level increase requirements.
- John is concerned that adding this language would force administrators to have to upgrade someone who does not deserve it.

ACTION: Michelle to provide via email, the contract language discussed during today's meeting.



Education Staff Professionals Meeting Minutes

Contract Language re: Substitutes: Apryle Jackson

- Apryle asked if it is considered substituting when a classroom paraprofessional is pulled to cover when an ESE paraprofessional is absent.
- Ines stated that when a paraprofessional substitutes for a paraprofessional they are not paid, because one paraprofessional is covering for the other.

ACTION: Item will be brought back to the following meeting.

Contract Language: Adding Items from Teacher Contract: Apryle Jackson

- Handout was distributed and discussed.

ACTION: Item will be brought back to the following meeting.

Notes

Next Meeting: Thursday, April 17, 2014, 4:15pm-5:15pm, OCEA Office

Agenda Suggestions

- Contract Language re: Substitutes
- Contract Language: Adding Items from Teacher Contract
- Closure Letter

Pluses

- Congratulations Apryle!

Deltas

- Many members were missing.

ADJOURNED at 5:05PM



Education Staff Professionals Meeting Minutes

Date: Thursday, March 21, 2013

Location: Osceola County Education Association Office (OCEA)

ATTENDANCE			
Hector Acosta		Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director of Student Services & Program Accountability/ Co-Chief Negotiator	School Support Services	<input checked="" type="checkbox"/>
Daryla Bungo	Director of Student Services	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director of Finance	Finance	<input checked="" type="checkbox"/>
Mark Munas	Assistant Superintendent, Co-Chief Negotiator	School Support Services	<input checked="" type="checkbox"/>
Tammy Otterson	Chief Human Resources	Human Resources	<input type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	ESE Coordinator	ESE	<input checked="" type="checkbox"/>
Todd Seis	Chief Business & Finance Officer	Business and Fiscal Services	<input type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input type="checkbox"/>
Betty Yenetchi	Co-Chief Negotiator	Parkway Middle School	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	School Support Services	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 4:20 PM

Mission Statement: John Boyd
Philosophy: Betty Yenetchi
Rationale: Sue Schoon
Salary and Fringes: Migdalia Mercado
Goals: Linda Shroeder-King

Speaking Order: Barbara Gleason

Time Keeper: Mark Munas

Cross Training Subcommittee Update: John Boyd/ Michelle VanderLey

- John stated that there was no update as of yet.
- Barbara stated that they would like to focus on the job description review before focusing on cross training.
- Sue asked if they could work with the other committee in the meantime, to get things done faster with school visits and surveys.
- John stated that Tammy is currently working on something for the job descriptions.

ACTION: N/A

Job Description Review Subcommittee Update: John Boyd/ Michelle VanderLey

- Please see update above.

ACTION: N/A

Workshops for ESP's: Michelle VanderLey

- Sue stated that some ESE paraprofessionals are having a hard time getting out of the classroom to attend outside training because there is no one to cover for them. Sue added that she does not get a chance to go anywhere with the exception of the ESP members meetings. Sue mentioned that online courses take too much time and that there should be something that helps with this process to make it easier.
- John stated that at the union management meeting the paraprofessionals had brought up this issue. They are supposed to attend at least six (6) hours of training. Wednesday's seem to be the most feasible as any other day some principals are not allowing the paraprofessionals to go.
- Linda stated that it is important for the paraprofessionals to stay updated on their positions, and that we need to support them.
- Mark stated that there are places where people can get training. There are people who are going to these trainings but it looks like it's the same people that always go.
- Apryle states that certain schools are telling the paraprofessionals that they have to find their own substitutes to be able to attend training. The schools get a supplement for this.
- Linda stated that it is difficult for the paraprofessionals in Poinciana schools to find coverage.
- Apryle offered the OCEA office as a training facility for up to 20 people.
- Sue asked if employees are allowed to take workshops during work hours.
- Mark answered that it depends on the administrator to allow it or not.



Education Staff Professionals Meeting Minutes

ACTION: N/A

Contract Language re Assault: Michelle VanderLey

- Hector would like the language for ESP and Teacher contracts to be the same. Hector read language that was prepared by the union to ESP members.
- Mark stated that there is a problem with the second sentence of the language read by Hector. Mark added that the District cannot call the authorities on behalf of the employees.
- Apryle stated that she and Mark will get together to come up with the correct language to use.
- Daryla asked who this language was for: students, parents.
- Hector stated that the language is for anyone who assaults a district employee.
- John stated that the language on both contracts should be consistent.

ACTION: N/A

Early Release Before a Holiday: Michelle VanderLey

- Ines stated that language should be there for all employees to see, as there are many that are not aware of the days they are permitted to leave early.
- Mark stated that you do not want the same language as the teachers do because then those who are not teachers would have to stay longer at work. Mark is sorry that some people were not aware of their early dismissal.

ACTION: Mark to make sure that principals share early dismissal notices with everyone

Notes

Next Meeting: Thursday, April 18, 2013 4:15PM at Administrative Center

Agenda Suggestions

- ESP members to be email agenda suggestions to John Boyd.

Pluses

- Meeting finished early!
- ESP members' contract was signed!
- Welcome new member Migdalia Mercado and Congratulations on the new position!

Deltas

ADJOURNED at 4:42PM



Education Staff Professionals Meeting Minutes

Date: Thursday, April 17, 2014, 4:15PM - 5:15PM

Location: OCEA Office, Mabbette Street

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Mark Munas	Assistant Superintendent	School Support Services	<input checked="" type="checkbox"/>
Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): Clyde Wells, Chief Facilities Officer; Jason Hayes, Assistant Principal, Deerwood; Ryan Adams, High School Curriculum & Instruction Coordinator.



Education Staff Professionals Meeting Minutes

COMMENCED at 4:30PM

Mission Statement: -
Philosophy: -
Rationale: -
Salary and Fringes: -
Goals: -

Speaking Order: Tammy Cope-Otterson

Time Keeper: Todd Seis

Correction re: 2012-2013 Contract Language Change: John Boyd

- John stated that last year there was language that was tentatively approved by the bargaining teams, but was not added to the contract. John wanted clarification as to whether a re-approval or MOU was needed.
- Michelle stated that if the language was ratified it becomes part of the contract despite non-inclusion.
- John stated that language will be drafted, shared and once approved, would be added to the contract.
- John discussed the proposed language packet distributed to ESP members.
 - The colors signify as follows:
 - Red: OCEA proposed language
 - Blue: current contract language
 - Purple: SDOC proposed language
 - Add and Delete Protocol was explained as follows:
 - Additions would be underlined
 - Deletions would contain a strike through

ACTION: N/A

Correction re: Apryle Jackson /John Boyd

- Contract Language re:
 - Recognition of OCEA as Sole Bargaining Agent- (This item will be added to the next meeting's agenda.)
 - Notice of New Policies- (This item will be added to the next meeting's agenda.)
 - Right to Notice of Change in Primary Work Assignment
 - Todd explained that employees could be advised as soon as the school budget has been finalized.
 - Agendas of Faculty Meetings
 - Apryle stated that she is concerned that at times ESP's are not allowed to speak, as their agenda items were removed from the agenda.
 - John said it would make sense for the administrators to give ESP's at least 48-hour notice.
 - Leave to Serve as FEA, NEA, or AFT Officer- (This item will be added to the next meeting's agenda.)
 - Position Upgrade



Education Staff Professionals Meeting Minutes

- Apryle stated that employees have a right to know why they cannot get the upgrade.
- Tammy stated that it is the supervisor's responsibility to explain why the upgrade was denied.
- Barbara mentioned a case where an employee has been denied an upgrade for a couple of years.
- Tammy stated that this matter could only be discussed if it affects all employees, not just one individual.
- Letter of No Findings for Investigation
 - Handout was distributed and discussed with ESP members.

ACTION: Item will be brought back to the following ESP meeting for approval signatures.

- Substitutes (?)
 - Handout was distributed and discussed with ESP members.
 - Apryle stated the following concerns about substitutes:
 - Substitutes are being paid \$10.00 when they worked the entire day.
 - Substitutes are being scheduled for two hours at a time, and not being paid at all.

ACTION: Item will be brought back to the following ESP meeting.

- ~~Social Media~~
- Personal Leave Days Before Paid Holidays
 - John discussed language in handout packet.

ACTION: Item will be brought back to the following ESP meeting.

- Attempt at an Informal Resolution-Prior to a Formal Grievance
 - John discussed proposed language in handout packet.
 - Michelle stated that this might work for certain cases, but not all.
 - Apryle stated that sometimes communication occurs, but there is no response.
 - Mark stated that if there was an informal attempt to resolve, such as communication sent via email; this would be enough to prove that an informal resolution was attempted.

ACTION: Item will be brought back to the following ESP meeting.

- Minimum Criteria for Formal Grievances
 - John stated that the form should be completed.
 - Michelle stated that at level 1 nothing is in writing because they are trying to resolve the grievance. Michelle added that once something is in writing it is because it will be going to arbitration.
 - John stated that once the grievance gets to level 1 it becomes formal, and therefore requires the completed form.
 - Tammy suggested presenting all information during the informal phase, and if there were no resolution it would be moved to level 1, which makes it formal.

ACTION: Item will be brought back to the following ESP meeting.



Education Staff Professionals Meeting Minutes

- Class Action Grievances-(This item will be added to the next meeting's agenda.)

Notes

Next Meeting: Thursday, May 15, 2014, 4:15PM-6:00PM, Administrative Center

Agenda Suggestions

- Recognition of OCEA as Sole Bargaining Agent
- Notice of New Policies
- Leave to Serve as FEA, NEA or AFT Officer
- Letter of No Findings for Investigation
- Substitutes
- Personal Leave Days Before Paid Holidays
- Attempt at an Informal Resolution-Prior to a Formal Grievance
- Minimum Criteria for Formal Grievances
- Class Action Grievances
- Health Practices
- CPR Supplements
- Salaries
- Testing required for positions
- Job description and index
- History of Supplements for ESP's

Pluses

- Thanks John for the delicious chocolate cake!

Deltas

ADJOURNED at 5:15PM



Education Staff Professionals Meeting Minutes

Date: Thursday, June 23, 2014, 1:00PM - 3:00PM

Location: OCEA Office, Mabbette Street

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input type="checkbox"/>
Ines Escobar	VPK Paraprofessional	Poinciana Academy of Fine Arts	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	OCEA	President	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Mark Munas	Assistant Superintendent	School Support Services	<input type="checkbox"/>
Tammy Otterson	Chief	Human Resources	<input type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): Jason Hayes, Assistant Principal, Deerwood Elementary



Education Staff Professionals Meeting Minutes

COMMENCED at 1:09 PM

Mission Statement: Shirley Groff
Philosophy: Hector Escobar
Rationale: John Boyd
Salary and Fringes: Michelle VanderLey
Goals: Jason Hayes

Speaking Order: Michelle VanderLey

Time Keeper: Shirley Groff

Health Practices: Apryle Jackson/John Boyd

- John stated that disclaimer language was provided for the training, and that this issue was resolved.
- Daryla stated that paraprofessionals could be assigned to a certain student with no back up.
- Michelle stated that per her May 15 notes, subcategories for paraprofessionals would be established in order to see what could be done.
- Daryla stated that we need to make sure to have people who have gone through this, and who have the training; be a part of the subcommittee.
- Michelle suggested Daryla and/or Mandy be on the subcommittee on behalf of the district.

ACTION: Establish subcommittee and dates.

Contract Language re: Apryle Jackson/ John Boyd

- ~~Recognition of OCEA as Sole Bargaining Agent~~
- Notice of New Policies

ACTION: Following a fist of five vote, ESP members agreed to approve the draft change to existing contract language.

- Right to Notice of Change in Primary Work Assignment

ACTION: Following a fist of five vote, ESP members agreed to approve the draft change to existing contract language.

- Agendas of Faculty Meetings
 - Handout distributed to ESP members.
 - Apryle stated that she is not agreeable to the forty-eight hour advanced notice, as some administrators call last minute meetings.
 - John stated that he would present this to leadership suggesting that the meetings not be spontaneous.
 - Apryle suggested that ESP contract language be the same as the teachers' contract to preserve the same rights.
 - Michelle stated that we should be able to accommodate emergency meetings.
 - Daryla stated that faculty monthly meetings be scheduled beforehand.

ACTION: Item will be brought back to a future ESP meeting following leadership review.



Education Staff Professionals Meeting Minutes

- Leave to Serve as FEA, NEA or AFT Officer

ACTION: Following a fist of five vote, ESP members agreed to approve the draft change to existing contract language.

- Position Upgrade
 - Michelle stated that the absence of a process is creating many issues.
 - Tammy stated that this will soon be automated.
 - Michelle stated that when upgrades are denied employees are not being notified of the reason.

ACTION: Item will be brought back to a future ESP meeting following Chief Human Resource Officer review.

- Letter of No Findings for Investigation
 - Apryle stated that language is needed that states that the person under investigation was not 100% innocent but that there were insufficient findings.
 - John stated that he would bring the same language approved by the BLT members.

ACTION: Item will be brought back to a future ESP meeting.

- Substitute Pay
 - Handout distributed to ESP members.
 - Apryle stated that by adding this language to the contract provides a guideline that the schools can follow.
 - Daryla suggested tracking this to review data.
 - Apryle stated that some schools are having the same person cover in two different areas and not paying them.
 - John suggested adding the following language:
 - A total of
 - Greater
 - Daily
 - Michelle to draft the proposed language.

ACTION: Item will be brought back to a future ESP meeting.

- Personal Leave Days Before Paid Holidays
 - John stated that he would present this item to leadership for review.
 - Daryla stated that everyone should adhere to this, as coverage is much needed. Daryla suggested looking to see what other counties are doing.

ACTION: N/A



Education Staff Professionals Meeting Minutes

Subcommittee Meeting Dates and Members: Apryle Jackson/John Boyd

- Supplements
 - July 30, 2014, 1pm.
- Information Technology
 - July 30, 2014, 1pm.

ACTION: N/A

Notes

Next Meeting: Thursday, August 21, 2014, 4:15PM-6:00PM, TBD

Agenda Suggestions

- Leaving Early the Day Before a holiday.
- Agendas of Faculty Meetings
- Position Upgrade

Pluses

Deltas

ADJOURNED at 2:05PM



Education Staff Professionals Meeting Minutes

Date: Thursday, September 18, 2014 4:15PM - 6:00PM

Location: HR Conference Room, Human Resources Administrative Services, Building 3

ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): Jason Hayes, Assistant Principal, Highlands Elementary



Education Staff Professionals Meeting Minutes

COMMENCED at 4:20PM

Mission Statement: John Boyd
Philosophy: Hector Acosta
Rationale: Daryla Bungo
Salary and Fringes: Elaine Copeland
Goals: Ines Escobar

Speaking Order: Shirley Groff

Time Keeper: Apryle Jackson

MOU re: Collaborative Bargaining: John Boyd

- Handout distributed to ESP members.
- John Boyd explained that the only change in this MOU is the updated year.

ACTION: Following a fist of five vote, ESP members agreed to approve this item as submitted.

MOU re: Union-Management Meetings: John Boyd

- Handout distributed to ESP members.
- John Boyd explained that the number of meetings was reduced from three (3) to two (2).

ACTION: Item will be brought back to a future ESP meeting.

Substitute Pay: John Boyd

- Handout distributed to ESP members.
- John Boyd explained that the MOU was previously approved, but required all party signatures.

ACTION: Item was executed by all parties and submitted as approved.

Early Dismissal Prior to a Holiday: Apryle Jackson/ Barbara Gleason

- Shirley Groff stated that it is most difficult for those employees who have bus duty to leave early when the buses are rarely on time.
- John Boyd stated that he would take this concern to Mr. Tom Phelps, and added that it might be an option to allow early dismissal on a subsequent day.

ACTION: N/A

Subcommittee Reports: Apryle Jackson/ Barbara Gleason

- Barbara Gleason stated that the primary discussion was about the following topics:
 - Data Entry Clerks
 - How to divide the duties of the data entry clerks
 - Maybe having different levels such as the secretary positions
 - Board Leave
 - Is being abused
 - Barbara Gleason provided examples discussed at subcommittee
 - Data Clerk Stipend
 - Adding the stipend monies to the salary and getting rid of the stipend



Education Staff Professionals Meeting Minutes

- Todd Seis stated that schools are staffed based on the schools need, and if stipend monies are used toward salaries, staffing based on need will have to stop.

ACTION: N/A

Extended Day Health and Safety Issues/District Safety Committee: Apryle Jackson/ Barbara Gleason

- Michelle VanderLey stated that she is concerned that there is no safety committee or a process for reporting a safety violation.
- John Boyd requested information on the particular teacher whose student/teacher ratio is 57 to 1, to try to bring a solution to the concerns.

ACTION: N/A

Professional Development Courses for ESPs/ Professional Support Staff Inservice Committee: Apryle Jackson/ Barbara Gleason

- Apryle Jackson stated that OCEA would like to offer in-service opportunities to district employees. Apryle added that it has been challenging to get this approved by the district.
- John Boyd suggested committees be revisited in order to facilitate these opportunities.
- Apryle Jackson stated that per the contract, OCEA is able to appoint members to committees without superintendent approval. Apryle added that principals are no allowing OCEA members to be part of the committees unless they receive superintendent approval.
- Todd Seis stated that he would look into this to make sure the contract is being followed.

ACTION: N/A

Floaters: Apryle Jackson/Barbara Gleason

- Barbara Gleason made the following points:
 - The definition of a floater is too broad.
 - They do not have a set schedule.
 - They are not given enough notice of what their schedule will be.
- Tammy Cope-Otterson explained that a floaters schedule is flexible, and that in situations where someone calls in sick, there is no way of advising the floater until it is known.
- Michelle VanderLey stated that it is not stated in the job description that they float.
- Tammy Cope-Otterson stated that she will look into the floaters job description.
- Barbara Gleason asked if floaters are trained in some way.
- John Boyd answered that floaters have an orientation that occurs in August.

ACTION: N/A

Notes

- Agenda items to be sent to John Boyd no later than one week prior to the next scheduled meeting.

Next Meeting: Thursday, October 23, 2014, 4:15PM-6:00PM, OCEA

Agenda Suggestions



Education Staff Professionals Meeting Minutes

Pluses

- Thanks for the great snacks!
- We were done early!
- Congrats on the new HR facility!

Deltas

ADJOURNED at 5:04PM



Education Staff Professionals Meeting Minutes

Date: Thursday, October 23, 2014 4:15PM - 6:00PM

Location: Conference Room, OCEA, Mabbette Street

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
Linda Schroder-King	Director	ESE	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 4:25PM

Mission Statement: John Boyd
Philosophy: Daryla Bungo
Rationale: Jason Hayes
Salary and Fringes: Elaine Copeland
Goals: Hector Acosta

Speaking Order: Elaine Copeland
Time Keeper: Todd Seis

MOU re: Union-Management Meetings: John Boyd

- Handout distributed to ESP members.

ACTION: Following a fist of five, ESP members approved the MOU as submitted.

Subcommittee Meetings: John Boyd/ Apryle Jackson/ Barbara Gleason

- Handout distributed to ESP members.
- John Boyd reminded members that though most matters are discussed, a courtesy is being extended for the items that are management right.
- Apryle stated that there needs to be an OCEA representative when ESP's have meetings.
- Apryle also mentioned that during certain meetings paraprofessionals are being asked to provide childcare for staff members children. This is not acceptable.

ACTION: N/A

Cross Training: Barbara Gleason

- Apryle Jackson suggested cross training those who are often assisting in other positions.

ACTION: OCEA will draft proposed language to present at a future ESP meeting.

Job Descriptions: Barbara Gleason

- Apryle Jackson stated that some job descriptions are obsolete and therefore should be revised.
- John Boyd stated that administration does not want anyone to have to do more work and be paid less money.

ACTION: OCEA will draft a list of job descriptions needing revision to present at a future ESP meeting.

Reduction in Force (RIF) Notification Language: Barbara Gleason

ACTION: OCEA will draft proposed language to present at a future ESP meeting.

Job Assignments for Next Year: Barbara Gleason

ACTION: N/A



Education Staff Professionals Meeting Minutes

Paraprofessionals Filling as Teachers: Barbara Gleason

- Apryle Jackson described a situation where a paraprofessional, who could not pass her certification, was assigned as a teacher to a class. Apryle added that this paraprofessional is doing all the work as a teacher, but is not being paid as such.
- John Boyd stated that the paraprofessional should not be assigned as a teacher if she does not pass her certification.
- Apryle Jackson stated that the paraprofessional was not aware that she was assigned as a teacher.
- Linda Schroder-King stated that this needs to be looked into as the district could get into a lot of trouble.

ACTION: Linda Schroder-King will look into this item.

Letter of Closure: Barbara Gleason

- Handout distributed to ESP members.
- John Boyd proposed meeting with local law enforcement in order to clarify the procedures.

ACTION: OCEA & SDOC members will coordinate a meeting with law enforcement.

Professional Development Day for ESP's: Barbara Gleason

- John Boyd thought this was a great idea, and asked members for creative ways to make this happen.
- Apryle Jackson suggested using the same professional development day as the teachers do.
- Todd Seis asked if a list could be compiled indicating what jobs need to be a part of this.
- Apryle Jackson stated that there needs to be training for paraprofessionals on how to deal with students in certain situations, specifically ESE.
- Darla Bungo stated that the trainings are available, but there needs to be a time and date for the ESP employees to do this.
- Apryle Jackson suggested making the professional development day one full day, to make this more feasible for teachers.
- Jason Hayes suggested a follow up training after the original training for understanding and retention.
- John Boyd suggested having software on the computer that could help guide those in clerical positions.

ACTION: N/A

Early Dismissal Before a Holiday: Barbara Gleason

- Apryle Jackson stated that the office staff has to stay every time before a holiday. Apryle suggested adding language to the contract stating that everyone needs to rotate in order for everyone to have a chance to take off.

ACTION: OCEA will draft proposed language to present at a future ESP meeting.



Education Staff Professionals Meeting Minutes

Notes

Agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.

**Next Meeting: Thursday, November 20, 2014 4:15PM-6:00PM
Human Resources Administrative Services Conference Room 3**

Agenda Suggestions

- Salaries
- Professional Development Days for Paraprofessionals

Pluses

- Great Chicken!
- Food was great!
- Great team work!

Deltas

ADJOURNED at 5:15PM



Education Staff Professionals Meeting Minutes

Date: Thursday, November 20, 2014 4:15PM - 6:00PM

Location: Human Resources Administrative Services, Conference Room Building 3

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 4:22PM

Mission Statement: Todd Seis
Philosophy: Jason Hayes
Rationale: Hector Acosta
Salary and Fringes: Apryle Jackson
Goals: Barbara Gleason

Speaking Order: Jason Hayes
Time Keeper: Daryla Bungo

Omitted Contract Language from 2013 Ratification: John Boyd

- Handout was distributed to ESP members.

ACTION: Following a fist of five, ESP members approved to add contract language to the existing contract and prepare a revised copy.

Early Dismissal Before a Holiday: Barbara Gleason

- Handout was distributed to ESP members.

ACTION: Item will be brought back to a future ESP meeting.

Paraprofessionals Filling as Teachers: Barbara Gleason

- Apryle Jackson stated that it is okay if the paraprofessionals are helping but it is not okay for them to do the teachers job.

ACTION: Item will be brought back following draft of language to include that paraprofessionals cannot be used as teachers of record.

Job Assignments for the Next Year: Barbara Gleason

- Handout was distributed to ESP members.
- Apryle Jackson stated that the proposed language is the same language the teachers have. Apryle added that this language would prevent ESP's from being told at the last minute of their job assignment changes.
- Barbara Gleason described a case where an employee was told they were being moved from a twelve month to a ten month position on the last day of school. Barbara added that this is a big deal for those that count on the money they make.

ACTION: Item will be brought back to a future ESP meeting.

Reduction in Force (RIF) Notification Language: Barbara Gleason

- OCEA will email the proposed language to John Boyd for review.

ACTION: Item will be brought back to a future ESP meeting.



Education Staff Professionals Meeting Minutes

Professional Development Day for ESP's: Barbara Gleason

- Apryle Jackson will prepare a list to share with ESP members.

ACTION: Item will be brought back to a future ESP meeting with proposed language from OCEA.

Salaries: Barbara Gleason

- Apryle Jackson stated that we have to separate bargaining units and honor each one independently.
- Todd Seis made the following points:
 - Our savings is dwindling, because we are having to use it constantly.
 - If we have availability to give a monetary salary increase, the goal is to give it to all groups equally.
 - The money given by the state is not enough to use for a salary increase.
 - We are looking forward to being able to operate on a balanced budget next year.

ACTION: Item will be discussed at subcommittee and brought back to a future ESP meeting.

Notes

- Agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.

Next Meeting: Thursday, December 18, 2014, 4:15PM-6:00PM, OCEA

Agenda Suggestions

- Early Dismissal Before a Holiday
- Paraprofessionals Filling as Teachers
- Job Assignments for Next Year
- Reduction in Force (RIF) Notification Language
- Professional Development Day for ESP's
- Salaries
- Evaluation Timelines in Contract For Paraprofessionals
- Reassignment & Cross-Training

Pluses

- Food was delicious!
- The goals in large print is great!

Deltas

ADJOURNED at 5:27PM



Education Staff Professionals Meeting Minutes

Date: Thursday, December 18, 2014 4:15PM - 6:00PM

Location: OCEA, Conference Room, Mabbette Street

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input type="checkbox"/>
Ines Escobar	VPK Paraprofessional	PAFA	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 4:30PM

Mission Statement: Michelle VanderLey
Philosophy: Todd Seis
Rationale: Linda Schroder-King
Salary and Fringes: Jason Hayes
Goals: Tammy Cope-Otterson

Speaking Order: Linda Schroder-King

Time Keeper: Hector Acosta

Reduction in Force (RIF) Notification Language: Barbara Gleason

- Handouts distributed to ESP members
- Michelle VanderLey discussed the Modification of Primary Assignment handout.
- Apryle Jackson stated that this letter would cover work assignments for paraprofessionals at the end of the school year.
- Tammy Cope-Otterson discussed the handout of the template she prepared.
- Apryle Jackson stated that many are being told the last day of school that there are no positions for them for the next school year.
- Jason Hayes stated that at times things are out of your control due to certain situations. Jason added that we need to make clear when this is arbitrary and when it is mandatory.
- Apryle Jackson stated that if things need to be moved around, the employee should be advised in writing as soon as possible.
- Linda Schroder-King stated that there are certain situations where students move and changes need to be made.
- Michelle VanderLey asked if there was data on how many employees have been affected.
- Apryle Jackson stated that in many cases the paraprofessionals do not know about the change until their first day back. Apryle added that when changes are made, employees should be notified to give them a chance to make the determination of whether they want to accept the change or seek new employment.
- Tammy Cope-Otterson stated that administrators are advised to notify the employee first before they make any changes.
- Todd Seis stated that the budgets are set for FTE based on the projected student growth.

ACTION: Item will be brought back to a future ESP meeting.

Reassignments and Cross-Training: Barbara Gleason

- Handout distributed to ESP members.
- Michelle VanderLey stated that the purpose of this language is for people who want to do this, and learn other skills. Michelle added that the person covering would get the higher rate of pay for the position they are covering.
- Apryle Jackson described a case at Liberty High School where the clerk typist was covering since the beginning of the school year for the bookkeeper and only paid her regular salary.
- Tammy Otterson stated that the principal in this case was asked to prepare a contract for the clerk typist.



Education Staff Professionals Meeting Minutes

- Todd Seis stated that if the person covering does not meet the requirements to perform that job, they should not be entitled to the same rate of pay. Todd added that this should be used as a way for employees to learn new skills and cross train.

ACTION: Item will be brought back to a future ESP meeting.

Evaluation Timeline: Barbara Gleason

- Handout distributed to ESP members.
- Apryle Jackson made the following points:
 - The deadline should be for the last Wednesday of the last full week in May.
 - This date will force administrators to get this done prior to the last day of school.
 - If administrators do not comply, a grievance would be issued depending on the circumstance.
- Tammy Cope-Otterson stated that she will be looking into this.
- Michelle VanderLey stated that this would apply to those covered by the ESP contract.
- Tammy Cope-Otterson stated that the MyPGS system assessments are computerized, allowing us to pull reports and see what is going on.
- John Boyd stated that there should be a set date, because the employee has the right to know in a timely manner.
- Linda Schroeder-King stated that sometimes it can get busy, so having a timeline would help, and allow for a one on one.
- John Boyd stated that the ESP morale is going down because they do not feel valued.
- Barbara Gleason stated that this allows input from employee- should they need a change, and takes out the element of surprise.

ACTION: Item will be brought back to a future ESP meeting following data analysis.

Salaries: Barbara Gleason

- Handouts distributed to ESP members.
- Michelle VanderLey discussed salary minimums from Polk County and Orange County.
- Tammy Cope-Otterson stated that Osceola County's salary is greatly above Orange County's. Tammy advised ESP members that she will be doing a side-by-side comparison.
- Todd Seis suggested we not compare our salary schedule with those of other districts and work to address our district's unique needs.
- Barbara Gleason verbally proposed a pay raise of 8%.

ACTION: Item will be brought back following submission of OCEA proposal, and Finance Department response.



Education Staff Professionals Meeting Minutes

Notes

- Agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.

Next Meeting: Thursday, January 15, 2015, 4:15PM-6:00PM, HRAS, Conference Room

Agenda Suggestions

- Reduction in Force (RIF) Notification Language
- Reassignments and Cross-Training
- Evaluation Timeline
- Salaries
- Election Day language

Pluses

- Awesome food! Thanks Apryle!
- Great Christmas tree!
- Happy Holidays!

Deltas

ADJOURNED at 5:40PM



Education Staff Professionals Meeting Minutes

Date: Thursday, January 15, 2015 04:15PM - 06:00PM

Location: Human Resources Administrative Services, Conference Room Building 3

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Annabelle Figueroa	Paraprofessional	Extended Day	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals Meeting Minutes

COMMENCED at 04:17 PM

Mission Statement: Todd Seis
Philosophy: Jason Hayes
Rationale: Sue Schoon
Salary and Fringes: Apryle Jackson
Goals: Barbara Gleason, Shirley Groff, Elaine Copeland, Linda Schroder-King & Daryla Bungo

Speaking Order: Daryla Bungo

Time Keeper: Hector Acosta

Election Day: Apryle Jackson/ John Boyd

- Handout distributed
- Apryle Jackson stated that many teachers were not able to vote because their school had open house on Election Day.
- John Boyd stated that per the language on the handout, if the employee has to stay late on Election Day the administrator will have to make special arrangements ahead of time for early voting.

ACTION: Following a fist of five vote members agree to approve language as submitted.

Reduction in Force (RIF) Notification Language: Barbara Gleason

ACTION: Item will be brought back to a future ESP meeting.

Reassignments and Cross-Training: Barbara Gleason

ACTION: Item will be brought back to a future ESP meeting.

Evaluation Timeline: Barbara Gleason

ACTION: Item will be brought back to a future ESP meeting.

Professional Development Day: Barbara Gleason

ACTION: Todd Seis will bring data for this item to a future ESP meeting.

Salaries: Barbara Gleason

- Handout distributed
- Todd Seis made the following points:
 - The state under projected the FTE statewide growth.
 - There is a 1.3 million dollar shortfall.
 - We have to allocate the same pot of money to more students.
 - All districts are feeling this shortfall.
 - Our budget started with an additional \$15.5 million.



Education Staff Professionals Meeting Minutes

- After Charter School and McKay appropriations, we were left with approximately \$5.5 million.
- This \$5.5 million has been appropriated to include, but not limited to:
 - End of course assessments
 - FRS rate increases
 - Utilities
 - Transportation
 - Salary level increases
 - Telecommunications/bandwidth increases
 - Dual enrollment
- Last year the School District was 5.8 million dollars in the negative.
- This year the School District will be 5.1 million dollars in the negative.
- Salaries and benefits take about 80% of the budget.
- There is no money coming from the state to fund raises.
- Apryle Jackson stated that in 2008 salaries were frozen, because employees were told there was no money. Meanwhile, the unrestricted funds account continued to grow. Apryle added that because they had been lied to this fund is always looked at closely.
- Both Daryla Bungo and Linda Schroeder-King stated that in 2008, there were many employees who lost their jobs that were never recovered.

ACTION: Item will be brought back to a future ESP meeting.



Education Staff Professionals Meeting Minutes

Notes

- Final agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.

Next Meeting: Thursday, February 19, 2015, 04:15PM-06:00PM OCEA

Agenda Suggestions

- Reduction in Force Notification Language
- Reassignments and Cross-Training
- Evaluation Timeline
- Professional Development Day
- Salaries
- Benefits – Amanda Kraft (nurse), Todd Seis and Apryle Jackson to be part of this committee
- Improvement Plan Language

Pluses

Deltas

ADJOURNED at 5:10 PM



Education Staff Professionals Meeting Minutes

Date: Thursday, February 19, 2015, 04:15PM - 06:00PM

Location: OCEA Mabbette Street Conference Room

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Annabelle Figueroa	Paraprofessional	Extended Day	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input type="checkbox"/>
Jacquelyn Lopez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): Ines Escobar, Paraprofessional, Poinciana Academy of Fine Arts
Jose Gonzalez, Director of Budget, Business & Finance



Education Staff Professionals Meeting Minutes

COMMENCED at 04:15 PM

Mission Statement: Michelle VanderLey
Philosophy: Hector Acosta
Rationale: Apryle Jackson
Salary and Fringes: John Boyd
Goals: John Boyd

Speaking Order: Michelle VanderLey

Time Keeper: Hector Acosta

Reduction in Force (RIF) Notification Language: Barbara Gleason/ Tammy Otterson

- Handout distributed to BLT members.
- Tammy Cope-Otterson stated that there is a letter for reduction in force that outlines the contract language, and provides contact information, should the employee have questions. It will be made available to principals to give to employees who are on this list.

ACTION: Following a fist of five, members agreed to approve proposed contract language as submitted.

Reassignments and Cross-Training: Barbara Gleason/ Tammy Otterson

- Handout distributed to BLT members.
- John Boyd stated that this language was previously presented.

ACTION: This item will be discussed at a future subcommittee meeting. Meeting dates will be scheduled for additional subcommittee meetings.

Evaluation Timeline: Barbara Gleason/ Tammy Otterson

ACTION: Following a fist of five, members agreed to approve proposed contract language as submitted.



Education Staff Professionals Meeting Minutes

Professional Development Day: Barbara Gleason

- Handout was distributed to ESP members.
- Jose Gonzalez advised members that the Leadership team is willing to look into this proposal.
- Hector Acosta stated that this is an investment and should be stated that way in the proposal.
- John Boyd stated that this is something that could be considered for next year's budget.
- Linda Schroeder- King agrees that this is an investment, and is prepared to budget it from the ESE grant.
- Barbara Gleason stated that the lack of training is a big problem amongst her peers.
- John Boyd stated that the Leadership Team acknowledges that this needs to be done.
- Apryle Jackson stated that she is concerned about extended day, and believes a day where they are not taken away from their work site, would be most beneficial.
- Tammy Otterson stated that they could use the days when the kids are not in the program
- Annabelle Figueroa agreed that Extended Day employees have days where children are not attending the program, which can be used for this purpose.

ACTION: Item will be brought back to a future meeting.

Professional Improvement Plan Due Process: Barbara Gleason

- Apryle Jackson stated that the 30-day timeline might not be an appropriate amount of time in some cases. Apryle added that certain employees are being put on a professional improvement plan, when they were never properly trained to do their job.
- John Boyd stated that employees have the right to voice their concerns and have input on the plan that is being made for them.
- Tammy Cope-Otterson stated that templates are provided to administrators to give to employees.
- Daryla Bungo stated that a timeline less than 30 days should be considered depending on the case. Daryla added that when administrators have a discussion with employees about their daily duties and work load, to try to help, the employee confuses this for an improvement plan.
- Michelle VanderLey stated that the biggest issue is the communication and procedural gap.
- Apryle Jackson stated that communicating with the employee first and trying to work the problem out should be the first step administrators should take. Many administrators skip this step, and never give the employee the chance to make a change before being put on a plan.

ACTION: This item will be addressed with principals to ensure that they are following the appropriate procedures.



Education Staff Professionals Meeting Minutes

Salaries and Benefits: Barbara Gleason

- Jose Gonzalez was speaking on behalf of Todd Seis who was away at a conference.
- Handout distributed to BLT members. This was the written response to OCEA's proposal.
- Apryle Jackson made the following points:
 - She does not agree with number on handout. FTE increase was over \$30 million. We are getting more money and can adjust monies for salaries.
 - She does not agree with the amount of money that was spent on BYOD.
 - There was a budget increase, and therefore, she does not understand how the District is in the red 5.1 million dollars.
 - A raise for both units, ESP and BLT, would total an estimated \$3.1 million.
 - The ESE Department needs more money. ESE teachers and paraprofessionals are suffering.
- Hector Acosta stated that many of his colleagues are concerned about not getting a raise. Hector added that there is money being spent to rent portables that are not being used. He requests data on where the monies are being spent.
- Jose Gonzalez stated that the portables are paid through capital fund, which cannot be used for salaries.
- Hector Acosta stated that there is money above the required amount in the reserve that could be used for raises. Many employees have fallen behind due to salaries. Employees are worried.
- Michelle VanderLey stated that the District is still recovering from the layoffs that occurred during the Grego administration.
- Linda Schroeder-King stated that the ESE department has received much support from finance. Linda added that there has been a reduction in funds due to missing paperwork.
- John Boyd stated that he would look into the portable issue if given the sites in question.
- Apryle Jackson stated that salaries should be priority when doing the budget for next year.
- Hector Acosta stated that employees are stressed out because they are working more and being paid less.
- John Boyd stated he would share their concerns with the Superintendent.

ACTION: Item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Notes

- Final agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.

Next Meeting: Thursday, March 19, 2015 04:15PM-06:00PM HRAS

Bargaining Leadership Team Training has been scheduled for:

- **March 12, 2015, 02:00-04:00 PM**
- **Human Resources Portable B**
- **799 Bill Beck Blvd, Kissimmee, FL 34744.**

Agenda Suggestions

- Subcommittee updates

Pluses

- Great fried chicken!
- Terrific rice and beans! Thanks, Ines!

Deltas

ADJOURNED at 05:10 PM



Education Staff Professionals Meeting Minutes

Date: Thursday, April 16, 2015, 04:15PM - 06:00PM

Location: OCEA Mabbette Street Conference Room

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Annabelle Figueroa	Paraprofessional	Extended Day	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Randy Shuttera	Principal	Cypress Elementary	<input checked="" type="checkbox"/>
Kim Fowler	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): Ines Escobar, Paraprofessional, Poinciana Academy of Fine Arts



Education Staff Professionals Meeting Minutes

COMMENCED at 04:17 PM

Mission Statement: Apryle Jackson
Philosophy: Michelle VanderLey
Rationale:
Salary and Fringes:
Goals:

Speaking Order: Michelle VanderLey

Time Keeper: Jason Hayes

Reflection of progress together:

- Contract Language was distributed to members for signature.

Reassignments and Cross-Training:

- Michelle VanderLey stated that in November, contract language was proposed, and that a subcommittee should be assigned.
- Michelle VanderLey asked whether employees get the rate of pay for the position that they fill in the absence of the regularly assigned employee.
- Todd Seis asked whether employees so assigned should get that rate of pay if they are not effective in the reassigned position.
- Michelle VanderLey stated that management could exercise their right and question the effectiveness of the employee's performance.

ACTION: The reassignment/ cross-training subcommittee will be May 27, 2015, 3:00pm.

Professional Development Day: Barbara Gleason

- Todd Seis stated that details for this item should be completed by the end of the school year and included in next year's budget.
- Michelle VanderLey stated that the language regarding this should be completed by end of the current school year.

ACTION: Todd Seis and Michelle VanderLey will continue to work on this item.

Uniforms for Extended Day:

- Annabelle Figueroa began the discussion regarding uniforms for Extended Day employees by stating the following: Uniform shirts are provided, however, are not equal for everyone. Some uniform shirts do not fit overweight individuals. Employees are given two shirts to wear for the week (5 days). Some shirts are left over (used) that have been turned in by previous employees.
- Michelle VanderLey pointed out that the Extended Day handbook states that assistants and leads are required to wear uniforms. The uniform is a polo type shirt with the Extended Day logo. Failure to wear the uniform shirt could lead to insubordination. When an employee leaves the program, they are to return the shirt(s). Some uniform shirts are actually worn for 2 to 3 years, turned in when the employee leaves, and then given out to another employee. The yellow uniform shirt is to be worn on Monday, Tuesday is the dark blue uniform shirt, Wednesday is the light blue uniform shirt, Thursday is black, and Friday is the red uniform shirt.



Education Staff Professionals Meeting Minutes

- Todd Seis stated that employees should be given the appropriate uniform size. Todd also stated that Extended Day operates independently from the K-12 system and that policy should be changed or employees could buy their own uniforms.
- Barbara Gleason stated if employees are required to wear uniform shirts, then they must be provided.
- John Boyd stated that if only two uniforms are given, perhaps employees could wear the uniform shirts on the 2 days that they have more interaction with parents.

ACTION: This item will be address at a later meeting.

Lap Tops and Forms of Communication:

- Apryle Jackson began the discussion by asking if Extended Day employees use their own personal cell phones when they need to make a telephone call, some employees do not have unlimited minutes. She also stated that it is not a good idea for employees to use their own cell phones to call parent/guardian(s). One solution could be to surplus laptops and thereby communicate via First Class email.
- Annabelle Figueroa stated that Extended Day employees have no computer and no phone access. She stated that she has let parents use her own personal cell phone.
- Todd Seis asked if the schools had a landline that employees could use. Annabelle stated, "No."
- Todd Seis asked about surplus computers and stated that he will check to see if Extended Day could use surplus computers and what the availability of such computers is.
- Hector Acosta stated that the Extended Day manual is outdated and needs to be revised.
- John Boyd made a list of the concerns and will check with Lissette Brizendine to come up with a solution.
- Sue Schoon asked about the use of 2-way radios for Extended Day. Annabelle responded that nothing has been set aside for Extended Day's use.
- Apryle Jackson added that if 2-way radios are used, the employee must sign for the radio and will be responsible for lost or damaged radios.

ACTION: This item will be address at a later meeting.

Summer hours for Extended Day: Annabelle Figueroa

- Annabelle Figueroa began discussions regarding summer hours for Extended Day employees by stating that 10-month employees are not required to work 2 sessions during the summer. She stated that no one wants to work the second session, 12-month employees must work both sessions, and sometimes employees have to work with other employees who do not have the experience needed.
- Michelle VanderLey stated that vacations could be denied because the employee had to sign up for two summer sessions.
- John Boyd asked why an employee would sign up for two sessions and then request vacation.
- Shirley Groff stated that Extended Day employees are not permitted to miss any days.
- Daryla Bungo asked if the Extended Day summer camp is all day, Monday through Friday. As well as who is in charge of Friday administrative responsibilities? Annabelle stated that the lead Extended Day employee assumes the administrative responsibilities. She also added that most field trips are scheduled for Friday.

ACTION: This item will be addressed with at a later meeting.



Education Staff Professionals Meeting Minutes

Professional Improvement Plan Due Process: Barbara Gleason

- Barbara Gleason stated that the language was already in place and will bring back this item to bargaining at a later date. She is still working with Tammy Cope-Otterson on this.

ACTION: This item will be addressed with at a later meeting.

Summer Employment: Apryle Jackson

- Apryle Jackson stated that Extended Day employees are given first consideration for summer employment and cannot be on an improvement plan. She also stated that cafeteria employees are working Extended Day summer camps as well as ESE paraprofessionals, and that “they are given the ability to work instead of instructional employees.”
- Todd Seis stated that he disagrees with ESE paraprofessionals “given the ability to work over instructional employees.” He also states that there is an advantage to having a highly qualified employee working with students.
- Apryle Jackson stated that she can see the benefits, however, ESP are paid so little.
- John Boyd agreed and stated that a teacher may not be qualified to, as an example, change diaper/feed ESE students.
- Annabelle Figueroa asked why we hire from other departments when we have Extended Day employees who want to work.
- Michelle VanderLey stated that Extended Day is self-sufficient and generates its own money. She questioned why preferred treatment is not given to Extended Day employees if they generate their own money.
- Todd Seis suggested that the work be split up to give more work to others and not to a small number of employees.
- Apryle Jackson pointed out that an employee who works in another department during the school year and then works Extended Day over the summer must be trained.
- Annabelle Figueroa questioned who hires for summer. Daryla Bungo answered that Valerie Wilkerson is supervisor of Extended Day, and that Anna Buckingham hires.
- Apryle Jackson questioned how Extended Day employees sign their contracts electronically with no assigned access to computers. She also stated that we need to be proactive this year with supplying Extended Day with computers.

ACTION: This item will be addressed with at a later meeting.

Salaries and Benefits: Barbara Gleason

- Michelle VanderLey stated that ESP be the same language in the teacher contracts. The 8% raise was denied and turned down, but there was no other response.
- Todd Seis stated that there is no money to add for recurring expenses in the budget. The House’s/Senate’s long-range projections show controlled spending.
- Michelle VanderLey stated that during the Executive Session of the school board meeting on March 17, 2015, the board stated that they want to operate at a balanced budget.
- Hector Acosta made the comment that inflation is increasing, food is increasing. “We are losing employees – Texas is hiring.”
- Todd Seis stated that he shared Hector’s concerns and that he too, is frustrated with the situation, however, the state is not sending enough money.
- Sue Schoon stated that Walmart’s starting pay is higher than what our school paraprofessionals make. On the news, McDonald’s employees are picking wanting to be paid \$15.00 per hour.



Education Staff Professionals Meeting Minutes

- Barbara Gleason questioned the 3.7% often referred to as a rainy day fund and when it could be used since our paraprofessionals are hurting financially.
- Michelle VanderLey asked Todd Seis what it would cost to bring ESP up a step.
- Todd Seis stated that \$400,000 is budgeted each year for this
- Michelle VanderLey proposed that paraprofessionals be paid for their degrees equitable to what teachers get paid.
- John Boyd stated that certain positions do receive a supplement, however he does not see this as the same as a teacher.

ACTION: Item will be brought back to a future meeting.

Notes

- Final agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.

Next Meeting: Thursday, May 21, 2015, 04:15 PM – 06:00 PM, Human Resources Administrative Services, Building 03, Conference Room 03

Agenda Suggestions

Pluses

N/A

Deltas

N/A

ADJOURNED at 05:40 PM



Education Staff Professionals Meeting Minutes

Date: Thursday, May 21, 2015, 04:15PM - 06:00PM

Location: Human Resources Administrative Services, Building 03, Conference Room 03

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Annabelle Figueroa	Paraprofessional	Extended Day	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
Kim Fowler	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): Valerie Wilkerson, Extended Day
Clyde Wells, Chief Facilities Officer
Anna Buckingham, Director of Pre-K and Extended Day



Education Staff Professionals Meeting Minutes

COMMENCED at 04:15 PM

Mission Statement: Michelle VanderLey
Philosophy: Barbara Gleason
Rationale: Daryla Bungo
Salary and Fringes: Apryle Jackson
Goals: Shirley Goff

Speaking Order: Jason Hayes

Time Keeper: Michelle VanderLey

Reflection on Our Progress Together: Barbara Gleason

- Barbara Gleason stated a reflection of progress was summarized in the email sent to members with meeting details.

Professional Improvement Plan Due Process: Barbara Gleason

- Tammy Otterson stated that administration will meet with employee(s) who are put on an improvement plan.
- Michelle VanderLey commented that you cannot put an employee in a new job without training the employee and expect them to know the job and when they do not know the job, put them on an improvement plan.
- John Boyd referenced a data entry clerk who was put on an improvement plan within two months of starting the job.
- Barbara Gleason stated that an attendance clerk (at a school) was put on an improvement plan, yet had no training.
- Apryle Jackson stated that before an employee is put on an improvement plan, administration should meet with the employee and explain to the employee that if no improvement is made then he/she will be placed on an improvement plan. Apryle also stated that an employee cannot be put on an improvement plan for a job that is not their job. Apryle would like to see language in the contract that states that an employee cannot be put on an improvement plan if the job is not their job.
- Tammy Cope-Otterson stated that there is language in the contract that states an administrator is to let the employee know ahead of time regarding performance issues as well as requesting to meet with the employee. The employee has a right to union representation. The employee must be told this before the meeting.
- Nate Fancher suggested meeting with the employee ahead of time to verbalize what they are doing incorrectly so that they can have time to improve upon it.
- Apryle Jackson stated that if the employee in question is not a member of the union, the union will not represent him/ her. The union will not represent an individual even if they are given a warning. Apryle also stated that school site representatives cannot represent them (employee) in a meeting.
- Barbara Gleason asked where and when does the training occur. Barbara also stated that there are employees who have been in the district for a number of years and who are moved around due to not improving, yet they have no improvement plan.
- Michelle VanderLey stated that the issue is training. Michelle gave the example of an ESE paraprofessional in an autistic unit who did not understand autism and needed training concerning the volume of her voice as a trigger for these students.
- Nate Fancher asked whether a list of trainings that must be taken beforehand exists.



Education Staff Professionals Meeting Minutes

- Linda Schroder-King stated the District offers training for ESE paraprofessionals.
- Todd Seis asked Tammy Cope-Otterson if every job description had a list of training that an individual should attend.
- Tammy Cope-Otterson stated that Human Resources does not maintain a list of trainings due to limited staff and the volume of changes in staff and trainings.

ACTION: Item will be brought back to a future meeting.

Uniforms for Extended Day: Barbara Gleason

- John Boyd stated that there have been concerns regarding the Extended Day uniforms, the correct size for employees of larger sizes and that employees only received two uniforms for five days. If an employee does not wear the uniform, it is considered insubordination.
- Apryle Jackson stated if Extended Day employees are required to wear uniforms (Monday-Friday) then they should be given five uniforms. Apryle suggested that Extended Day change uniform colors to red and black. She stated that no one should be required or expected to buy their own uniforms.
- Barbara Gleason stated that according to the Extended Day Handbook, all Extended Day employees are required to wear Extended Day polo shirts on a daily basis and that not wearing an Extended Day polo shirt (uniform) would be considered insubordination. Barbara stated that not all Extended Day employees are getting five polo shirts (uniforms). The Extended Day uniform is the same for the summer months with the exception of allowing Bermuda shorts to be worn.
- Todd Seis asked when Extended Day employees are provided with uniforms.
- Valerie Wilkerson stated that two to three shirts are given to Extended Day employees at the beginning of each school year, an additional two to three shirts are also given in the middle of the school year, and another two to three shirts are given at the beginning of the summer. Initially, specific shirt colors were required, but not anymore. Valerie stated that as long as the shirt is an Extended Day shirt, employees can wear them, but the shirt must have an Extended Day logo on it. Valerie added that full-figured women's shirts sometimes shrink; she has had only one employee who asked if she could purchase additional shirts, and that employee was told no. Valerie stated she has since looked at other companies/ vendors to purchase shirts of better quality.
- Tammy Cope-Otterson stated that some of the high schools have programs on campus that embroider shirts. Tammy asked Valerie how many shirts employees typically receive throughout the school year.
- Valerie Wilkerson stated employees receive nine shirts per year including summer. She also stated that when we (Extended Day) purchase shirts from a vendor, all employees have the same type, color, embroidery – all look the same. Valerie stated to the group, if anyone had other suggestions for purchasing shirts (uniforms), she was open to looking at other avenues. Valerie stated that every year for the past 15 years, employees have received nine shirts per school year, including summer. She also stated that the polo shirts, worn during the school year, are not the same as the shirts that are worn during the summer.
- Todd Seis asked the question, "Do we have a color code for each day of week?"
- Valerie Wilkerson responded that, "Initially they did have a color code for each day of the week, but not anymore. Instead of 5 colors, they have narrowed it down to 2 colors."
- Todd Seis reiterated what had been discussed earlier for clarification purposes: New hires are given five shirts, two additional shirts mid-year, and then another two shirts during summer. Todd asked Barbara Gleason, "Does contract state what color they must wear on certain days?"
- Barbara Gleason stated, "No, not in contract."



Education Staff Professionals Meeting Minutes

- Valerie Wilkerson stated that when employees return each school year for orientation, training, CPR etc., one of the items discussed is uniforms. Valerie also stated that she would like all Extended Day employees to have and wear an Extended Day uniform, and the color does not matter. Valerie had an employee who needed an extra shirt and she was given an extra shirt. Valerie had her sign for the shirt, and the employee had no problem doing so.
- Nate Fancher stated that the custodians have a uniform service. Uniforms are sent in once a week to be laundered, and returned to the employee. Nate stated that if Extended Day is purchasing shirts, it might be beneficial to use a laundry service.
- Apryle Jackson stated that she had an employee tell her, and the employee was adamant about this, that employees are given two shirts at the beginning of the school year, and that the shirts were not always new, they were hand-me-downs. Apryle also stated to Valerie that Osceola High School and Liberty High School have polo shirts for \$10.00 each and T-Shirts for \$4.00/\$6.00 each, depending on size. Apryle stated that the shirts are of good quality. Apryle requested that when Valerie developed her Extended Day staff handbook, to inform Apryle so that she can be consulted on it.
- Hector Acosta asked whether pants are required to be a specific color too. Valerie Wilkerson stated yes.
- Valerie Wilkerson stated that employees are asked to try on shirts before they leave the office so that they can make sure the shirt size works for them. Valerie also stated that she does not recycle shirts.

ACTION: Item will be brought back to a future meeting.

Summer Hours for Extended Day/Summer Employment: Barbara Gleason

- Apryle Jackson stated that 10 month and 12-month employees do not necessarily want to work during the Extended Day summer session. Some Extended Day staff are upset when cafeteria employees work the summer session, and Extended Day employees are not given the opportunity to do so.
- Tammy Cope-Otterson stated that if an employee works 12 months the employee is entitled to vacation time.
- Valerie Wilkerson stated that she spoke to Human Resources and was informed that if an employee works the entire year (12 months), they are to receive vacation time. Valerie stated that the employees are given this explanation when they go through orientation. Valerie stated that some 10-month employees do not want to work during the summer, and Extended Day (Valerie Wilkerson) is fine with that choice.
- Tammy Cope-Otterson stated that she feels summer work should be offered to paraprofessionals before offering to cafeteria employees.
- Todd Seis made the point that the paraprofessional should be in good standing before being offered an Extended Day position during the summer.
- Apryle Jackson stated that in the past there have been pay issues, some Extended Day employees (on OPS contracts) are not paid in a timely manner. She stated that some employees cannot wait weeks to be paid because they need the money.
- Todd Seis stated that this is a payroll secretary matter.
- Valerie Wilkerson responded to Tammy Cope-Otterson's comment and stated very few cafeteria employees work in Extended Day during the summer. Valerie stated that Extended Day does have several ESE paraprofessionals who work the summer months. Extended Day also have nurses, ESE paraprofessionals, and paraprofessionals that work during the school year and during the summer months. Valerie also stated that Extended Day has 10-month staff that have not signed



Education Staff Professionals Meeting Minutes

OPS contract. They have been called and told to sign onto a computer to sign their contracts. Valerie stated that several Extended Day sites have computers, and Extended Day employees can come to the Extended Day office to sign onto a computer and sign their contracts.

- Todd Seis asked if some sort of Kiosk could be assigned to Extended Day so that they could sign their OPS contracts.
- Apryle Jackson requested that a process be put in place regarding summer hours. Extended Day employees do not have access to a computer while on school campuses. They need something, perhaps older computers could be re-purposed so that Extended Day employees could use and access contracts, as well as student information. When a new student begins the Extended Day program, the paperwork can/could be scanned the day the student enrolls – all information would be up-to-date.
- Tammy Cope-Otterson stated that OPS contracts can be accessed via a computer through the school secretary, media center, or front office.
- Valerie Wilkerson stated that she has recommended to her employees to go to the front office of the school or to the media center to check First Class or the Employee Portal.
- Tammy Cope-Otterson stated that she will address with administration that Extended Day employees need to check their email and sign OPS contracts so they need a computer.
- Valerie Wilkerson commented that she knows of no administrator that has denied an employee a computer to check email.
- Jason Hayes stated at his school they do not have a formal kiosk, but they do have access to computers.
- Michelle VanderLey stated that Extended Day employees cannot leave their students to check email, do not have time to go to the restroom, and there is no one available to watch their students if they need to do so. Extended Day employees have thirty minutes of planning time each day before the end of the school day bell rings.
- Michelle VanderLey stated that when new students show up with no paperwork, Extended Day Lead employee cannot leave students to check on computer.
- Jason Hayes stated that this does happen, but it is very rare. He also stated that administration is still on campus to help with the situation and get it resolved.
- John Boyd stated that safety is an issue and that during the summer months administration may not be available on Friday.
- Valerie Wilkerson added that most of the field trips take place on Friday's due to no administration/staff on school campuses. Field trips are usually scheduled to leave around 8:00 to 8:30 AM on Fridays and return around 3:00 to 3:30 PM.
- Hector Acosta stated that Carmen at Mill Creek Elementary will have a computer to be used for Extended Day, in July. Hector stated that he will try to get a printer for her as well.

ACTION: Item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Salaries and Benefits: Barbara Gleason

- John Boyd distributed *SDOC Salary Negotiations Counter-Proposal for Education Support Professionals – Professional Support Staff Employees* which stated the following:
 - One Professional Development Day for bargaining unit-eligible PSS, beginning with the 2015-2016 school year
 - District Health Care Clinic to open in 2015-2016 school year
 - A non-recurring retention bonus in the one-time amount of \$400 for all bargaining unit eligible Professional Support Staff employees upon each employee's return to work for the 2015-2016 school year
 - More equitable extracurricular supplements – more and fair earning opportunities for employees who facilitate extracurricular activities for students
 - The above offer is contingent upon OCEA dropping current arbitration.
- Apryle Jackson stated that the arbitration is not on the table for this group. It was not filed by this group.
- Apryle Jackson requested a break to speak to her team.
- **Break – 5:24pm – 5:31pm**
- Apryle Jackson requested that the last bullet (OCEA dropping current arbitration) be removed, that this group did not file the arbitration.
- John Boyd agreed to amend the document.
- Apryle Jackson requested a fist of five vote.
- A fist of five vote commenced and was passed.
- John Boyd requested 5 minutes to get paperwork together for signatures.
- Paperwork was signed.

ACTION: Following a fist of five vote, BLT members agreed to approve this item with modifications.

Notes

Next Meeting: To be determined and announced on a future date

Agenda Suggestions

- Tammy Cope-Otterson stated she would like to see skills sheets on job descriptions discussed.

Pluses

- Todd Seis stated that it has been a privilege to be a member of this group. He will not be on the team in the fall.

Deltas

- N/A

ADJOURNED at 5:48 PM



Education Staff Professionals Meeting Minutes

Date: Tuesday, August 11, 2015, 10:00AM - 11:00AM

Location: Osceola County Education Association, 722 Mabbette St, Kissimmee, Conference room

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Annabelle Figueroa	Paraprofessional	Extended Day	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
Kim Fowler	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 10:00AM

Mission Statement:
Philosophy:
Rationale:
Salary and Fringes:
Goals:

Speaking Order: Todd Seis

Time Keeper: Tammy Cope-Otterson

Reflection on Our Progress Together: John Boyd

- John Boyd requested that introductions be waived and discussions begin regarding salaries and benefits.

Salaries and Benefits: John Boyd

- John Boyd began by stating that the school board is offering the following:
 - \$200 salary increase for each bargaining unit eligible Professional Support Staff employee for the 2015-16 school year.
- Michele VanderLey asked if the \$200 is a reoccurring amount.
- Todd Seis answered yes, and stated that the whole benefit package included a \$400 bonus, a health care clinic, a savings of approximately \$290 per employee, both agreed upon by OCEA for the 2014-15 school year, and a \$200 reoccurring salary increase, for a total benefit package of \$890.
- Michele VanderLey asked if OCEA agreed upon the above salary increase of \$200, could a professional development cross-training language subcommittee be discussed at the next meeting.
- John Boyd answered yes and stated that cross-training contract language can be discussed at the next ESP meeting.
- Todd Seis stated that the professional development day for nine month employees is an added benefit.
- Apryle Jackson stated that the \$200 along with the \$290 savings per employee for the health care clinic would be a benefit for the 2015-16 school year.
- Todd Seis asked Apryle Jackson if she could attend the next School Board meeting as Florida Hospital would be making a presentation regarding the health care clinic.
- John Boyd stated that there will be a health care clinic for employees this school year (2015-16), and the superintendent was clear that the clinic would open this school year.
- Michele VanderLey asked if there was a subcommittee that discussed salaries and if so who was on the committee.
- Apryle Jackson answered Michele stating that there was not.
- Michele VanderLey stated that employees cannot read the salary scales and asked Tammy Cope-Otterson if a conversion scale could be created.
- Apryle Jackson requested a break to discuss the above proposal with her members.
- **BREAK: 10:15AM**
- **RETURN: 10:30AM**
- Michele VanderLey stated that OCEA would like to accept the \$200 salary increase offered by the school board for each bargaining unit eligible Professional Support Staff employee. However,

Prepared by: Government & Labor Relations –Human Resources **Revised: August 25, 2015**



Education Staff Professionals Meeting Minutes

they would like to see an ESP salary subcommittee formed. A long-term goal is to have language in contract that addressed cross training.

- Apryle Jackson requested that a description of the salary schedule be created so that employees can understand it better. Employees do not know if they are considered bargaining, teamsters, or non-bargaining.
- Todd Seis stated that it might be possible to add a code to the employee portal that states salary type and defines who is considered bargaining, teamster, non-bargaining.
- Michele VanderLey stated that with a salary subcommittee it would be beneficial for ESP to see/ understand that their salary is equitable to other counties in central Florida.
- Tammy Cope-Otterson stated that employees who have left the school district and returned realize how much better the salaries are in Osceola County, and how we value our employees.
- Michele VanderLey stated that with the new superintendent coming onboard, it would be a good time to create a salary subcommittee.
- John Boyd stated that language regarding cross-training employees and a salary subcommittee would be added to the agenda for the next ESP meeting.

ACTION: Following a fist of five vote, the ESP tentatively approved the \$200 salary increase for each bargaining unit eligible Professional Support Staff employee for the 2015-16 school year.

Notes

- **Next Meeting: Thursday, August 20, 2015 04:15pm-06:00pm**

**Osceola County Education Association
722 Mabbette St
Kissimmee, FL 34741
Conference Room**

Agenda Suggestions

- Salary subcommittee
- Cross-training language

Pluses

- Apryle Jackson stated that she was thankful that the offer for the salary increase came before the school year began.
- Michele VanderLey stated that the School Board deserved a “thank you.”

Deltas

- N/A

ADJOURNED at 10:45AM



Education Staff Professionals Meeting Minutes

Date: Thursday, August 20, 2015, 4:15pm - 6:00pm

Location: Human Resources, Building 3, Conference Room 3

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input type="checkbox"/>
Elaine Copeland	Secretary	PATHS	<input checked="" type="checkbox"/>
Annabelle Figueroa	Paraprofessional	Extended Day	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Jason Hayes	Principal	Deerwood Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
Kim Fowler	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 4:23PM

Opening:

Welcome	John Boyd
Sign-In	John Boyd
Refreshments	John Boyd
Distribution of Materials	John Boyd
Mission Statement	Barbara Gleason
Philosophy	Michele VanderLey
Rationale	Shirley Goff
Salary and Fringes Philosophy	Elaine Copeland
ESP Goals	Tammy Cope-Otterson
Speaking Order	Sue Schoon
Time Keeper	Tammy Cope-Otterson

Reflection on Our Progress Together: John Boyd

- John Boyd addressed the group stating that he appreciated the accomplishments that the ESP committee had achieved during the last school year and that he emailed a copy of accomplishments to ESP board members.
- Michele VanderLey distributed a handout regarding the ESP progress from 2012 to the present, noting the information in red, and thanked all present for the progress.

Subcommittee Updates: John Boyd

- The Reassignment and Cross-Training Subcommittee will include Iris Rodriguez, Elaine Copeland, and Barbara Gleason.
- The Salary Schedule Subcommittee will consist of, Sue Schoon, Shirley Groff and Hector Acosta.

Union Management Meetings Updates: John Boyd

- John Boyd reminded the group of the following:
 - UMMs should have a purpose.
 - They are intended to solve problems.
- Michele VanderLey stated agenda items should be submitted ahead of time for UMM discussions.

Professional Development Day Update: John Boyd/Barbara Gleason

- John Boyd distributed a handout, noting the last page from Janice Franceschi, who is recruiting individuals/ companies to conduct workshops for the Professional Development Day for support staff employees.
- Linda Schroder-King stated that from an ESE perspective, support staff and teachers need to attend some of the same workshops conducted that center around ESE students.
- Michele VanderLey stated that nurses want more training.
- Daryla Bungo stated that a training was held yesterday for district-wide nurses, and it was well-received.



Education Staff Professionals Meeting Minutes

- Michele VanderLey stated that clerical staff would like to see more training on FOCUS, and the Informational Technology department would like to have more IT trainings for its staff.
- Shirley Groff stated that a CPR refresher could also be conducted on Professional Development Day.
- John Boyd stated that the language for the support staff professional development day was agreed upon at last meeting and requested a fist of five vote.

ACTION: Following a fist of five vote, the Bargaining Leadership Team tentatively approved this item.

Memoranda of Understanding for 2015-16 School Year: John Boyd

- John Boyd stated that the *Employee Technology Awareness and Security Handbook* was similar to the one from last year.
- The MOU regarding Union-Management Meetings needs to be updated.
- Michele VanderLey responded to revision #2, stating that some groups do not need to meet two times a year, and some groups need to meet more often.
- John Boyd stated that if additional meetings were needed, then the concerns might become a subcommittee issue.
- Daryla Bungo asked if all nurses are to attend the nurses meeting, as this becomes a problem with school coverage.
- Michele VanderLey stated that OCEA needs to negotiate who should attend. Michele requested that Sue and Shirley decide who should attend which meetings and let Apryle Jackson know as well.

Reassignments/ Cross Training Contract Language: John Boyd/Barbara Gleason

- John Boyd asked if anyone had changes or questions regarding Article XIV; no one spoke.
- Nate Fancher stated that he encourages his staff to learn other job duties/positions.
- John Boyd referenced the handout, Article XIV, Transfers, and Reduction in Force, paragraph 3 regarding temporary assignment.
- Michele VanderLey questioned what was changed on paragraph 3.
- John Boyd stated that an employee cannot receive a negative evaluation if the employee does not qualify for the position to which he or she is assigned and that an employee cannot be expected to do two jobs at once.
- Elaine Copeland stated that this happens a lot in the District. When an employee is out due to surgery/ maternity leave, another employee is expected to pick up the work and still continue to do their own job with no increase or extra pay.
- Sue Schoon stated that administration does not want to pay for the extra help.
- Elaine Copeland stated that if she does a good job, then her reward is more work.
- John Boyd referenced 2(a) of the handout, which should help with this.
- Michele VanderLey stated that she has an issue with certain job titles being eliminated and employees still expected to do the job. An example of this is the change of Behavior Techs at New Beginnings to ESE Paraprofessionals. Michele is requesting contract language that states after an employee has performed twelve weeks of the extra job, the employee is entitled to an increase in pay.
- John Boyd stated that he would put this item on the agenda for the next meeting.



Education Staff Professionals Meeting Minutes

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- **Agenda Items for next meeting:**
 - Reassignments Contract Language
 - Testing Provisions
 - Christian Educators Association
- **Next Meeting:** **Thursday, September 17, 2015, 4:15pm-6:00pm**
Osceola County Education Association
722 Mabbette St
Kissimmee, FL 34741
Conference Room

Pluses

- Michele VanderLey stated that the professional development day for support staff was the highlight of the day and she is pleased on what has been accomplished.
- Tammy Cope-Otterson stated that it's better together (superintendent's goal).

Deltas

- N/A

ADJOURNED at 5:23PM



Education Staff Professionals Meeting Minutes

Date: Thursday, September 17, 2015, 4:15pm – 6:00pm

Location: OCEA Conference Room, 722 Mabbette St., Kissimmee, FL

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Annabelle Figueroa	Paraprofessional	Extended Day	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
Kim Fowler	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 4:16pm

Opening:

Sign-In	John Boyd
Refreshments	John Boyd
Distribution of Material	John Boyd
Mission Statement	Barbara Gleason
Philosophy	Elaine Copeland
Rationale	Annabelle Figueroa
Salary and Fringes	Migdalia Mercado
Philosophy	
ESP Goals	Michele VanderLey
Speaking Order	Elaine Weaver
Time Keeper	Jason Hayes

Reflection on Our Progress Together/Positive Comments: John Boyd/Barbara Gleason

- John Boyd stated the following:
 - We have had a great start to the school year.
 - Contract language regarding cross training and the professional development day was shared with principals and assistant principals at meetings this week.
 - Support staff voted 80.7% to ratify their contract.
- Michele VanderLey stated that she has been out to several schools, and support staff are excited about their contract but have questions about how cross training will work.

Subcommittee Updates: John Boyd

- **Reassignment and Cross Training**
- **Salary Schedules**
 - John Boyd stated that there are no updates at this time.

Union-Management Meetings Updates: John Boyd

- John Boyd stated that there are no updates at this time.



Education Staff Professionals Meeting Minutes

Memoranda of Understanding for 2015-16 School Year: John Boyd

- **MOU re Collaborative Bargaining, BLT**

ACTION: Following a fist of five vote, the Bargaining Leadership Team tentatively approved this item.

- **MOU re Union-Management Meetings (UMMs)**

ACTION: Following a fist of five vote, the Bargaining Leadership Team tentatively approved this item.

- **MOU re Employee Technology Awareness and Security –**

- This item was postponed until the next meeting.

- **MOU re Child Find, ESP**

- John Boyd stated the following:
 - Anyone who has contact with children should have this training.
 - Training is available in Moodle.
 - Teachers will take the training within the first nine weeks of this school year.
 - Support staff that have contact with students would need to take this training within the first semester.
- Hector Acosta asked if the District will receive more personnel and/or resources to assist with Child Find.
- John Boyd stated the following:
 - Training is mandated by the federal government.
 - The percentage of students in Osceola County who are ESE students does not fluctuate much from year to year.
- Nate Fancher stated that employees are already referring students and the District will probably not see a spike in the number of ESE students due to the Child Find mandate.
- Michele VanderLey asked if training for Child Find will be available on Professional Development training day in October.
- John Boyd stated that Child Find is on Moodle for those who want to go through training now.
- Jason Hayes stated that he is concerned about the time constraints in taking the Child Find training.

Reassignment and Cross Training Contract Language: John Boyd/Barbara Gleason

- John Boyd stated the following:
 - District administration is concerned with increasing pay to the level of the reassigned job.
 - A possible proposal might be a supplement for employees who are reassigned to do a second job due to an employee being on leave and a cap on the number of times an employee can be reassigned to another job (e.g., no more than twice a year).
- Michele VanderLey stated the following:
 - She understands District administration's concern regarding the monetary aspect.
 - She suggested that a sentence be added to contract that reads, as an example, employees who have been cross trained should be given first choice to take on additional duties.
 - It could become a part of their professional growth plan.
 - She was open to a supplement being paid.



Education Staff Professionals Meeting Minutes

- Nate Fancher suggested that if an employee is going to cross train, the training hours should count toward the supplement.
- Michele VanderLey stated that we need to discuss how cross training will work with current job descriptions and that this needs to be completed before the October Professional Development day.

Test Administration and Support Staff: John Boyd/Barbara Gleason

- Michele VanderLey stated that employees should not be held accountable if computers crash during testing.
- John Boyd stated that no employee should be held responsible if a computer crashes unless they cause it.
- Barbara Gleason stated that an employee should not be left alone with students during testing unless they have been trained.
- Shirley Groff asked about STAR testing.
- John Boyd stated the employees should be trained to administer STAR as well.
- Shirley Groff stated that STAR testing was done with no help from trained individuals.
- Jason Hayes stated that make-up tests at his school were completed by his testing coordinator.
- John Boyd stated that at least a trained test administrator should have been with Shirley and asked whether the testing coordinator was in the room.
- John Boyd asked Shirley Groff if she was trained to administer the test.
- Shirley Groff answered she was not trained to administer the STAR and stated that computers were up and running when she entered the room.
- Sue Schoon stated that several support staff asked about training for testing students.
- Hector Acosta asked if this training requirement applied to ESOL testing.
- John Boyd stated that it applied to any state or District testing.
- Tammy suggested that John Boyd could call Janine Jarvis tomorrow regarding these concerns.

Support Staff as Substitutes: John Boyd/Barbara Gleason

- Barbara Gleason stated that some schools are using paraprofessionals for one and a half hours to sub in a classroom, then use another paraprofessional for the next one and a half hour period, to avoid having to pay the \$10 or \$20 for the paraprofessional to be a substitute teacher.
- Annabelle Figueroa also stated that some schools have paraprofessionals working two and a half hours in the morning, and another paraprofessional working two and a half hours in the afternoon without paying them the substitute supplement.
- Michele VanderLey stated that contract addresses this by stating that professional support who are utilized as a substitute teacher are paid \$10 for 2 to 4 hours and \$20 for greater than 4 hours.
- John Boyd stated that if OCEA identifies which schools are violating our contract, then he would call the appropriate administrators. He also stated that staff are empowered by their own contract to try and resolve this concern before it goes farther.
- Jason Hayes stated that when he was an assistant principal, this issue was brought to his attention. He discovered it was his payroll person who was not paying according to contract, and the issue was easily resolved.
- Nate Fancher stated that it is a deeper issue if an employee feels they cannot talk to their administrator, and they should go to their OCEA representative.
- John Boyd stated that an employee can call his or her OCEA representative to go with them to speak to their administrator.



Education Staff Professionals Meeting Minutes

- Hector Acosta stated that his principal decides which paraprofessional will serve as a substitute teacher. The paraprofessional is given a key to the room and asked to give the key to the principal's secretary at the end of the day. When the key is turned in to the secretary, the paraprofessional signs a form at that time so that the paraprofessional will receive the substitute supplement.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Reassignment contract language
- MOU re Child Find
- MOU re Employee Technology Awareness and Security

Date, Time, and Location of Next Meeting:

- Thursday, October 22, 2015
- 4:15pm – 6:00pm
- Human Resources Administrative Services
Administrative Annex, Building 03, Conference Room 03

Pluses

- Michele VanderLey thanked everyone for being understanding in Apryle Jackson's absence.
- Shirley Goff stated that the food was excellent

Deltas

- N/A

ADJOURNED at 5:06pm _____



Education Staff Professionals Meeting Minutes

Date: Thursday, October 22, 2015, 4:15pm – 6:00pm

Location: OCEA Conference Room, 722 Mabbette St., Kissimmee, FL

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input type="checkbox"/>
Daryla Bungo	Director	Student Services	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
VACANT	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (HR)	<input type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 04:15 PM

Opening:

Sign-In	John Boyd
Refreshments	John Boyd
Distribution of Material	John Boyd
Mission Statement	John Boyd
Philosophy	Shirley Groff
Rationale	Barbara Gleason
Salary and Fringes Philosophy	Apryle Jackson
ESP Goals	Todd Seis
Speaking Order	Michelle VanderLey
Time Keeper	Tammy Otterson

Reflection on Our Progress Together/Positive Comments: John Boyd/Barbara Gleason

- John Boyd briefly reviewed the accomplishments of the year so far and plans for future bargaining.

Subcommittee Updates: John Boyd

- **Reassignment and Cross Training**
- **Salary Schedules**
 - John Boyd stated that there are no subcommittee updates at this time.
 - Apryle Jackson proposed a separate subcommittee for Extended Day to address special issues for Extended Day only.
 - Todd Seis stated that an automated expense reporting for travel requisitions is currently in development, and “point of sale” contacts, bookkeepers, parents, and instructional employees will be added soon.

Union-Management Meetings Updates: John Boyd

- Apryle Jackson stated that Extended Day is requesting more meetings, and that overall progress for last three years is going well, but Extended Day still needed to address issues relating to uniforms since some employees state they were issued T-shirts for larger sizes while others were issued polo shirts for smaller sizes.
- John Boyd stated that In order to promote a feeling of unity, all shirts should be of the same quality and style, regardless of the size.



Education Staff Professionals Meeting Minutes

Memoranda of Understanding for 2015-16 School Year: John Boyd

- **MOU re Employee Technology Awareness and Security –**

ACTION: Following a fist of five vote, the Bargaining Leadership Team tentatively approved this item.

Reassignment and Cross Training Contract Language: John Boyd/ Barbara Gleason

- John Boyd proposed the idea of a supplement for an employee who performs two positions at same time by covering their own job as well as another position temporarily, but the employee would not be eligible for the supplement if the employee receives an OPS contract.
- Tammy Otterson stated that in order to receive pay on a higher level pay scale, individual must be qualified for that position, and she recommended that the employee's administrator document the duration of the position so that the work history can be added to the employee's personnel file as qualifying work experience.
- Todd Seis stated that administrators could rotate job positions so that everyone at the same level is qualified to cover other positions in their office, and any difference in pay could be covered by an OPS contract.
- Barbara Gleason stated that some employees are not able to handle doing multiple job functions and maintain the same level of job performance, and that they should not be reprimanded if everything is not being accomplished because additional duties are being performed.
- Nate Fancher stated that cross training could be used as professional development with the administrator verifying the documentation of hours.
- Tammy Otterson stated that if the administrator approves an in-service component for job shadowing, the number of hours awarded should be limited since the in-service hours are valid for ten years, and the supplement would be realized monetarily for that period of time.

Test Administration and Support Staff: John Boyd/ Barbara Gleason

- John Boyd read the District's proposed contract language:

ARTICLE II: MISCELLANEOUS PROVISIONS

Section H. Testing Provisions

Employees who are certified Florida educators shall be sought first to administer state or District tests. Professional support staff employees shall not be required to administer state or District tests unless they have been trained in the test administration procedures for that test. Training in test administration procedures shall occur either online or in person during the employee's workday. Employees shall be compensated at their hourly rate of pay for any training in test administration procedures that may be required beyond the employee's contractual workday. The District and school shall develop and communicate procedures for employees to follow in the event of computer malfunctions, and these procedures shall be part of the training.

- Hector Acosta responded that it creates a crisis situation when it is not the technology specialist is not able to complete a job task, it creates a crisis situation when it is not physically possible. This is not the fault of the Tech and no reprimand should be administered. Example: All testing computers infected with virus immediately prior to testing. Tech cannot physically repair all computers in the given time frame.



Education Staff Professionals Meeting Minutes

- Todd Seis stated that there should be consistency in the time frame for repair time in completing similar jobs by all technology specialists.
- Hector Acosta responded that he has procedures in place at his school in case of a virus infecting computers immediately preceding testing, and he has back up computers that are immediately ready for use.
- John Boyd stated that the procedures that Hector has in place in his school may be something Angela Marino may want to implement districtwide.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Prior to listing agenda items for next meeting, Apryle Jackson introduced Myra Schaalma as the replacement for Annabelle Figueroa.
- Apryle Jackson listed the following agenda items for the next meeting:
 - Request for Index for ESP Contract
 - Supplements for Juvenile and New Beginnings
 - Professional Development Hours for Extended Day
 - Procedures for Mileage, Uniforms, and Worksite Transfers for Extended Day
- Tammy Otterson shared that Linda Schroeder King said only five paraprofessionals signed up to take the special ESE workshop.
- Michelle VanderLey responded that when the paraprofessionals originally attempted to sign up for the class, they were denied access to the class because they were told the teachers had first preference.
- John Boyd confirmed that the workshop Michelle VanderLey mentioned was indeed a different workshop from the one to which Tammy Otterson referred and was intended for teachers only, but this workshop was opened to paraprofessionals later when vacancies were available.

Date, Time, and Location of Next Meeting:

- TBA
- 4:15pm – 6:00pm
- OCEA Office

Pluses

- Thank you for the food and beverages.

Deltas

- N/A

ADJOURNED at 05:10 PM _____



Education Staff Professionals Meeting Minutes

Date: Thursday, December 03, 2015, 4:15pm – 6:00pm

Location: Human Resources Administrative Services
Administrative Annex, Building 03, Conference Room 03

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input checked="" type="checkbox"/>
VACANT	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (HR)	<input type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 04:15 PM

Opening:

Sign-In	John Boyd
Refreshments	John Boyd
Distribution of Material	John Boyd
Mission Statement	John Boyd
Philosophy	Barbara Gleason
Rationale	Todd Seis
Salary and Fringes Philosophy	Apryle Jackson
ESP Goals	Michelle VanderLey
Speaking Order	Tammy Otterson
Time Keeper	Hector Acosta

Reflection on Our Progress Together/Positive Comments: John Boyd/Barbara Gleason

- John Boyd briefly reviewed the accomplishments of the year so far and plans for future bargaining.
- Michele recognized the addition of the recording secretary, Martha LeBlanc, who brings 27 years of experience with Osceola District Schools.
- Apryle Jackson mentioned the upcoming OCEA Holiday Social on December 14, 2015, at ALCO from 04:00-06:00 PM.

Subcommittee Updates: John Boyd

- **Reassignment and Cross Training**
 - Michelle VanderLey stated there is a problem designing what the professional development component will look like.
 - The next Subcommittee Meeting has been scheduled for January 27, 2016, 04:00 PM, at OCEA.
- **Salary Schedules**
 - John Boyd stated that OCEA requested a subcommittee to create a resource to help make the salary schedules for paraprofessionals easier to read and understand.
 - Individuals identified for this subcommittee include: Fran Graff, Hector Acosta, Todd Seis, Tammy Otterson, and John Boyd.
 - The next Subcommittee Meeting has been scheduled for January 20, 2016, 03:00 PM, Human Resources Administrative Conference Room.

Union-Management Meetings Updates: John Boyd

- Michelle VanderLey and Apryle Jackson shared concerns regarding job duties for school nurses that may compromise their licensing.
- Daryla Bungo stated the RNs are classified as instructional positions and not support staff.
- Michelle VanderLey asked that administrators become familiar with job descriptions so as not to place an employee in a position to jeopardize their credentials.
- Michelle expressed a concern for clinic coverage if the nurse is not at work.

Prepared by: Government & Labor Relations –Human Resources **Revised:** December 18, 2015



Education Staff Professionals Meeting Minutes

- Todd Seis stated the District would fund coverage for school-based nurses, and a notification will be sent out via memo.
- Daryla Bungo informed the group the state does not require nurses on every school campus.

Memoranda of Understanding for 2015-16 School Year re ChildFind: John Boyd

- Apryle Jackson expressed a concern regarding staff training documentation not showing up on inservice records.
- John Boyd explained that inservice points are maintained in MyPGS and sometimes there is a lag in data reflecting on an employee's record.
- Apryle requested a change in the language to state "training to be completed within the school year" instead of "in the first semester."

ACTION: Following a fist of five vote, the Bargaining Leadership Team tentatively approved this item.

Reassignment and Cross Training Contract Language: John Boyd/ Barbara Gleason

- Reassignment/ Cross Training
 - Michelle VanderLey expressed a concern for rate of pay of employees working in areas other than their assigned job role.
 - Todd Seis clarified that supplements are a set rate of pay while OPS is based on job title.
 - John Boyd stated this item may be brought back at a future meeting with additional language and Tammy Otterson's input from a Human Resources perspective.
 - Michelle VanderLey noted a concern about the interpretation by administration of the cross training job role.
- Supplements at JDC and New Beginnings for Paraprofessionals
 - Apryle Jackson inquired about a possible supplement for paraprofessionals at the JDC facility. She explained that teachers receive a supplement for working at this facility, and she would like to see the paraprofessionals receive a supplement too to make it more equitable.
 - Todd Seis agreed and stated that paraprofessionals located at New Beginnings should be included as well.
 - Apryle Jackson will bring draft language pertaining to this item to the next meeting.

Test Administration and Support Staff: John Boyd/ Barbara Gleason

- John Boyd shared the District's proposed contract language:

ARTICLE II: MISCELLANEOUS PROVISIONS

Section H. Testing Provisions

Employees who are certified Florida educators shall be sought first to administer state or District tests. Professional support staff employees shall not be required to administer state or District tests unless they have been trained in the test administration procedures for that test. Training in test administration procedures shall occur either online or in person during the employee's workday. Employees shall be compensated at their hourly rate of pay for any training in test administration procedures that may be required beyond the employee's contractual workday. The District and school shall develop and communicate procedures for employees to follow in the event of computer malfunctions, and these procedures shall be part of the training.



Education Staff Professionals Meeting Minutes

- John Boyd stated this item has been brought back with same contract language, and the District is waiting for clarification from DOE regarding non-certified persons (like ESP staff) in a role of test administrator.
- John clarified that only certified teachers would administer the tests for now, and non-certified staff would be proctors or an extra set of eyes.

ACTION: Item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Subcommittee updates
- Update on Technology Specialist job description and its differentiation from Media Specialist
- Budget Update - proposed 2016-2017

Date, Time, and Location of Next Meeting:

- January 21, 2016
- 4:15pm – 6:00pm
- OCEA Office

Pluses

- Several members thanked Betty and Martha for the refreshments.

Deltas

- N/A

ADJOURNED at 05:10 PM _____



Education Staff Professionals Meeting Minutes

Date: Thursday, January 21, 2016, 4:15pm – 6:00pm

Location: OCEA Mabbette Street, Conference Room

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroder-King	Director	ESE	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Todd Seis	Chief	Business & Finance	<input type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (HR)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 04:25 PM

Opening:

Sign-In	John Boyd
Refreshments	Apryle Jackson
Distribution of Material	John Boyd
Mission Statement	Hector Acosta
Philosophy	Michelle Vanderly
Rationale	Myra Schaalma
Salary and Fringes	Apryle Jackson
ESP Goals	Barbara Gleason
Speaking Order	Elaine Weaver
Time Keeper	Tammy Cope-Otterson

Reflection on Our Progress Together/Positive Comments: John Boyd/Barbara Gleason

- John Boyd thanked all for their collaboration and expressed gratitude for all of the bargaining team's accomplishments this year.
- Apryle Jackson stated that the subcommittee meetings were very productive, and that Michelle VanderLey created a Job Families document for Professional Support Staff.
- Michelle Vanderly thanked John Boyd for keeping up with all the legislative news, calendar reminders, etc.

Subcommittee Updates: John Boyd

- **Reassignment and Cross Training**
 - Michelle VanderLey stated that work continues on the development of a Professional Development Plan will look like for employees who want to cross train to prepare for other positions.
- **Salary Schedules**
 - John Boyd thanked Michelle for her hard work on the Job Families document and stated that he would request a copy of the Salary Slot Codes and their descriptions from Tammy Cope-Otterson.
 - Michelle VanderLey stated that the Job Families document included every single job for listed in the Recognition Article of our Contract. She shared that employees need a clear explanation of their salary in order to know where they are on the schedule.
 - Darla Bungo stated that some of her jobs are not listed.
 - Tammy Cope-Otterson stated that this was a draft.
 - John Boyd stated that the final list will be comprehensive and correct before it is shared with employees.
 - Tammy Cope-Otterson stated that the Teamster schedule is easier to read because they do not have as many different job classifications. Some Professional Support Staff employees share the same pay levels even though they have different job descriptions.
 - Michelle Vanderly stated that she just wants to have employees to know which job family they are in, and when they take out their paycheck stubs, where they are on the pay scale.

Prepared by: Government & Labor Relations –Human Resources Revised: **February 4, 2016**



Education Staff Professionals Meeting Minutes

- John Boyd stated that there will be examples in the document for staff to follow in order to help them understand the salary schedule.

Union-Management Meetings Updates: John Boyd

- N/A

Reassignment and Cross Training Contract Language: John Boyd/ Barbara Gleason

- Hector Acosta asked about the professional development component for cross training.
- John Boyd stated that work will continue in subcommittee on this issue.

Supplement for Paraprofessionals at JDC: John Boyd/ Barbara Gleason

- Apryle stated that an ESE Paraprofessional makes more than a Paraprofessional at the Juvenile Detention Center (JDC), and she proposed that both positions receive the same pay level. She also proposed a supplement for ESE Paraprofessionals in Autistic units.
- Tammy Cope-Otterson stated that we would need approval from the new Superintendent regarding the supplement not more than the Teachers.
- John Boyd asked how many staff at JDC this change might affect.
- Apryle Jackson answered there are two paraprofessionals and one clerk typist.
- Michelle VanderLey stated that she spoke to Melba about those severe students who qualify for restraints. She asked Linda Schroder-King about mechanical restraints.
- Linda Schroder-King stated we do not use these restraints.
- Michelle VanderLey stated that the issue was that ESE paraprofessionals only get one required six hour training on restraints, and some get harmed on a daily basis.
- Linda Schroder-King stated that Crisis Prevention Institute (CPI) training is intended to include more topics than restraint, and additional training opportunities are offered in the summer for all paraprofessionals.
- Barbara Gleason asked Tammy about the job descriptions at New Beginnings.
- Tammy Cope-Otterson stated that New Beginnings has specific job descriptions since it is an alternative school.
- Apryle Jackson asked whether the job description could be revised to include “physically able.”
- Tammy Cope-Otterson stated that we could change the job description to include “physically able.”
- Michelle VanderLey asked Linda Schroder-King how a violent student can be staffed out of a public school to a Residential Treatment facility.
- Linda Schroder-King stated that a parent may sign a waiver of liability for the School District, but it would cost the School District over \$300,000 per year to do so.
- Apryle Jackson stated she would like nurses in the district to get their years of experience.
- Tammy Cope-Otterson stated that this would have to be an MOU and the experience would be from this time forward and only specific to LPN's and RN's.



Education Staff Professionals Meeting Minutes

Test Administration and Support Staff: John Boyd/ Barbara Gleason

- John Boyd shared a draft of proposed revisions to contract language for Article II, Section H. Testing Provisions, of our Contract.
- Apryle Jackson stated that volunteers should be sought after no certified teachers are available.
- Linda Schroder-King stated that ESE paraprofessionals are being pulled from their class to help out with testing.
- John Boyd stated that of course, one on one paraprofessionals should not be pulled for testing.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Testing
- Health and Safety Form
- Nurses

Date, Time, and Location of Next Meeting:

- Thursday, February 18, 2016
- 4:15pm – 6:00pm
- Human Resources Administrative Services
Administrative Annex, Building 03, Conference Room 03

Pluses

- Tammy thanked Apryle Jackson for the wonderful snacks.

Deltas

- N/A

ADJOURNED at 05:09 PM _____



Education Staff Professionals Meeting Minutes

Date: Thursday, February 18, 2016, 4:15pm – 6:00pm

Location: Human Resources Administrative Services
Administrative Annex, Building 03, Conference Room 03

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Michelle Vanderley	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations(HR)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
VACANT	Chief	Business & Finance	<input type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (HR)	<input checked="" type="checkbox"/>

GUEST(S): Amanda Kraft, Student Services



Education Staff Professionals Meeting Minutes

COMMENCED at 04:15 PM

Opening:

Sign-In	John Boyd
Refreshments	John Boyd
Distribution of Material	John Boyd
Mission Statement	John Boyd
Philosophy	Jason Hayes
Rationale	Hector Acosta
Salary and Fringes Philosophy	Apryle Jackson
ESP Goals	Myra Schaalma
Speaking Order	Elaine Copeland
Time Keeper	Jason Hayes

Reflection on Our Progress Together/Positive Comments: John Boyd/ Barbara Gleason

- John Boyd stated that his e-mail each month shows a summary of what we have accomplished.
- Apryle Jackson stated how well we all work together.
- John Boyd introduced Mandy Kraft as she was a guest tonight.
- Mandy Kraft stated that she was there in Darla Bungo's place, who was out of town, and she would try to answer questions.

Subcommittee Updates: John Boyd/ Michelle VanderLey

- **Reassignment and Cross Training**
 - John Boyd stated that the Subcommittee met on Wednesday, February 17, 2016. As follow up, he provided a multi-color coded spreadsheet that shows all of the salary slots.
 - Michelle VanderLey stated that this is the first time employees will have a document to understand what our paycheck system is.
 - Michelle VanderLey stated that all of this goes hand in hand with preparations for cross-training professional development.
 - Apryle Jackson asked Mandy Kraft to be sure that nurses receive credit for their years of experience.
 - Mandy Kraft stated that they are going through every employee one by one.
- **Salary Schedules**
 - N/A



Education Staff Professionals Meeting Minutes

Union-Management Meetings Updates: John Boyd/ Michelle VanderLey

- John Boyd stated discussions in the January meetings for Clerical and Paraprofessional staff were valuable.
- John Boyd stated that the next Extended Day UMM is scheduled for April 12, 2016.

Test Administration and Support Staff: John Boyd/ Barbara Gleason

- John Boyd distributed the draft with revisions on Article II: Section H: Testing Provisions and read them to the members.
- John Boyd read Janine Jarvis's e-mail in regards to testing and support staff.
- Apryle Jackson stated that she wanted paraprofessionals to sign the security agreement after the training that so they know they were trained.
- Tammy Cope-Otterson agreed.
- Michelle VanderLey asked if a support staff was to give the test after hours, who would compensate them for their time.
- John Boyd stated that the school would be responsible for compensating their staff who were trained after the employee's contractual day.
- Hector Acosta stated that a Technology Specialist should not be assigned to administer a test if he or she is responsible for ensuring the school's computers and network are operating for testing.
- John Boyd agreed.
- Tammy Cope-Otterson shared that some volunteers may not have the best skills to administer a test and may complain if they are not selected.
- John Boyd stated that the Principal should have the final say over who is assigned to administer tests.

Supplement for Paraprofessionals at JDC: John Boyd/ Barbara Gleason

- Apryle Jackson stated that this issue is on hold for now as she awaits related data, and that it does not appear that the cost to the School District will be too great, but it would be a significant increase in pay for these employees.

Overpayment/ Underpayment: John Boyd/ Barbara Gleason

- Barbara Gleason stated that the language Michelle had created is good.
- Michelle VanderLey stated that it is the same language in the BLT Contract.
- Tammy Cope-Otterson stated that we should go over the draft for those who were not at that meeting.
- Apryle Jackson stated that when an overpayment or underpayment situation arises, we need contract language so that the policy used is consistent for everyone.
- Tammy Cope-Otterson stated that previously when there was an overpayment, it was taken out over a period of time in order to lessen the hardship for the employee.
- Jason Hayes asked if this affected those employees leaving the district including LEAD monies.
- Apryle Jackson stated that it was a different issue.
- Michelle VanderLey stated that there should be a conversation with the employee before taking the money back.
- John Boyd requested draft contract language for the next meeting.



Education Staff Professionals Meeting Minutes

2016-17 School Calendar and Paychecks: John Boyd/ Barbara Gleason

- John Boyd stated the 2016-17 school year starts earlier, and Migdalia Mercado would clarify the details of this issue for ESP members.
- Migdalia Mercado stated that it would be impossible to get a paycheck to the employees by August 15, 2016, since there are many new employees, and it would be impossible to capture all the information needed by that time, so August 19, 2016, is the target date to issue paychecks.

2016-2017 School Calendar and Benefits: John Boyd/ Barbara Gleason

- John Boyd distributed Article XVI: Benefits, Section C. Major Medical with changes to ESP members present.
- Tammy Cope-Otterson stated that this only affects the people that are leaving the district.
- Migdalia Mercado stated that this could be corrected the following year with the employee's contributions if the employee returns to work with our School District.
- John Boyd stated that communication needs to go to all employees so that they are aware of the situation.
- Michelle VanderLey stated that if a principal non-renews an employee, that at the same time, the employee should receive notification about the benefits.
- Apryle Jackson stated she was concerned about the employees who leave and attempt to use their insurance during this time.
- John Boyd stated that consistent communication should go to all employees.
- Tammy Cope-Otterson stated that school principals should discuss this issue with employees before the school year ends so that employees understand.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Article V, Section F: Employee Rights
- Article V, Section G; Assault on Employees

Date, Time, and Location of Next Meeting:

- April 21, 2016
- 4:15pm – 6:00pm
- Human Resources Administrative Conference Room Building #3

Pluses

- N/A

Deltas

- N/A

ADJOURNED at 05:10 PM



Education Staff Professionals Meeting Minutes

Date: Thursday, April 21, 2016, 04:15 PM – 06:00 PM

Location: Human Resources Administrative Services
Administrative Annex, Building 03, Conference Room 03

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 04:11 PM

Mission Statement:	Michelle VanderLey
Philosophy:	Sue Schoon
Rationale:	Shirley Groff
Salary and Fringes:	Apryle Jackson
Goals:	Myra Schaalma
Speaking Order:	Elaine Weaver
Time Keeper:	Jason Hayes

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary was sent in the meeting notice e-mail and thanked bargaining team members for their collaboration.

Subcommittee Updates – Reassignment and Cross-Training: John Boyd

- John Boyd stated that a committee meeting has been scheduled for Wednesday, May 04, 2016.

Subcommittee Updates -- Salary Schedule: John Boyd

- John Boyd stated that a committee meeting has been scheduled for Wednesday, May 04, 2016.

Union-Management Meetings (UMM) Updates: John Boyd

- Michelle VanderLey stated that the UMM for the nurses was canceled since there was no early release on Wednesday, April 20, 2016.



Education Staff Professionals Meeting Minutes

Test Administration and Support Staff: John Boyd/ Barbara Gleason

- John Boyd the proposed contract language with new revisions highlighted in yellow.
- Apryle Jackson stated that the school principal can veto the volunteer, and that language did not have to be in the contract.
- John Boyd stated he would share a clean copy with ESP BLT members.
- Hector Acosta stated that he would like to see contract language that permits ESP representatives to request to be on their school faculty meeting agenda.
- Apryle Jackson stated that the ESP representatives should inform the administrators what topics they would like to speak about in advance.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Supplements for Paraprofessionals at JDC: John Boyd/ Barbara Gleason

- Michelle VanderLey stated that we have three paraprofessionals at JDC, and OCEA would like to see their salary changed to the same amount as an ESE paraprofessional. She stated it would cost the School District about \$900.00 for all three paraprofessionals.
- Sarah Graber stated that she understood the concern, and HR would have to look at the job description.
- Apryle Jackson states that many of the JDC students are ESE.
- Darla Bungo stated that all JDC students are considered at-risk.
- Apryle Jackson stated that their proposal would be an increase of about .50 cents an hour.
- Sarah Graber stated that she would work with Tammy Otterson on this concern.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Overpayment/ Underpayment: John Boyd/ Barbara Gleason

- John Boyd stated that there is a School Board policy in place for this purpose.
- Apryle Jackson stated that she would like the language in the contract.
- John Boyd stated that the current policy has not been changed since 2005, and that the current policy is that overpayment must be recouped within the same number of checks in which overpayments were received.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

2016-2017 School Calendar and Paychecks: John Boyd/ Barbara Gleason

- John Boyd stated the proposed MOU states that the first check of the 2016-17 school year would be on August 19, instead of August 15 in order to account for the new calendar year.
- Apryle Jackson stated that some of the support staff starts on August 03 and some start on the August 08.
- Tammy Cope-Otterson stated that the date in the MOU should be prior to August 08.
- Nate Fancher stated that August 01 should cover everyone after that date.
- Michelle VanderLey asked if a professional support staff employee starts on August 10, would the employee be able to get their check on August 19.
- Migdalia Mercado stated that it depends upon how fast the new employee is processed.



Education Staff Professionals Meeting Minutes

- John Boyd stated that he would bring the proposed MOU with recommended revisions to the next meeting for approval.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

2016-17 Calendar and Benefits: John Boyd/ Barbara Gleason

- John Boyd stated that this item is the same proposal that the teachers received in order to make certain that the employees know that at the end of the contractual year that their benefits will end on a certain date.
- John Boyd stated that this concern could occur in subsequent years but affects only those employees who will not be returning the following school year.
- Michelle VanderLey stated that Human Resources does a good job in sending out notices, and employees should be notified so that the employee can prepare and make necessary arrangements.
- Tammy Cope-Otterson stated that Ken DeBord and she would work together on this concern.
- John Boyd confirmed that a notice would be given to employee.
- Apryle Jackson stated that there needs to be a record of notice, and that non-renewed employees should be notified immediately.
- Tammy Cope-Otterson stated that perhaps, it could become part of the employee's check out process at his or her work site.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Final agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.

**Next Meeting: Thursday, May 19, 2016, 04:15 – 06:00PM
OCEA Office, 722 Mabbette Street, Kissimmee, FL. 34741**

Pluses

- Darla Bungo thanked everyone for signing the card.
- Michelle VanderLey stated that she was pleased that the ESP BLT is a cohesive group and works well together.

Deltas

- N/A

ADJOURNED at 05:09 PM



Education Staff Professionals Meeting Minutes

Date: Thursday, May 19, 2016, 04:15 PM – 06:00 PM

Location: OCEA Office; 722 Mabbette Street; Kissimmee, FL 34741

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 04:16 PM

Mission Statement:	Sue Schoon
Philosophy:	Shirley Groff
Rationale:	Elaine Weaver
Salary and Fringes:	Tammy Cope Otterson
Goals:	Darla Bungo, Sarah Graber, Michelle VanderLey, Hector Acosta, John Boyd
Speaking Order:	Darla Bungo
Time Keeper:	Tammy Cope-Otterson

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Subcommittee Updates – Reassignment and Cross-Training: John Boyd/ Michelle VanderLey

- Michelle VanderLey passed out a draft of the guidelines of cross training and reviewed them with ESP members.
- John Boyd stated that this was a good outline and recommended that Janice Franceschi should review this document for compliance with new state requirements for professional development.
- Tammy Cope-Otterson stated that the employee who would be assigned to cross-train a fellow employee should have some input into the plan and be able to sign off on it.
- Barbara Gleason agreed.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Subcommittee Updates -- Salary Schedule: John Boyd/ Michelle VanderLey

- John Boyd stated that District administrators were still working on a solution to the concern that OCEA raised about paycheck stubs.
- Michelle VanderLey stated the objective is to ensure the employee could understand what their pay level is when looking at their paycheck stub.
- Tammy Cope-Otterson stated that Sarah Graber and she would meet to determine which steps are necessary to include your pay grade on the paycheck stub and to cross-reference information on the salary schedule.
- Michelle VanderLey stated that it would help employees determine which cross-training opportunities to seek to work toward applying for a new position.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Union-Management Meetings (UMM) Updates: John Boyd/ Barbara Gleason

- Michelle VanderLey stated that the Nurses UMM was canceled.
- Barbara Gleason stated that some Professional Support Staff (PSS) employees were directed to sign off on their evaluations electronically instead of having a face-to-face meeting with an administrator and that others were told to complete a professional development plan.
- John Boyd stated that he would discuss these concerns with Virginia Ramie.
- Daryla Bungo agreed that the online evaluation for PSS employees is confusing.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

MOU re: 2016-17 School Calendar and Paychecks: John Boyd/ Barbara Gleason

- John Boyd stated that this is the same MOU as last month and asked for a vote.

ACTION: Following a fist of five vote, the ESP Bargaining Leadership Team tentatively approved this item.

2016-17 School Calendar and Benefits: John Boyd/ Barbara Gleason

- John Boyd stated that the proposed changes to existing contract language were the same language that OCEA approved for teachers.
- John Boyd asked for a vote.

ACTION: Following a fist of five vote, the ESP Bargaining Leadership Team tentatively approved this item.

Overpayment/ Underpayment: John Boyd/ Barbara Gleason

- John Boyd stated that Migdalia Mercado is reviewing the proposed language and the existing language in our School Board Rule.
- Sue Schoon stated that employees should be notified as soon as the district knows an overpayment or underpayment occurred.
- Tammy Cope-Otterson stated that she spoke to Sarah Graber about these concerns and the need for a notice to employees in this situation.
- Darla Bungo stated there was an issue in TERMS that affected employee leave available.
- Sarah Graber shared an explanation and the steps taken to correct it. She also stated that we are more flexible than other districts and we really need to communicate with our staff.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Supplements for Paraprofessionals at JDC: John Boyd/ Barbara Gleason

- John Boyd stated that there was no new information about this issue.
- Michelle VanderLey handed out the draft of proposed changes to existing contract language.
- Tammy Cope-Otterson stated that the School District would have to change the existing job description if the proposed contract language were approved.
- Michelle VanderLey asked whether the position could be paid as a supplement instead of changing the job description.
- Sarah Graber stated that it is a small amount of employees, so it is possible.
- Tammy Cope-Otterson stated that a supplement is better than changing a job description.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Salaries and Benefits: John Boyd/ Barbara Gleason

- John Boyd yielded to Sarah Graber.
- Sarah Graber provided an update on the School District budget and available state funding for salary increases.
 - ESP share of the one percent of salaries is \$333,000.
- John Boyd shared the Salary and Benefits Negotiations Proposal.
- Michelle VanderLey stated that she preferred proposed salary increases be stated in wages per hour, instead of percentages, due to perceived inequity among employee groups.
- Tammy Cope-Otterson stated that we could apply the percentage to the hourly rate.
- Sue Schoon stated that only amounts to ten cents per hour and that PSS employees really did not get a raise last time.
- John Boyd stated that:
 - In 2014-15, PSS employees received a one-time \$400 supplement.
 - In 2015-16, PSS received a \$200 salary increase that is recurring.
- Michelle VanderLey asked whether the School Board would consider negotiating a three-year contract using a half-cent sales tax increase for salaries.
- Tammy Cope-Otterson stated that another option is to look at specific groups and apply a higher percentage for the employees who make less than other employee groups.
- Sue Schoon stated that paraprofessionals while other employees with more years of experience leave because they can make more money elsewhere.
- Michelle VanderLey stated that the whole issue is retention for our employees, and that there should be bonuses for longevity.
- Hector Acosta stated that we have paraprofessionals that have bachelor degrees and asked whether the School District recognizes their education.
- Tammy Cope-Otterson stated that we do recognize the degrees, and that a paraprofessional with a degree can make \$750 extra per year.
- John Boyd stated there are only a few counties that have this program.
- Barbara Gleason stated that she was concerned about technology specialists leaving our School District for better pay elsewhere.
- Tammy Cope-Otterson stated technology specialists are paid more than teachers are, yet they still leave our School District to work for employers elsewhere who pay even more.
- John Boyd stated that our School District does try to make our salaries competitive.



Education Staff Professionals Meeting Minutes

- Tammy Cope-Otterson stated that our payment for inservice points program is the last in the state.
- John Boyd stated that the teachers were no longer part of this program.
- Barbara Gleason asked whether this money was only for their unit and how administrators still get a raise
- Tammy Cope-Otterson stated that district and school administrators are on performance pay schedules like teachers.
- Barbara Gleason stated that it is a shame that we have to keep fighting for a raise.
- John Boyd stated that if raises were extended to non-bargaining employees, it would likely be equal to what every ESP employee receives.
- Michelle VanderLey stated that OCEA would review the School Board's proposal and stated that OCEA would be willing to negotiate over the summer so that when PSS employees return there would be something in place for them.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- New employee orientation
- Faculty meeting agendas

**Next Meeting: Thursday, June 16 2016, 04:15 – 06:00 PM or TBA
Human Resources Administrative Services; Administrative Annex
Building 3, Conference Room 03**

Pluses

- Several bargaining team members thanked Michelle VanderLey for the food.

Deltas

- N/A

ADJOURNED at 05:35 PM



Education Staff Professionals Meeting Minutes

Date: Thursday, June 16, 2016, 04:15 PM – 06:00 PM

Location: OCEA Office; 722 Mabbette Street; Kissimmee, FL 34741

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Ken DeBord, Director of Risk & Benefits Management;
Clyde Wells, Chief Facilities Officer



Education Staff Professionals Meeting Minutes

COMMENCED at 04:20 PM

Mission Statement:	John Boyd
Philosophy:	Daryla Bungo
Rationale:	Tammy Cope-Otterson
Salary and Fringes:	Apryle Jackson
Goals:	Michelle VanderLey
Speaking Order:	Darla Bungo
Time Keeper:	Tammy Cope-Otterson

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Subcommittee Updates – Reassignment and Cross-Training: John Boyd/ Michelle VanderLey

- N/A

Subcommittee Updates -- Salary Schedule: John Boyd/ Michelle VanderLey

- N/A

Union-Management Meetings (UMM) Updates: John Boyd/ Barbara Gleason

- N/A; dates for UMM's during the 2016-17 school year will be mutually agreed upon and scheduled.

Review of Health Benefits Plan: John Boyd/ Ken DeBord

- John Boyd introduced Ken DeBord to answer questions about proposed changes to our District's Health Benefits Plan.
- Ken DeBord provided a related handout summarizing these proposed changes.
- Ken DeBord stated proposed changes would be related to network pharmacy options, and no adjustments would be made to co-pay, plan costs, or premiums for dependent coverage.
- Ken DeBord identified Walgreens and CVS pharmacies would be removed as providers, but Winn Dixie, Medicine Shoppe, Prescriptions Unlimited, and Publix would remain as providers.
- Ken DeBord stated that Walgreens and CVS costs to our District's pharmacy plan are higher than costs of other prescription providers.
- Ken DeBord further indicated a proposed change to the plan by implementing "step therapy."
- Ken DeBord explained that for newly diagnosed medical needs, "step therapy" would promote the initial use of generic medication, when available, and if the generic medication does not work, then the patient would be prescribed name brand medication as recommended by the patient's doctor.



Education Staff Professionals Meeting Minutes

- Ken DeBord stated that pharmacies are able to identify whether the patient has previously proceeded with the “step therapy” program and will not be asked to repeat the process for the same prescription.
- Ken DeBord stated that another proposed change to our District’s Health Benefits Plan was that specialty prescriptions would be issued for only one month at a time.
- Ken DeBord indicated these proposed changes would provide cost savings of up to \$1 million dollars.
- Ken DeBord also noted over the next few years small changes to the plan may be necessary.
- Apryle Jackson stated there are over two thousand views on the OCEA’s related Facebook post and comments expressed show a primary concern being the lack of a 24 hours pharmacy.
- Apryle Jackson asked that the District review the usage numbers and consider eliminating only one of the two providers in order to retain a pharmacy with 24-hour service.
- Tammy Cope-Otterson added that smaller “mom and pop” pharmacies may not carry stronger medications.
- Sarah Graber stated the District would review the usage numbers.
- Hector Acosta inquired as to the possible cost in co-pay to the employee.
- Ken DeBord reiterated that this would not change the co-pay to the employee, and that program savings would be experienced on the program side.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Overpayment/ Underpayment: John Boyd/ Barbara Gleason

- John Boyd stated this item could be added to a MOU. Current language exists in both contract and School Board Rules.
- Apryle Jackson interjected that draft contract language was provided.
- Michelle VanderLey noted that a MOU was valid for one year.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Supplements for Paraprofessionals at JDC: John Boyd/ Barbara Gleason

- John Boyd stated the purpose of the supplement would be to equalize pay while not changing the job description.
- Apryle Jackson noted the impact is three classroom paraprofessionals who are in the same environment as the classroom teacher.
- Tammy Cope-Otterson stated, as such, the ESE supplement should be comparable to the teacher supplement.
- Apryle Jackson inquired whether this would be in place for the start of the next school year.
- Tammy Cope-Otterson noted supplements are paid four times per year with a first pay date in October.
- John Boyd stated that a dollar amount for the supplement would be determined and brought back as a proposal item.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

School Faculty Meetings/Agendas: John Boyd/ Barbara Gleason

- John Boyd stated OCEA expressed the concern that professional support staff employees are not receiving the opportunity to share information at various school faculty meetings and district meetings.
- Apryle Jackson noted most ESP employees do not attend school faculty meetings; therefore, they do not get information/ updates.
- Apryle Jackson stated that required District meetings are held that are pertinent to specific groups of employees such as nurses, IT, etc.
- Tammy Cope-Otterson noted that a discussion took place at the Superintendent's PLC meeting to designate the fourth Wednesday of each month for such District meetings.
- Hector Acosta shared that the current IT meetings are usually four hours long, and that one-hour meetings would not be sufficient.
- Tammy Cope-Otterson agreed but felt the timeframe could be adjusted as needed.
- Michelle VanderLey stated the intent is collaborative reporting and having a method that brings issues to the bargaining track.
- Daryla Bungo noted that these meetings are important to all employees whether union members or not.
- Apryle Jackson agreed that the issues discussed would be important to all.
- Daryla Bungo proposed sharing of meeting minutes as another way to keep all staff informed.
- Barbara Gleason stated that meeting minutes for ESP are posted online.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Summer Working Hours: John Boyd/ Barbara Gleason

- Michelle VanderLey distributed a handout that reflected a shared concern regarding use of leave time during the summer flexible schedule by members of the maintenance staff.
- Michelle VanderLey noted the work schedule outlined in contract is a forty-hour regular workweek consisting of five consecutive eight-hour days with a sixty-minute lunch, or the flex schedule consisting of four consecutive ten-hour days with a thirty-minute lunch.
- Tammy Cope-Otterson clarified the work day is set at 37.5 hours which translates to five 7.5 hour work days or during summer, four days at 9.5 hours, Monday through Wednesday, and 9 hours on Thursday.
- Michelle VanderLey stated the deviation to the schedule is to be known by July 1.
- Tammy Cope-Otterson noted that paragraph one and two contain the same language, and the flex schedule is the summer schedule.
- John Boyd questioned whether there was a need for a change to our contract language.
- Apryle Jackson stated that some of the maintenance employees were challenging how the contract language is interpreted.
- Apryle Jackson further stated that the actual number of work hours in contract would be clearer than stating flex schedule because that leads an employee to think they may choose a schedule.
- Clyde Wells shared that some maintenance staff remain on five-day work schedule due to the nature of their required work.
- Tammy Cope-Otterson suggested using the term "standard hours" because there are varied work schedules and lunch breaks depending on the employee's classification.
- Daryla Bungo inquired as to what would transpire if the summer schedule would not remain in effect.



Education Staff Professionals Meeting Minutes

- Apryle Jackson stated the language would become dormant.
- John Boyd expressed appreciation for ESP members' collaboration on developing clear contract language.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Employee Dress: John Boyd/ Barbara Gleason

- Apryle Jackson distributed a handout that was copied from contract.
- Apryle Jackson shared concerns in various work roles about the requirement for shirts tucked in and belts worn and noted that the requirement may cause safety issues in ASD or EBD classroom environments.
- Michelle VanderLey asked to clarify contract language versus the policy handbook.
- Tammy Cope-Otterson stated there might be a concern with employees altering a District provided uniform.
- Apryle Jackson stated contract language that does not allow for uniforms to be altered would have to be included.
- John Boyd also stated that ESE classroom safety would be factored into dress code.
- Michelle VanderLey stated the dress code in the Maintenance workplace addresses professionalism.
- Clyde Wells shared the Superintendent's expectation for professional dress.
- Apryle Jackson included teacher contract states neat and clean which does not interfere with student learning or safety.
- John Boyd stated this issue should be equitable across employee groups.
- Tammy Cope-Otterson noted the teacher contract language: "Teachers should be generally neat in appearance, grooming, and dress. Teacher dress should not interfere with the learning environment or present safety concerns."
- Tammy Cope-Otterson stated that management has the right to express concern for unsafe or inappropriate dress.
- Michelle VanderLey noted Maintenance employees are required to have their shirts tucked in; however, Extended Day employees are not.
- John Boyd stated that in order to be perceived as neat, shirts with tails, not t-shirts or polos, should be tucked in.
- Michelle Vanderley noted the Professional Development staff has dress style shirts that they do not tuck in.
- Tammy Cope-Otterson stated the administrator should retain the right to oversee appropriateness of dress based upon job duties.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Salaries and Benefits: John Boyd/ Barbara Gleason

- Apryle Jackson distributed a handout with the OCEA's counter-proposal.
- Apryle Jackson stated the request would be for \$.50 per hour raise for professional support staff employees, and the total cost to the District would be \$916,020.
- John Boyd stated he would share this request with Leadership.



Education Staff Professionals Meeting Minutes

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Salaries and Benefits
- Health Benefits Plan
- Overpayment/ Underpayment
- Supplements for Paraprofessionals at JDC
- District Meeting Agendas
- Summer Working Hours

**Next Meeting: Thursday, July 28, 2016, 02:30 – 04:15 PM
OCEA Office, 722 Mabbette Street, Kissimmee, FL 34741**

Pluses

- Several bargaining team members thanked Martha Leblanc for the food.
- Several bargaining team members thanked Ken DeBord and Clyde Wells for his attendance and participation.

Deltas

- N/A

ADJOURNED at 05:30 PM



Education Staff Professionals Meeting Minutes

Date: Thursday, July 28, 2016, 02:30PM – 04:15PM

Location: OCEA Office; 722 Mabbette Street; Kissimmee, FL 34741

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Ken DeBord



Education Staff Professionals Meeting Minutes

COMMENCED at 02:36 PM

Mission Statement:	John Boyd
Philosophy:	Sarah Graber
Rationale:	Tammy Cope-Otterson
Salary and Fringes:	Apryle Jackson
Goals:	Barbara Gleason
Speaking Order:	Michelle VanderLey
Time Keeper:	Hector Agosto

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that the MOU's for next year would be presented at next month's meeting.
- Michelle VanderLey suggested that perhaps, some of the MOU's could be included instead as part of our contract language.
- John Boyd agreed.

Subcommittee Updates: John Boyd/Michelle VanderLey

- John Boyd stated that there were no subcommittee meetings last month.
- Apryle Jackson requested to set the calendar of subcommittee meetings for the new school year.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Union-Management Meetings (UMM) Updates: John Boyd/Barbara Gleason

- John Boyd stated that there were no union-management meetings last month and shared a copy of the meeting dates for the 2016-2017 school year.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Changes to Health Benefits Plan: John Boyd/Ken DeBord

- John Boyd introduced Ken DeBord.
- Ken DeBord stated that both our Superintendent and the School Board are pleased how many employees are using our new Center for Employee Health.
 - On the first day, 32 employees were served.
 - We have added a doctor and have now seen 2600 patients with half being repeat visits.
 - Employee demand for physical therapy has really grown since the opening.
 - Extra time slots have been built into the schedule to reduce employees' wait time.
 - He has shared this information with the Teamsters this morning.
 - In the Wellness Plus program, a visit to our Center saves the employee the \$35 co-pay if the employee went to their primary care physician.
 - Surveys of employees show 90 percent satisfaction in five categories of questions asked.
- Ken DeBord stated that he spoke to other school districts who started that costs decrease over time after the first year.
- Apryle Jackson asked if employees could now bring prescriptions from outside providers for lab work at our Center.
- Ken DeBord stated that he thought we had this situation resolved.
- Michelle VanderLey asked if our Center could provide us with data on work-related injuries so that we can track safety conditions.
- Ken DeBord stated that our Center would begin work on new Workers' Compensation claims within two weeks.
- Ken DeBord stated that we are trying to work out the issue regarding narcotic prescriptions and pharmacies.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Overpayment/ Underpayment: John Boyd/ Barbara Gleason

- John Boyd introduced Sarah Graber to address this item.
- Sarah Graber asked the OCEA if one of them would please clarify this concern.
- Apryle Jackson stated that OCEA would like the same language in our School Board Rule to be protected in our Contract so that if an employee were overpaid, whether it was a supplement or other issue, the whole amount would not be taken out in one check.
- Sarah Graber agreed.
- Hector Acosta stated that they do not give the supplement out in one check.
- Nate Fancher stated that employees should check the amounts of their paychecks.
- Tammy Cope-Otterson agreed.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Supplements for Paraprofessionals at JDC/John Boyd, Barbara Gleason

- John Boyd stated that we have had several meetings and conversations about this issue.
- Apryle Jackson asked Tammy Cope-Otterson if we could have a special job description.
- Tammy Cope-Otterson stated that would be a change in pay level, and adding a supplement would be better.
- Michelle VanderLey agreed.
- Apryle Jackson asked whether these employees could have a seven hundred and fifty dollar to eight hundred dollar supplement that is equal to what the teachers receive.
- Nate Fancher asked if this was the same as New Beginnings.
- Apryle Jackson stated that New Beginnings employees receive more.
- Darla Bungo stated that this change would affect about three employees.
- Barbara Gleason asked how long it would take to make the change.
- Tammy Cope-Otterson stated that she would check the figures and bring them to the next meeting, and that she would e-mail the proposed amounts to both Apryle Jackson and Michelle VanderLey.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

District Meeting Agendas: John Boyd,/Barbara Gleason

- John Boyd stated that as of the last conversation with Hector, we are favorable toward the proposed language, but the language would need to be shared with our School District Leadership Team.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Summer Working Hours: John Boyd/Michelle VanderLey

- John Boyd stated that the proposed language only affects a few employees, and it may be better handled as a procedural issue rather than a contract issue.
- Apryle Jackson stated that Teamsters employees were working with no air conditioning and unsupervised.
- Nate Fancher stated that no support staff employee should be working by himself or herself.
- Tammy-Cope Otterson reviewed the ease of the procedure to request maintenance to adjust AC temperatures with our new system.
- Michelle VanderLey stated that the issue was that the employee did not know whether he was working a schedule with a four-day week or five-day week, and this caused child care issues.
- John Boyd stated that management shares the schedule in advance, but sometimes, emergencies arise, and the work should be balanced to avoid child care issues when possible.



Education Staff Professionals Meeting Minutes

Extended Day Work Assignments: John Boyd,/Barbara Gleason

- Apryle Jackson stated that Extended Day employees were being transferred arbitrarily to new work assignments that cause hardships with transportation and child care.
- Apryle Jackson shared draft contract language for Article XIV.
- Tammy Cope-Ottersen stated that maybe we could consider using the same May 1 date as the teacher's contract.
- John Boyd stated we might also want to consider language that addresses distance and geographical area.

ACTION: No action was taken on this item at this time. This item will be brought back to a future meeting.

Salaries and Benefits: John Boyd,/Barbara Gleason

- John Boyd introduced Sarah Graber to address this item.
- Sarah Graber shared and reviewed a handout that compares the cost of OCEA's counter-proposal with the School District's original proposal.
- Sarah Garber stated that there are no additional monies for OCEA's counter-proposal at this time.
- However, Sarah Graber stated that the School Board accepted OCEA's request for the salary increase to be reflected as an equal amount for each employee (e.g., 15 cents per hour) versus a percentage of each employee's current salary.
- Sarah Graber stated that:
 - Between 2006 and 2010, our fund balance grew in order to build reserves due to the poor economy.
 - In 2010-2011, our School District had to use the fund balance to sustain our budget and avoid cutting jobs.
 - The outlook for the state education budget next fiscal year is dismal.
- Apryle Jackson stated that OCEA's biggest concern is that some employees are at the poverty level, and we need to bring our lower paid employees up to a living wage.
- Michelle VanderLey requested whether the three percent of the fund balance would be \$16.2 M.
- Sue Schoon asked why the fringe benefit increased.
- Sarah Graber clarified the fringe benefit amount.
- John Boyd asked whether the ESP would like to vote on the fifteen-cent raise that was discussed today.
- Apryle Jackson stated that we would wait on this issue.

ACTION: No action was taken on this item at this time. This item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Final agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.

Next Meeting: Thursday, August 18, 2016, 04:15 – 06:00PM
OCEA Office; 722 Mabbette Street; Kissimmee, FL 34741

Pluses

- ESP members complimented and thanked OCEA for the refreshments they prepared.

Deltas

- N/A

ADJOURNED at 03:351PM



Education Staff Professionals Meeting Minutes

Date: Thursday, August 18, 2016, 04:15 PM – 06:00 PM

Location: OCEA Office; 722 Mabbette Street; Kissimmee, FL 34741

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input type="checkbox"/>
			<input type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
			<input type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 04:20 PM

Mission Statement:	Barbara Gleason
Philosophy:	Elaine Weaver
Rationale:	Darla Bungo
Salary and Fringes:	Apryle Jackson
Goals:	Sarah Graber
Speaking Order:	Tammy Cope-Otterson
Time Keeper:	Hector Acosta

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that Linda Schroeder-King has resigned from the ESP bargaining team, and he would seek direction from School District Leadership for the assignment of a replacement.
- Apryle Jackson stated that Sue Schoon has resigned from the ESP bargaining team, and she would assign a replacement soon.

Subcommittee Updates – Reassignment and Cross-Training:

John Boyd/ Michelle VanderLey

- John Boyd stated that the committee did not meet this month.

Subcommittee Updates -- Salary Schedule:

John Boyd/ Michelle VanderLey

- John Boyd stated that committee did not meet since the prior ESP meeting but recalled that there was still a concern with how the employee paystub connects to the salary schedule.
- Apryle Jackson stated that the employee paystub needs to reflect the pay level of the ESP employee.
- Barbara Gleason shared her paystub as a working example.
- Tammy Cope-Otterson reviewed how the two are connected in the existing employee paystub using Barbara Gleason's paystub as an example.



Education Staff Professionals Meeting Minutes

Union-Management Meetings (UMM) Updates: John Boyd/ Michelle VanderLey

- John Boyd stated that there were no UMM's since the prior ESP meeting

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

MOU re: Collaborative Bargaining: John Boyd/Barbara Gleason

- John Boyd reviewed the MOU and stated that is the same MOU as last year, and there were no changes other than the school year and date of agreement.
- John Boyd stated that the tentative date for Collaborative Bargaining training for new members is scheduled for October 12, from 3:00 PM to 5:00 PM, and meeting details will be sent to BLT members.
- John Boyd requested a vote.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.

MOU re: Union-Management Meetings (UMM): John Boyd/ Barbara Gleason

- John Boyd reviewed the MOU and stated that is the same MOU as last year, and there were no changes other than the school year and date of agreement.
- John Boyd requested a vote.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.

Overpayment/ Underpayment: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed proposed contract language which is identical language in our related current School Board Rule.
- Apryle Jackson asked for an explanation of "direct reimbursement."
- Sarah Graber stated that when an employee is not employed with the district, and our School District cannot deduct the amount from the paycheck, our School District sends an invoice to the employee to recoup the funds paid in error.
- Apryle Jackson asked whether the funds were deducted from the employee's personal bank account.
- Sarah Graber confirmed that our School District does not do that.
- Apryle Jackson stated that if an employee receives a supplement four times a year, a problem occurs when our School District deducts a large amount from one employee paycheck.
- Sarah Graber stated that the correct procedure is that the Payroll Department should always call the employee first to review the overpayment error, and if it is determined that a lump sum payment is a hardship, then the Payroll Department would set up a payment plan for repayment over several employee paychecks.
- John Boyd stated that the same language would be shared with the BLT for instructional employees.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.



Education Staff Professionals Meeting Minutes

Supplements for Paraprofessionals at JDC: John Boyd/ Barbara Gleason

- Tammy Cope-Otterson reviewed information regarding supplements for the Paraprofessionals at JDC.
- Tammy Cope-Otterson stated that the amount of the recommended supplement reflects the difference between the pay level of a 1F ESE paraprofessional and the pay level of a 1E basic paraprofessional, which is forty-five cents per hour multiplied by seven (7) hours per workday and then by 188 workdays and seven (7) hours per day, which equals \$592.00.
- Apryle Jackson asked whether it could be a whole dollar amount.
- Tammy Cope-Otterson stated that some of our current supplements are already paid at different amounts.
- Barbara Gleason asked whether this supplement would be split during the year.
- Tammy Cope-Otterson stated yes, this supplement would be paid in the same way as other supplements (e.g., four times per school year).
- John Boyd stated that he would prepare the formal document that reflects the related proposed contract language and bring it to the next meeting for signature.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.

District Meeting Agendas: John Boyd/ Barbara Gleason

- John Boyd stated that School District Leadership would prefer that this procedure not be in our contract but assured that time could be given after the School District meeting for ESP to share information with employees who chose to stay.
- Hector Acosta stated that ESP just wants the opportunity to address the issues.
- Apryle Jackson stated that this counterproposal might be better since some employees, who are not in the union, may want to leave, but others would have the opportunity if they chose to stay.

ACTION: No action was taken on this item at this time.

Extended Day Work Assignments: John Boyd/ Barbara Gleason

- John Boyd requested more time to bring proposed contract language to our next meeting.
- Apryle Jackson reviewed the language that Michelle VanderLey shared at our prior meeting and reminded that there needs to be a valid reason for the transfer of an employee.
- Apryle Jackson asked why some schools do not have Extended Day leads.
- Tammy Cope Otterson stated that these services are school based funding.
- John Boyd stated that related information will be brought to our next meeting.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Other Duties as Assigned: John Boyd/ Barbara Gleason

- John Boyd stated this is a new agenda item.
- Apryle Jackson stated that some work sites assign more “other duties as assigned” outside of the employee’s job description that are not related to the employee’s job.
- Barbara Gleason stated that she has student supervision duty in the morning and afternoon, and student record clerks should not have any duty.
- Tammy Cope-Otterson stated that former Superintendent Melba Luciano required that school principals not assign “other duties” to student records clerks so that their focus remained upon correct student data entry and course scheduling.
- Tammy Cope-Otterson was not sure in what direction School District Leadership would like to pursue at this time.
- Elaine Weaver stated that she is given a lot of extra duties to do especially when it comes to textbooks.
- Darla Bungo stated this duty assignment is a school-based administrative decision since as an assistant principal, she handled textbooks at her former school.
- John Boyd stated that when he was a teacher at Horizon Middle School, administration handled textbooks.
- Hector Acosta stated that it appears that school administrators are creating different sets of rules.
- Apryle Jackson stated that teachers are giving students money to bring to the school bookkeeper.
- Sarah Graber stated that these concerns appear to be school-based management issues and that our School District does not advocate that students handle any school funds.
- John Boyd stated that he understood the concerns expressed and sees the need to cross train employees so that the same employees are not always assigned extra duties as opposed to other employees.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

New Employee Orientation/John Boyd, Barbara Gleason

- Apryle Jackson stated that OCEA never gets the opportunity to speak at the new employee orientations for ESP employees and requested whether OCEA might be able to set up a snack table to meet and greet new hires.
- Tammy Cope-Otterson stated that the goal of the sign up sessions in our School District onboarding process is to process the employees as quickly as possible so that the new hires may begin work at their new work site as soon as possible.
- Tammy Cope-Otterson stated that future plans would make most of the onboarding process digital and reduce the time required for a face-to-face meeting.
- Apryle Jackson stated that our contract requires that OCEA be notified about new employees in a timely fashion, and OCEA is not being notified until the names appear in a School Board meeting packet.
- Tammy Cope-Otterson stated that with all due respect, our School District has hired over 400 teachers this summer, and Human Resources has processed them as quickly as possible with the priority being for our schools and students.



Education Staff Professionals Meeting Minutes

- Tammy Cope-Otterson stated she will work with Information Services to see whether a quarterly report can be generated for OCEA.
- Apryle Jackson stated that she understood the workload during the beginning of the school year, but her concern was during the rest of the year.

ACTION: No action was taken on this item at this time.

Salaries and Benefits: John Boyd/ Barbara Gleason

- Sarah Graber stated that Ken DeBord could not attend our ESP meeting, but she would provide an update on Health Benefits.
- Sarah Graber stated that our School District would not seek to remove CVS and Walgreens from our approved pharmacy list although this step would have been a \$500,000 cost savings to our Health Benefits plan this fiscal year.
- Sarah Graber reviewed the Florida Retirement System Benefits Consortium (FRSBC) health benefits plan for retirees that our School Board recently approved.
- Sarah Graber stated that there were several focus groups conducted for this plan.
- Sarah Graber stated that ten counties are part of the FRSBC and as new retirees join the plan, the premiums would decrease.
- Barbara Gleason asked whether the FRSBC health benefits plan was an option.
- Sarah Graber stated that when a retiree reaches the age of sixty-five (65), the retiree is required to move to this plan which provides better coverage and lower premiums and which provides our School District with a cost savings.
- John Boyd stated that our School District's salary and benefits negotiations proposal remains the same, including OCEA's request that it be stated in terms of a fifteen (15) cent per hour salary increase for all ESP members.
- Apryle Jackson stated that she sent a mass e-mail to survey all ESP members, and she needs an opportunity to review the data with her team.
- John Boyd stated that our School District respects OCEA's request.
- Apryle Jackson stated that FEA and NEA are prepared to donate a large amount of money to the political action committee for the half-penny sales tax referendum and are hoping it passes.
- John Boyd apologized to ESP members for the short time on this meeting's agenda for salaries and benefits, but bargaining team members requested items that required some time to discuss them, so the time slots on our agenda had to be balanced.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Final agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.
- Apryle Jackson stated that she would send items for the next agenda by e-mail.

Next Meeting: Thursday, September 15, 2016, 04:15 – 06:00PM
Human Resources Administrative Services; Administrative Annex
Building 3, Conference Room 03

Pluses

- ESP members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 05:25 PM



Education Staff Professionals Meeting Minutes

Date: Thursday, September 15, 2016, 04:15 PM – 06:00 PM

Location: Human Resources Administrative Services
Administrative Annex, Building 03, Conference Room 03

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
VACANT			<input type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 04:16 PM

Mission Statement:	John Boyd
Philosophy:	Apryle Jackson
Rationale:	Michelle VanderLey
Salary and Fringes:	Shirley Groff
Goals:	Hector Acosta, Barbara Gleason, Elaine Weaver, Nate Fancher, Tammy Cope-Otterson
Speaking Order:	Darla Bungo
Time Keeper:	Tammy Cope-Otterson

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Subcommittee Updates – Reassignment and Cross-Training: John Boyd/Michelle VanderLey

- Michelle VanderLey shared a revised copy of the Cross Training Plan and reviewed it with the ESP Bargaining Team members.
- Michelle VanderLey stated that she used a skill sheet from the School District website.
- Sarah Graber asked if both supervisors should sign the first page if applicable.
- Michelle VanderLey agreed that this was a good idea.
- John Boyd stated that he would share the document with Janice Franceschi and request her expertise in writing a generic course description for MyPGS.
- Michelle VanderLey asked whether the ESP Bargaining Team members would like to vote on this tonight.
- Apryle Jackson stated that the ESP Bargaining Team members would need a month to review the document.
- Michelle VanderLey stated that we would like to get approval before the Professional Development Day.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Subcommittee Updates -- Salary Schedule: John Boyd/ Michelle VanderLey

- John Boyd stated that there were no subcommittee meetings since our prior ESP meeting.

Union-Management Meetings (UMM) Updates: John Boyd/ Michelle VanderLey

- John Boyd stated that there were no UMM's since our prior ESP meeting.

MOU re: Orientation Tab and its Contents: John Boyd/ Barbara Gleason

- John Boyd shared the draft MOU and reviewed its contents with ESP members. He stated that the BLT approved the same MOU for teachers at our prior BLT meeting.
- John Boyd stated per our precedent, we are not requesting a vote until next month.
- Apryle Jackson stated that she was worried about the November 1 completion date.
- John Boyd stated that we could negotiate moving this date forward for ESP employees.
- Barbara Gleason stated that some employees do not have access to computers.
- Apryle Jackson stated that we also have employees may not be computer literate, and we might need to have an alternative plan.
- John Boyd asked about having them sit with another person to help them through the process.
- Nate Fancher stated that his plan would be to reserve the computer lab at his school and to staff the lab to help those employees.
- John Boyd stated that the Teamsters employees might need similar assistance.
- John Boyd stated that if an employee did not finish by November 1, then administrators should meet with the employee, but there should be no discipline since this is our first year of implementation. However, he stated that all employees should complete the Child Abuse and evaluation modules as soon as feasible.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Overpayment/ Underpayment: John Boyd/ Barbara Gleason

- John Boyd stated that he brought the formal document with the approved contract language for the appropriate signatures.

ACTION: N/A



Education Staff Professionals Meeting Minutes

Supplements for Paraprofessionals at JDC: John Boyd/ Barbara Gleason

- John Boyd stated that he brought the formal document with the approved contract language for the appropriate signatures.
- Apryle Jackson requested whether one paraprofessional from the Commitment Facility (OASIS) could be added.
- John Boyd stated that he would prepare the formal document that reflects this addition and bring it to the next meeting for the appropriate signatures.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Safety Shoes: John Boyd,/Barbara Gleason

- John Boyd reviewed the proposed contract language and reminded ESP members that the proposed language was shared at a prior meeting, but no vote was taken.
- John Boyd requested vote.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.

Testing Provisions: John Boyd/ Barbara Gleason

- John Boyd reviewed the proposed contract language and reminded ESP members that the proposed language was shared at a prior meeting, but no vote was taken.
- Apryle Jackson stated that if a support staff volunteers, she thought administrative approval is required.
- John Boyd stated that he would correct the wording and bring the formal document that reflects the proposed contract language to the next meeting.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Extended Day Work Assignments: John Boyd/ Barbara Gleason

- John Boyd stated that he kept OCEA's proposed contract language and added March 1 as the deadline to apply for a transfer for the next school year.
- Tammy Cope-Otterson stated that March 1 is currently used as the deadline for teacher transfers because it helps administrators to plan for hiring for vacancies that may occur.
- Michelle VanderLey asked if the proposed language would block the employee's transfer within the five days before the end of their contract.
- John Boyd stated that the proposed language for employee transfers to like jobs was different from the language regarding reassignment to a different job at the end of the year, so it would not block an employee's request to transfer.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.



Education Staff Professionals Meeting Minutes

Other Duties Assigned: John Boyd/ Barbara Gleason

- John Boyd stated that we discussed this item at a previous meeting and asked whether proposed contract language was needed.
- Michelle VanderLey shared an example with the committee to highlight a need to ensure that “other duties as assigned” meant “other job-related duties as assigned.”
- John Boyd stated that work safety was a concern, and he would share this concern with School District Leadership.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

New Employee Orientation: John Boyd/ Barbara Gleason

- John Boyd stated that he understood that OCEA would like the opportunity to meet with all newly hired ESP employees, but he noted that onboarding sign-up sessions for new employees were designed to be focused on paperwork only in order to get employees to work as soon as possible.
- Michelle VanderLey stated that OCEA would like to be on the agenda of ESP orientation meetings.
- Tammy Cope-Otterson stated that sign up meetings for ESP employees are not the same as orientation meetings for teachers.

ACTION: No action was taken on this item at this time.

Salaries and Benefits: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed the revised ESP salary negotiations proposal package. He stated that Dr. Pace wanted the ESP BLT to know that she empathizes with Osceola County employees. He reminded bargaining team members that during the recession, our School District did not cut any jobs because of funding but did have to make cuts to capital maintenance. He stated that the half penny sales tax referendum would help provide funding to help meet some of these needs. He shared that the average resident of Osceola County would pay \$50 each year, but tourists would account for 46% of the tax paid. He reminded bargaining team members that our School District would not see the proceeds from this tax until January 2017, so it was in the employees’ interest not to wait to approve this salary and benefits proposal. He explained that a settlement now, instead of later, would put the retroactive raise in ESP employee paychecks before Thanksgiving break.
- Apryle Jackson stated that ESP has a counter proposal of a thirty (30) cent per hour raise. She shared a handout that illustrated that the counterproposal cost roughly \$300,000 more. She stated that many ESP employees earn under \$20,000 a year.
- Michelle VanderLey reviewed a handout with School District revenues and expenditures. She stated that the School District fund balance has doubled, and the Superintendent’s budget has increased.
- Michelle VanderLey asked Sarah Graber if she knew what the School Board had committed to with their funds.



Education Staff Professionals Meeting Minutes

- Sarah Graber clarified that the School Board members' monies roll over to pay contract commitments.
- Michelle VanderLey asked whether the change was posted on the School District website.
- Sarah Graber confirmed that it was posted.
- Michelle VanderLey shared another handout with function numbers and stated that our School District's largest expenditures were capital, pupil transportation, and instruction.
- Sarah Graber clarified that the unassigned fund balance actually did increase, but it reflects a percent of overall revenue dollars, and the percentage will decline over time.
- Sarah Graber clarified that the instructional function was not purely salaries. She also stated that in the 2015-16 school year, the budget process was changed. She explained that the discretionary budget, function 5000, is not for salaries, and that these funds were moved to a different fund to fund other budget needs.
- Sarah Graber stated that the latest state budget outlook is not looking any better, and there will likely be a decrease in per student state funding next year. She explained that the School District will look to make additional spending cuts, and the fund balance may be needed to cover any budget shortfalls.
- Michelle VanderLey stated that OCEA would like the names of those who prepare budget forecasts for our School District so that they can contact them.
- Sarah Graber stated that she gets her information from the consultants that work for our School District in Tallahassee.
- Nate Fancher stated that national reports show salaries are not going up across the country.

ACTION: No action was taken on this item at this time. This item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

**Next Meeting: Thursday, October 6, 2016 02:00 – 03:45 PM
Human Resources Administrative Services; Administrative Annex
Building 3, Conference Room 03**

Pluses

- ESP BLT members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 05:35 PM



Education Staff Professionals Meeting Minutes

Date: Thursday, November 17, 2016, 04:15 PM – 06:00 PM

Location: Human Resources Administrative Services
Administrative Annex, Building 03, Conference Room 03

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 04:18 PM

Mission Statement:	Nate Fancher
Philosophy:	Barbara Gleason
Rationale:	Tammy Cope-Otterson
Salary and Fringes:	Apryle Jackson
Goals:	Jason Hayes
Speaking Order:	Apryle Jackson
Time Keeper:	Nate Fancher

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- Michelle VanderLey handed out a summary of previous OCEA proposals.
- John Boyd stated that he would review the summary and provide feedback no later than the next meeting in December.

Subcommittee Updates – Reassignment and Cross-Training: John Boyd/Michelle VanderLey

- John Boyd thanked Michelle VanderLey for scheduling a meeting with Professional Development for December 01, 2016 at 1:00 PM to discuss cross-training.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Subcommittee Updates -- Salary Schedule: John Boyd/Michelle VanderLey

- John Boyd stated that this committee did not meet since the prior ESP meeting.
- John Boyd stated that the codes on the employee pay stubs connect to their salary on the salary schedule.
- Michelle VanderLey stated that it is still not clear.
- Tammy Cope-Otterson stated that a possible solution might be to request Information Services to list the employee's current pay level with the employee's directory information in the Employee Portal since the check stub is very limited.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Union-Management Meetings (UMM) Updates: John Boyd/Michelle VanderLey

- John Boyd stated that Information Technology UMM met with Mr. Curran, and this meeting was positive and included a commitment for training and a possible career ladder for the technicians.
- Michelle VanderLey stated that Extended Day has some safety concerns with procedures for students whose parents are late for student pick-up times.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

MOU re: Orientation Tab and its Contents: John Boyd/Barbara Gleason

- John Boyd distributed and reviewed the handout regarding this item.
- John Boyd stated that there were two substantial changes to the draft of the proposed MOU:
 - The deadline date for completion was changed to reflect January 31, 2017.
 - Administrators shall make reasonable accommodations for employees who have limited access to technology.
- Apryle Jackson stated that there is an issue with watching the videos, and staff needs more time during their regular workday to complete the modules.
- Darla Bungo asked whether the Blood-borne Pathogens section needed to be updated.
- Barbara Gleason stated that some of the contents were outdated, and the videos are difficult to hear.
- John Boyd stated that the School District is in the process of getting the content updated.
- Myra Schaalma stated that access to computers during the school day is difficult because the computers are reserved for students.
- John Boyd stated that administrators would provide flexibility and consider reserving time on early release Wednesdays.
- John Boyd asked whether members might tentatively approve the MOU tonight.
- Apryle Jackson stated that her team would like to postpone this item until the next meeting.
- John Boyd stated that deadline date for completion could be moved to February 01, 2017.
- Tammy Cope-Otterson stated that Dr. Pace wants the Professional Development Day to be reserved for workshops but not to complete the Orientation Tab.
- Darla Bungo asked whether the Orientation Tab would have the same modules each year.
- John Boyd stated that if there were a need for a change, OCEA would have the right to review the change and bargain its impact.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Testing Provisions: John Boyd,/Barbara Gleason

- John Boyd stated that he would need to postpone this item until the next meeting.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Other Duties Assigned: John Boyd/Barbara Gleason

- John Boyd stated that he would need to postpone this item until the next meeting.
- Apryle Jackson stated that there are still some schools pulling the same paraprofessionals to substitute often.
- John Boyd stated that developing contract language to be more equitable could be considered, and he requested a list of schools where OCEA has concerns.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Salaries and Benefits: John Boyd,/Barbara Gleason

- John Boyd distributed and reviewed the handout regarding this item.
- John Boyd stated that in addition to the proposed fifteen cents per hour salary increase, Osceola County School Board (OCSB) would like to offer a \$150.00 retention supplement.
- John Boyd stated that in addition, the OCSB added \$3 million to the Health Benefits Trust Fund.
- Apryle Jackson stated that she would like to review the proposal with her team and bring this item back to the next meeting.
- John Boyd stated that Dr. Pace requested that the package be assembled together similar to the procedure in Brevard County, but salary negotiations and contract language could be considered separately.

ACTION: No action was taken on this item at this time. This item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Final agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.

Next Meeting: Thursday, December 15, 2016 04:15 – 06:00PM
OCEA Office, 722 W Mabbette, St. Kissimmee, FL. 34741

Pluses

- BLT members complimented and thanked Martha Leblanc for the refreshments.
- OCEA stated that the OCSB counter-proposal was nice to see.

Deltas

- N/A

ADJOURNED at 05:00 PM



Education Staff Professionals Meeting Minutes

Date: Thursday, December 15, 2016, 04:15 PM – 06:00 PM

Location: **OCEA Office, 722 W Mabbette, St. Kissimmee, FL. 34744**

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Anne Calandrino



Education Staff Professionals Meeting Minutes

COMMENCED at 04:27 PM

Mission Statement:	Hector Acosta
Philosophy:	Darla Bungo
Rationale:	John Boyd
Salary and Fringes:	Apryle Jackson
Goals:	Elaine Weaver
Speaking Order:	Sarah Graber
Time Keeper:	Hector Acosta

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Subcommittee Updates – Reassignment and Cross-Training: John Boyd/ Michelle VanderLey

- Apryle Jackson stated that Michelle VanderLey met with Janice Franceschi in regards to the Cross-Training contract language, and she stated that they are trying to design appropriate workshops to support the requirements.
- Barbara Gleason stated that the next meeting for this subcommittee is set for January 11, 2017.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Subcommittee Updates -- Salary Schedule: John Boyd/ Michelle VanderLey

- John Boyd stated that there were no subcommittee meetings since our last meeting.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Union-Management Meetings (UMM) Updates: John Boyd/ Michelle VanderLey

- Apryle Jackson stated that IT met last month and discussed their concerns.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

MOU re: Orientation Tab and its Contents: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed the related MOU. He stated that revisions were made to reflect the discussion at our prior meeting.
- Apryle Jackson stated that some of the courses listed are the same as last year, and once you receive inservice points for one year, you cannot receive them for the next year.
- Barbara Gleason stated that she was told you had to wait a set number of years before you could receive points for the same module.
- John Boyd stated that they could change the title or content in order to assign new points for the same module.
- Darla Bungo asked if it was possible to prepare a communication for administrators to outline the new requirements and expectations.
- John Boyd stated that he took the modules again himself so that he could see the concerns ESP members expressed. He agreed that updates are needed, but the state requirements for these trainings remain.
- John Boyd noted that Professional Development does not write the content of the Orientation Tab modules and that several other departments are responsible for updates to the content.
- John Boyd called for a fist of five vote on this item.

ACTION: Following a fist of five vote, ESP members tentatively approved this item.

Testing Provisions: John Boyd,/Barbara Gleason

- John Boyd shared and reviewed the draft contract language regarding this item. He stated that there was a phrase added to the second sentence to permit administrators to select volunteers. He stated that training would still be required for volunteers prior to their eligibility to serve as test administrators.
- John Boyd called for a fist of five vote on this item.

ACTION: Following a fist of five vote, ESP members tentatively approved this item.

Other Duties Assigned: John Boyd/Barbara Gleason

- Apryle Jackson stated that some clerical staff are doing other jobs and are concerned about it affecting their evaluations for their regular assigned jobs.
- John Boyd asked if OCEA would like to see contract language to address this issue.
- Apryle Jackson stated that OCEA would to have contract language to protect these employees.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Salaries and Benefits: John Boyd,/Barbara Gleason

- John Boyd stated that there is a change in the recent proposal:
 - Employees were paid for the two non-workdays due to Hurricane Matthew. John Boyd stated that these workdays were built into the original School District work calendar and that all School District employees would have had to make up these workdays unless we had received the waiver from the Florida Department of Education. It was each school district's decision as to whether to require employees to work these days/ use their leave time or to pay them. Both Tammy Cope-Otterson and Sarah Graber calculated the amount per employee to be \$240.
 - The School Board is offering a \$150 non-recurring retention supplement for employees who were employed in the School District the prior year and returned to work for this school year.
- Apryle Jackson stated that the School Board's proposed 15 cents per hour salary increase and the \$150 supplement would actually equal a 26 cents per an hour salary increase. She stated OCEA is asking for a 25 cents per hour salary increase for each ESP employee.
- Nate Fancher asked to verify that OCEA would like the School Board to drop the \$150.00 supplement and offer a 25 cents per hour raise instead.
- Apryle Jackson verified that was what OCEA was proposing for ESP employees.
- Sarah Graber stated that she agrees with Apryle Jackson's numbers; however, we are not authorized at this time to make that offer and would have to take this proposal back to the School Board.
- Apryle Jackson stated that many of our ESP employees are making less than \$20,000 per year.
- Sarah Graber stated that the cost of the counter-proposal is about \$300 thousand dollars roughly.
- John Boyd stated that he would like the opportunity to share this counter-proposal with the Leadership Team.
- Apryle Jackson stated that OCEA must bargain for ESP employees differently and separately from teachers.
- Sarah Graber stated that historically, the School Board's reasoning was that the ESP employees would get the same percentage salary increase as the teachers.
- Apryle Jackson requested a break at 4:50 PM to meet with her team.
- The meeting reconvened at 4:54 PM.
- Apryle Jackson stated that her team wanted to give the School District team the opportunity to take their counter-proposal back to the School Board.
- John Boyd thanked OCEA for this opportunity.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Final agenda items shall be sent to John Boyd no later than one week prior to the next scheduled meeting.
- Apryle Jackson stated that Tammy Cope-Otterson stated that the information regarding the employee's pay level in portal will be delayed since the new employee who will input this information was just hired and will need training.

Next Meeting: Thursday, January 19, 2017 04:15 – 06:00PM
OCEA Office, 722 W Mabbette, St. Kissimmee, FL. 34741

Pluses

- ESP members complimented and thanked OCEA for the refreshments.

Deltas

- ESP members expressed they wished Tallahassee would provide more finding for our School District.

ADJOURNED at 05:05PM



Education Staff Professionals Meeting Minutes

Date: Thursday, January 19, 2017, 04:15 PM – 06:00 PM

Location: OCEA Office, 722 Mabbette, St. Kissimmee, FL. 34744

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
Anne Calandrino	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input checked="" type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals Meeting Minutes

COMMENCED at 04:15 PM

Mission Statement:	John Boyd
Philosophy:	Barbara Gleason
Rationale:	Michelle VanderLey
Salary and Fringes:	Apryle Jackson
Goals:	Tammy Cope-Otterson
Speaking Order:	Michelle VanderLey
Time Keeper:	Tammy Cope-Otterson

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration. Revisions shall be recorded in the next e-mail.

Subcommittee Updates – Reassignment and Cross-Training: John Boyd/Michelle VanderLey

- John Boyd stated that there were no subcommittee meetings since our last meeting.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Subcommittee Updates -- Salary Schedule: John Boyd/Michelle VanderLey

- John Boyd stated that there were no subcommittee meetings since our last meeting.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Union-Management Meetings (UMM) Updates: John Boyd/Michelle VanderLey

- John Boyd stated that the UMM for paraprofessionals met on January 18, 2017, and had a great brain storming session.
- Shirley Groff stated we need a safety plan in place for our ESE paraprofessionals beyond CPI training.
- Michelle VanderLey stated that we may need to change the meeting times since our paraprofessionals leave work earlier than the current meeting times.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Cross-Training: John Boyd/Barbara Gleason

- Michelle VanderLey stated that she and Anne Calandrino went to a training for School District managers at Professional Development.
- Michelle VanderLey stated that she has been in touch with Janice Francheschi and requested that we have a tentative agreement on Cross Training in place to support the October Professional Development Day.
- Tammy-Cope Otterson stated that the current draft of the document was a good starting point that we could adjust in the future.
- Sarah Graber asked whether we need the mentors and supervisors to buy in and noted there was a typo in Section 3.
- Michelle VanderLey stated that if no agreement were reached, then there would be no cross-training arrangements.
- John Boyd stated that the original skill sheets for some job descriptions might be obsolete.
- Michelle VanderLey asked whether skill sheets for each job description would take a long time to write.
- Tammy Cope Otterson stated that job descriptions are generic and that the cross-training document could address specific skills.
- John Boyd stated that the strength of this plan document is that it could be used year round.
- Michelle VanderLey stated that it could even be a one-year plan or two-year plan, depending on the position.

ACTION: Following a fist of five vote, the ESP members tentatively approved this item.

Other Duties Assigned: John Boyd/Barbara Gleason

- Apryle Jackson stated that we need contract language that protects clerical staff from being overextended in their duties and evaluated fairly.
- John Boyd stated that we could complete that task in subcommittee.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Salaries and Benefits: John Boyd,/Barbara Gleason

- John Boyd stated that our Teamsters bargaining unit has reached settlement, and it was roughly the same proposal that was offered to our ESP bargaining unit.
- John Boyd stated that he shared OCEA's counter-proposal for a twenty-five cent per hour salary increase with Dr. Pace, and she shared it with our School Board Members. However, he stated that since that salary increase could not be sustained for the next school year given expected budget constraints, the School Board's offer remained the same current proposal.
- John Boyd stated that the School District received an update from Mixon and Associates that state budget for next year does not look positive.
- Anne Calandrino asked Sarah Graber if she knew what the projected budget was for next school year.
- Sarah Graber stated that she was in a state-level meeting last week and it appear school districts face a potential one-half billion in cuts.
- Sarah Graber stated that the School Board and Dr. Pace do not feel comfortable in going over one-percent as offered.
- Sarah Graber stated that our School District is looking to make significant cuts in order to generate cost savings.
- Hector Acosta addressed the savings issue by giving examples of bids issues and companies.
- Sarah Graber asked Hector to give her the details so that she could look into this matter.
- Anne Calandrino asked Sarah Graber what the percentage of the School District budget was salaries.
- Sarah Graber stated that she did not have the exact figure, but she would e-mail her the information.
- Apryle Jackson asked John Boyd when we would hear from the state legislature's Appropriations Committee on funds for K-12 education.
- John Boyd stated that it could be anywhere from mid-March to late April.
- Apryle Jackson asked if the School Board would possibly offer an increase after the Appropriations Committee met.
- Sarah Graber stated that our School Board could not determine that yet since we do not know what next year's budget would look like.
- Apryle Jackson stated that ESP employees deserve a decent raise and the current proposal was frustrating to OCEA.
- Shirley Groff stated that we are losing good employees as they are making more money outside the District.
- Michelle VanderLey stated that the Educations Support Professionals declare impasse.
- Apryle Jackson stated that our preference is to seek resolution through mediation.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals Meeting Minutes

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- John Boyd stated that since we are in impasse, our meeting in February is canceled.
- Apryle Jackson stated that the March meeting was during spring break and may need to be re-scheduled depending upon impasse proceedings.
- Anne Candrino requested that we include as an item on the agenda for our next meeting dress code.
- Apryle Jackson requested that we include as an item on the agenda for our next meeting a supplement for Paraprofessionals who translate documents at the school level.

Next Meeting: TBA.

Pluses

- ESP members complimented and thanked OCEA for the refreshments.

Deltas

- ESP members expressed that we were disappointed that we were not able to agree on our proposal.

ADJOURNED at 04:45PM



Education Staff Professionals Meeting Minutes

Date: Wednesday, March 22, 2017, 04:15 PM – 06:00 PM

Location: OCEA Office, 722 W Mabbette, St. Kissimmee, FL. 34744

OCEA ATTENDANCE			
Hector Acosta	Computer Technician	Mill Creek Elementary	<input type="checkbox"/>
Elaine Weaver	Secretary	PATHS	<input checked="" type="checkbox"/>
Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE			
John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
Jason Hayes	Assistant Principal	Highlands Elementary	<input type="checkbox"/>
Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
Migdalia Mercado	Director	Finance	<input type="checkbox"/>
Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Anne Calandrino, OCEA; Susan Compton, OCEA



Education Staff Professionals Meeting Minutes

COMMENCED at 04:18 PM

Mission Statement:	(Waived in the interest of time)
Philosophy:	(Waived in the interest of time)
Rationale:	(Waived in the interest of time)
Salary and Fringes:	(Waived in the interest of time)
Goals:	(Waived in the interest of time)
Speaking Order:	Hector Acosta
Time Keeper:	(Waived in the interest of time)

Introduction of New Bargaining Team Members: John Boyd

- N/A

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to BLT members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd requested to waive the usual format of the agenda for the meeting today so that the BLT could focus upon the MOU re: School Improvement Grant 1003(g) Cohort 4 (SIG4).

MOU re: School Improvement Grant 1003(g) Cohort 4 (SIG4)

- John Boyd shared the MOU document and stated that it reflects input received from OCEA.
- John Boyd reviewed the list of assurances for the instructional employees who would be hired at Central Avenue Elementary School (CAES). He stated that if any of these assurances might change due to direction from the Florida Department of Education, then the impact of the changes would be brought to OCEA for bargaining.
- John Boyd stated that the professional support staff employees could earn bonuses that shall be paid as supplements.
- Apryle Jackson asked why we could not break up the performance bonus.
- John Boyd stated that the School District does not know the schedule of how much grant money would be funded each year with certainty, could not guarantee a set amount for Year 3 and Year 4, but could guarantee that the final amount listed in the MOU would be paid no later than Year 4.
- Darla Bungo asked whether School District employees assigned to provide services to CAES would receive an orientation about the SIG4 grant.
- John Boyd stated that Principal Hahn would provide an orientation for all other professional support staff at CAES so that they were aware of the grant and its requirements.
- Michelle VanderLey asked when the professional support staff position interviews were going to be held.
- John Boyd stated that our School District was interviewing teachers now and support staff soon afterward beginning in early April.



Education Staff Professionals Meeting Minutes

- John Boyd stated that our School District is pursuing another federal grant that would provide bonuses for teachers who obtain National Board Certification or serve as mentors.
- Apryle Jackson stressed the importance of including OCEA earlier in the grant writing process.
- John Boyd requested a vote on this item.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item as amended.

Agenda Items for Next Meeting: Apryle Jackson/ John Boyd

- Final agenda items will be sent to John Boyd no later than one week prior to the next scheduled meeting.

**Next Meeting: Thursday, April 20, 2017 04:15 – 06:00PM
OCEA Office, 722 West Mabbette Street, Kissimmee, FL 34741**

Pluses

N/A

Deltas

N/A

- **ADJOURNED at 04:27PM**



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, May 25 2017, 04:15 PM – 06:00 PM

Location: Human Resources Administrative Services; Administrative Annex, Building 03;
Conference Room 03

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
2	Elaine Weaver	Secretary	PATHS	<input type="checkbox"/>
3	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
4	Barbara Gleason	Student Records	Osceola High School	<input checked="" type="checkbox"/>
5	Shirley Groff	OCEA Vice-President	Thacker Elementary	<input checked="" type="checkbox"/>
6	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
7	Sue Schoon	LPN	Central Ave Elementary	<input type="checkbox"/>
8	Michelle VanderLey	Executive Director	OCEA	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Jason Hayes	Principal	Deerwood Elementary	<input checked="" type="checkbox"/>
5	Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
6	Migdalia Mercado	Director	Finance	<input checked="" type="checkbox"/>
7	Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
8	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Anne Calandrino, OCEA Uni-Serv Director; Susan Compton, Paraprofessional, Cypress Elementary School



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 06:06 PM

Meeting Protocol	
Mission Statement:	Shirley Groff
Philosophy:	Shirley Groff
Rationale:	Shirley Groff
Salary and Fringes:	Shirley Groff
Goals:	Michelle VanderLey
Guest Protocol:	Darla Bungo
Speaking Order:	Jason Hayes
Time Keeper:	Shirley Groff

Introduction of New Bargaining Team Members

- Apryle Jackson introduced Susan Compton as the new Vice-President-Elect for OCEA, who begins her term on July 01, 2017.

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd congratulated OCEA on the 93% majority vote of their members in favor of ratification of our new Contract.

Dress Code: Barbara Gleason

- Apryle Jackson shared and reviewed proposed changes to *Article II: Miscellaneous Provisions, Section F: Employee Dress* of our Contract. OCEA would like to delete “with belt loops” and “worn with a belt” to be removed since many employees do not wear belts. OCEA would also like to delete “flip-flops, platforms, and shoes with wheels may not be worn.”
- John Boyd stated that Management has strong feelings that no employee should wear flip flops to their worksites.
- Apryle Jackson stated that she realizes that this is a safety issue, and OCEA agrees that flip flops should not be worn in a two-story school.
- John Boyd stated that he share OCEA’s requests with Leadership.

Action: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Other Duties: Barbara Gleason

- Apryle Jackson stated that OCEA is concerned with “Other Duties” in regards to support staff because some administrators are assigning the same support staff employees with extra duties such as car duty, lunch duty, etc., and not others. She stated some support staff do not have duty at all throughout the year.
- Barbara Gleason confirmed that some School District job descriptions do state “other duties as assigned.”
- Jason Hayes stated that the assignment of other duties should be equitable and should not be limited to the same staff repeatedly.
- Apryle Jackson stated that when support staff employees are assigned other duties, the school phone is answered with voicemail instead of a real employee.
- John Boyd stated that callers are supposed to be able to speak with a real employee at least within twenty-four hours per the Superintendent.
- John Boyd stated he would work with Jason Hayes to review OCEA’s proposed language and prepare a counter-proposed language.

Action: No action was taken on this item at this time, and this item will be brought back to a future meeting

Allocations: Barbara Gleason

- Apryle Jackson stated that every year ten-month employees are reassigned to nine-month positions and receive pay cuts.
- Apryle Jackson stated that she understood that budgets are tighter, and administrators have to work with the allocations that are given at each work site.
- Barbara Gleason stated that she thought there was a new model for allocations, and that support staff positions seem to change in number every year.
- John Boyd asked Migdalia Mercado if she was aware of a new model.
- Migdalia Gonzalez stated that Jose Gonzalez manages budget allocations.
- John Boyd asked Apryle Jackson how many similarly situated staff had contacted her about this issue.
- Apryle Jackson stated she had received calls from six (6) support staff but there are likely more support staff employees affected.
- Michelle VanderLey asked Jason Hayes for his perspective.
- Jason Hayes stated that school principals are assigned the allocations they receive.
- Michelle VanderLey asked who has the authority to decide what you would do with your allocations.
- Jason Hayes stated that unlike past years, each school principal meets with Leadership to justify which positions are needed.
- Michelle VanderLey asked Darla Bungo for her perspective.
- Darla Bungo stated that she does not generate FTE funding for her allocations and often writes grants to fund additional employees.
- Michelle VanderLey asked whether administrators could move funds within their school budgets to fund positions.
- Jason Hayes stated that the general budget funds may be used to cover your expenses, the funding model states the total number of allocations for employees for the school year, and Title I may provide funds for specific and/ or additional allocations.

Action: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Supplements: Barbara Gleason

- Apryle Jackson stated that professional support staff employees who translate for meetings are taken away from their normal duties.
- OCEA proposes a supplement for individuals who are trained and assigned to translate at each worksite.
- Hector Acosta stated that there are many different dialects of Spanish and the meanings of words may differ across dialects.
- John Boyd stated a protocol might need to be written for both written and verbal translations.
- Jason Hayes stated that sometimes parents bring their older children to the meetings to translate for them and whether or not the translation is correct is a concern.
- Darla Bungo stated that we should include Multicultural Education and receive their input.
- John Boyd stated that we have a new Director of Multicultural who can assist us.
- Darla Bungo stated that in some cases you might not have an employee available who speaks the language we need to help our parents.
- Hector Acosta stated that we could have a pool of employees who understand and speak more than one dialect.
- Apryle Jackson stated that parents of children who come into our School District need to be sure that their children's records are translated properly.
- Darla Bungo stated that her department helps parents with student enrollment, and a District Counselor and Curriculum and Instruction Department determine the appropriate grade level placement of students from other countries.
- John Boyd stated that he would contact the Multicultural Department to request their input on training and standards for translation services conducted by employees and criteria for establishing a pool of employees who can offer translation services.

Action: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Sick Leave: John Boyd/ Barbara Gleason

- Apryle Jackson stated that OCEA was proposing an incentive to address employee absenteeism. She reviewed the terms of the proposed contract language for a sick leave buyback program.
- Darla Bungo stated that employee absenteeism is a challenge for bus drivers.
- Michelle VanderLey asked whether the problem was with one employee group or districtwide.
- Barbara Gleason asked what the policy was on employees who are absent on a day before a holiday.
- Darla Bungo asked whether an employee who had unpaid leave before the holiday was not paid for the holiday.
- Apryle Jackson stated that was correct.
- John Boyd briefly reviewed the Unpaid Leave Warning Letter and related procedures.
- Jason Hayes stated that he was concerned about employee absenteeism during Thanksgiving week this year and about too few staff or substitutes available to supervise classes.
- Darla Bungo asked whether Teamsters had any ideas on this topic to share.
- John Boyd stated that he would communicate with Randy Shuttera, Chief Negotiator on behalf of the School Board with Teamsters.
- John Boyd stated that this proposed contract language would be an incentive.

Action: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: June 8, 2017

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Final agenda items shall be sent to John Boyd no later than one week prior to the next scheduled meeting.

Next Meeting: TBA, 4:15PM – 6:00 PM
OCEA Office; 722 Mabbette Street; Kissimmee, FL 34747

Pluses

- ESP members complimented and thanked Martha LeBlanc for the refreshments.
- John Boyd thanked Shirley Groff for her service and support.

Deltas

- N/A

ADJOURNED at 05:15 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, October 19, 2017, 04:15 PM – 06:00 PM

Location: Human Resources Administrative Services; Administrative Annex, Building 03;
Conference Room 03

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary School	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV	OCEA	<input type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary School	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Rita Perdue	Paraprofessional	Zenith	<input type="checkbox"/>
7	Myra Schaalma	Paraprofessional	Partin Settlement Elementary School	<input checked="" type="checkbox"/>
8	Elaine Weaver	Secretary	PATH	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Migdalia Gonzalez	Director	Finance	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Jason Hayes	Principal	Deerwood Elementary School	<input checked="" type="checkbox"/>
7	Linda Schroder-King	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
8	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): David Stone, Assistant Principal, Narcoossee Middle School



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:25PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Tammy Cope-Otterson
Rationale:	Barbara Gleason
Salary and Fringes:	Apryle Jackson
Goals:	Myra Schaalma
Guest Protocol:	John Boyd
Speaking Order:	Susan Compton
Time Keeper:	Hector Acosta

Introduction of New Bargaining Team Members

- Hank Groton, Federal Mediator

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that this was our first bargaining meeting of the 2017-18 school year since our last meeting on May 25, 2017.

Memoranda of Understanding re: Collaborative Bargaining: John Boyd/ Barbara Gleason

- John Boyd shared the draft MOU and requested ESP consideration for a vote since only the dates, not language, were changed from the prior school year.
- Apryle Jackson stated that OCEA would like to see the language within this MOU become language within our Contract.
- John Boyd stated that Management and OCEA would continue to educate our School Board Members on the interest-based/ collaborative bargaining process in order for this MOU to become part of our Contract.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Memoranda of Understanding re: Union-Management Meetings (UMM): John Boyd/ Barbara Gleason

- John Boyd shared the draft MOU and requested ESP consideration for a vote since only the dates, not language, were changed from the prior school year.
- Apryle Jackson stated that she would like to add UMM groups for Transportation Clerical Staff and VPK Paraprofessionals.
- John Boyd stated that extra meetings for these employee roles could be added to the meetings calendar in lieu of adding completely new groups within language of the MOU.
- Apryle Jackson stated that OCEA would like to see the language within this MOU become language within our Contract.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item.

Memoranda of Understanding re: Sick Leave Buyback Incentive: John Boyd/ Barbara Gleason

- John Boyd shared the draft MOU and requested ESP consideration for a vote for the sick leave buyback incentive since it is the same proposal that OCEA approved for teachers earlier this year.
- Apryle Jackson stated that her team is ready to vote.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item.

Memoranda of Understanding re: Orientation Tab: John Boyd/ Barbara Gleason

- John Boyd stated that the original MOU that both parties signed a year ago stated that we would not add any new tabs to the Orientation Tab unless we brought the MOU back to the bargaining team.
- Apryle Jackson asked if the Technology module was there last school year.
- John Boyd stated that it was, but there was a technical problem with the Orientation Tab this school year that delayed its displaying for employees until after some employees had completed the other modules on the Orientation Tab.
- John Boyd stated that the original understanding of both parties was that all employees would complete the requirements within the Orientation Tab during Pre-Planning. However, our Contract for instructional employees also requires that these employees receive an orientation for their appropriate evaluation systems within the first twenty (20) school days of the school year, and Management extended the same flexibility to all employees so that there would be more time for all employees to complete the requirements within the Orientation Tab.
- Management stated that there was no intent to apply progressive discipline unless there was a significant lapse in the time an employee takes to complete the Orientation Tab beyond these twenty (20) school days.
- John Boyd stated that Management would work on updating the videos and would consider reducing the time required for the modules within the Orientation Tab, but this reduction would reduce the amount of inservice points that employees could receive which is important given the inservice supplement.
- John Boyd stated that no employee should be required to complete the tab outside work hours without compensation.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Health Insurance Benefits: John Boyd/ Sarah Graber

- Sarah Graber stated that Management does not have a presentation tonight. She stated that the August and September claims reports show expenditures are exceeding the budgeted funds. She stated that the School Board approved the transfer of \$3 million into our Health Trust Fund, and there have been no changes in our Health Insurance Plan for four (4) consecutive years now. The School District has requested that Gallagher, our consultant firm, prepare significant plan designs and will share them with the bargaining team for review when they are completed.
- Apryle Jackson discussed, that since our Center for Employee Health is so busy and booked each day, that those employees who do not show up to their appointment and do not call ahead to cancel be charged as follows:
 1. The first missed appointment would be excused.
 2. The second missed appointment would result in a charge of a \$25.00 to \$30.00 fee as an automatic deduction from the employee's paycheck
 3. The third missed appointment would result in the suspension of the employee's benefit of the Center for Employee Health for one (1) year.
- Apryle Jackson stated that OCEA requests a dedicated line so that employees can call to cancel their appointments in a timely manner.
- Nate Fancher asked whether the Center for Employee Health can track how many times an employee has not shown up to an appointment.
- Sarah Graber stated that Management's intent is not to generate more money but to discourage employees from not showing up to their appointments and unnecessarily causing other employees to have to wait for an appointment.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Customer Service: Barbara Gleason

- Barbara Gleason stated that she went to the Customer Service workshop and she thought that it was an excellent workshop designed for every employee. She asked whether it could be added to the Orientation Tab.
- John Boyd stated that he thought this would be a great addition to the Orientation Tab.
- Tammy Cope-Otterson stated that it was part of the School District's Strategic Plan.
- Susan Compton stated that teachers are given enough time to complete the Orientation Tab, but professional support staff does not have that same amount of time.
- Apryle Jackson stated that early release Wednesday afternoons were understood to be designated for professional support staff to work on the Orientation Tab.
- Myra Schaalma stated that some professional support staff have duty after school, and when duty is completed, there is only about thirty minutes left to work on the Orientation Tab.
- John Boyd stated that he share this feedback with the School District Leadership team.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Cross-Training: Barbara Gleason

- Barbara Gleason stated that OCEA would like the School District to begin to implement this program.
- John Boyd stated that Management is committed to cross-training opportunities for professional support staff. He stated that although specific opportunities were not formally part of the Professional Development Day this school year OCEA could collaborate with the School District's Professional Development Department for more formal opportunities for next school year.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Employee Pay for Multiple Jobs: Barbara Gleason

- Apryle Jackson stated that some support staff are doing another employee's job while the employee is on FMLA or sick leave for more than two weeks. OCEA requests that this employee be paid the higher position rate of pay.
- John Boyd stated that he would share this issue with the School District Leadership Team.
- Sarah Garber stated she agrees in theory; however, there are the logistics in being paid the higher rate.
- Tammy Cope-Otterson stated that in order to receive the higher pay, the employee must meet the qualifications for the position and be doing the job more than half of their regular workday. She stated that then, Management could consider an OPS contract to pay the difference in the rate of pay.
- Nate Fancher asked whether the rate of pay would be the beginning rate.
- Tammy Cope-Otterson stated that in general, it would be an increase of 5% of the employee's current rate of pay, but Management would review on which step of the PSS salary schedule the employee is currently.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

First Aid Supplement: Apryle Jackson/ Barbara Gleason

- Barbara Gleason shared copies of proposed contract language that requests a supplement for the employees who cover the school nurse's office, when the school nurse is not on property.
- Apryle Jackson stated that the supplement would only be for the designated back-up employee who volunteers and has the appropriate certifications.
- Tammy Cope-Otterson asked who would be in charge of verifying that the employees have current certifications.
- Apryle Jackson stated that the school nurse is supposed to keep track of those employees who are certified.
- Tammy Cope-Otterson asked whether the employee would be staying in the First Aid Room all day.
- Rita Perdue stated that she has four employees who cover her when she is not in the office.
- Tammy Cope-Otterson stated that the supplement would have to be divided equally for the employees who rotate and serve in the First Aid Room.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Hurricane Days: Barbara Gleason

- Barbara Gleason stated she was concerned with the inconsistency of communication and direction that some twelve-month employees were given regarding when to return to work after the hurricane.
- Tammy Cope-Otterson stated that at our Leadership PLC meeting that all twelve-month employees were to report to work on Friday, September 15, 2017.
- Nate Fancher stated that this was a site-specific issue. Employees that took the day off should be charged for the time off at every worksite.
- John Boyd stated that he would share this feedback to the School District Leadership Team.
- Elaine Weaver stated that she would like to see that if an employee's work site was secured, then the employee could report to work at another site to help others who might need it.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Voluntary Pre-Kindergarten (VPK): Apryle Jackson/ Barbara Gleason

- Apryle Jackson stated that VPK employees are not trained teachers and are being expected to write lesson plans and learning scales for their classes when these employees are only certified in Child Care.
- OCEA requests that the Resource Teacher write the lesson plans and learning scales.
- OCEA requests that VPK and Extended Day employees receive training and CTE certification that align with state requirements.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Transportation: Apryle Jackson/ Barbara Gleason

- Apryle Jackson stated that clerical staff in Transportation are working past their contracted workday and are not being compensated for their time.
- Susan Compton stated that all office employees must have a current CDL license to work in Transportation.
- John Boyd stated that our Contract is clear; any time worked over 7.5 hours must be compensated.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/ John Boyd

- Final agenda items shall be sent to John Boyd no later than one week prior to the next scheduled meeting.

**Next Meeting: November 16, 2017, 4:15PM – 6:00 PM
Human Resources Administrative Services;
Administrative Annex, Building 03; Conference Room 03**

Pluses

- ESP members complimented and thanked Martha LeBlanc for the refreshments.

Deltas

- N/A

ADJOURNED at 05:34 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, November 16, 2017, 04:15 PM – 06:00 PM

Location: Human Resources Administrative Services; Administrative Annex, Building 03;
Conference Room 03

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary School	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary School	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Rita Perdue	Paraprofessional	Zenith	<input checked="" type="checkbox"/>
7	Myra Schaalma	Paraprofessional	Partin Settlement Elementary School	<input checked="" type="checkbox"/>
8	Elaine Weaver	Secretary	PATH	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Migdalia Gonzalez	Director	Finance	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Jason Hayes	Principal	Deerwood Elementary School	<input checked="" type="checkbox"/>
7	Linda Schroder-King	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
8	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Elisa J Connolly, Assistant Principal, Horizon Middle School; Russell Gould, Assistant Principal, Horizon Middle School



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:21PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Elaine Weaver
Rationale:	Mayra Schaalma
Salary and Fringes:	Apryle Jackson
Goals:	Jason Hayes
Guest Protocol:	John Boyd
Speaking Order:	Barbara Gleason
Time Keeper:	Jason Hayes

Introduction of New Bargaining Team Members

N/A

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Health Insurance Benefits: John Boyd/Sarah Graber

- John Boyd shared and reviewed the proposed MOU regarding the Center for Employee Health No-Show Procedures.
- John Boyd highlighted that Risk Management shall notify employees prior to any deductions of funds from their paychecks.
- Apryle Jackson stated OCEA was concerned that the three-month period for the occurrence of a no-show was too short and requested a six-month period instead.
- John Boyd stated that OCEA's request was reasonable and made pen-and-ink revisions to the proposed MOU.
- John Boyd asked whether the ESP would vote on this MOU tonight with this change.
- After the discussion in regards to the proposed MOU, Apryle Jackson shared information about the cost of our health insurance, and that there would be an increase in the future.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Memoranda of Understanding re: Payment Schedule of SIG4 Bonuses: John Boyd

- John Boyd reviewed the proposed Memorandum of Understanding (MOU) with the ESP members to clarify the proposed changes in terms with regard to bonuses being paid to employees at Central Avenue Elementary School (CAES) for the School Improvement Grant 1003(g) Cohort 4 (SIG4) grant program.
- When the ESP negotiated the original MOU, the ESP did not anticipate employees who might transfer out of CAES after receiving the initial signing bonus of \$xxx0.00.
- John Boyd stated that one of the proposed changes would be to divide Year 01 to 05 Bonuses into quarterly installments and pay the bonus according the District Supplement Payment Schedule.
- John Boyd stated that the goal is to be good stewards of grant funds so that signing bonuses could be paid to employees who are hired after the beginning of the current 2017-18 school year at CAES during the remainder of the 2017-18 school year.
- John Boyd stated that this proposed MOU contains the same proposed changes in terms that were presented to OCEA on November 09, 2017, for the for instructional employees bargaining unit with the appropriate adjustments to acknowledge the original terms for professional support staff employees bargaining unit (e.g., amounts for bonuses).
- Apryle Jackson stated that John and she had discussed their mutual concern about the payment of the bonuses for newly hired employees at CAES.
- Apryle Jackson stated that the prorated quarterly payments would help keep money in the grant funds to pay bonuses to newly hired employees who replace any employee that transfers or resigns.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Employee Pay for Multiple Jobs: Apryle Jackson/ Barbara Gleason

- John Boyd stated School District Leadership is still looking at the budget to see whether funds are available to pay an OPS contract according to the terms of OCEA's proposed contract language.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

First Aid Supplement: Apryle Jackson/ Barbara Gleason

- John Boyd stated School District Leadership is still looking at the budget to see whether funds are available to pay a supplement for the employee who is designated as the back-up support for the school nurse when the school nurse is not on campus.
- Darla Bungo stated that the supplement should state in its title and require certifications in First Aid, CPR, and AED too.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Voluntary Pre-Kindergarten (VPK): Apryle Jackson/ Barbara Gleason

- John Boyd stated that Management is aware of the concerns in the Voluntary Pre-Kindergarten program regarding lesson plans and learning scales.
- Apryle Jackson stated that these employees are paraprofessionals, not teachers, and do not have the knowledge or skills to complete the lesson plans or learning scales being required.
- Apryle Jackson also stated that if Management expects a paraprofessional to do the same job as a teacher, then the employee should be compensated as a teacher.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Transportation: Apryle Jackson/ Barbara Gleason

- Apryle Jackson stated that some clerical employees at Transportation are working beyond the contractual workday without compensation.
- Apryle Jackson stated that on some workdays, all clerical employees are driving school buses and cannot complete their assigned work tasks during the regular workday.
- Apryle Jackson stated that if day shift does not complete their work tasks, especially processing paperwork for field trips, then another clerical employee has to stay to complete the paperwork in a timely manner.
- Darla Bungo asked whether these employees were in the Teamsters bargaining unit.
- Apryle Jackson stated that the employees she mentioned were clerical and ESP members.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Final agenda items shall be sent to John Boyd no later than one week prior to the next scheduled meeting.

**Next Meeting: November 16, 2017, 4:15PM – 6:00 PM
Human Resources Administrative Services; Administrative Annex,
Building 03; Conference Room 03**

Pluses

- ESP members complimented and thanked Martha LeBlanc for the refreshments.
- Anne Calandrino congratulated the ESP for their Cross-Training contract language, and union representatives in other school districts asked to see our contract language.

Deltas

- N/A

ADJOURNED at 04:54 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, January 18, 2018, 04:15 PM – 06:00 PM

Location: OCEA Office; 722 Mabbette Street; Kissimmee, FL 34747

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Rita Perdue	Paraprofessional	Zenith	<input checked="" type="checkbox"/>
7	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
8	Elaine Weaver	Secretary	PATH	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Migdalia Gonzalez	Director	Finance	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
6	Jason Hayes	Principal	Deerwood Elementary	<input checked="" type="checkbox"/>
7	Linda Schroder-King	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
8	Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Ken DeBord, Director of Risk & Benefits Management



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:30PM

Meeting Protocol	
Mission Statement:	Jason Hayes
Philosophy:	John Boyd
Rationale:	Sarah Graber
Salary and Fringes:	Apryle Jackson
Goals:	Elaine Weaver
Guest Protocol:	N/A
Speaking Order:	Susan Compton
Time Keeper:	Jason Hayes

Introduction of New Bargaining Team Members

N/A

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU: Payment Schedule of SIG4 Bonuses: John Boyd

- John Boyd shared and reviewed the proposed MOU that was discussed at the November 16, 2017, meeting.
- Apryle Jackson stated that quarterly payments to the employees would help pay the bonuses to the newly hired employees when an employee might decide to resign from their position at Central Avenue Elementary.
- John Boyd asked for a motion to approve this MOU as submitted.
- Apryle Jackson asked Sarah Graber whether there was a process in place so the employees receive their bonuses in a timely manner.
- Sarah Graber stated that a plan is in place to pay the bonuses on time.

ACTION: Following a fist of five vote, ESP members tentatively agreed to approve this item.

MOU re: CIGNA Health Insurance Pharmacy Plan Changes: John Boyd/ Sarah Graber

- John Boyd shared the related MOU and asked Ken DeBord, Director of Risk and Benefits Management, to review the proposed changes.
- Ken DeBord reviewed the proposed Pharmacy Plan changed with the ESP members.
 - Essential Protection Clinical Management
 - Cigna 90 Now (Voluntary)
 - Value Prescription Drug List
 - Mandatory Generic Program
 - Exclusive Specialty Home Delivery First Fill
- Anne Calandrino asked that whether employees would still be able to fill the prescription for an over-the-counter medication that was medically necessary.
- Ken DeBord stated that no, the employee would have to buy the medication over-the-counter.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: April 24, 2018

Page 2 of 4



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Apryle Jackson asked whether we could include Publix in our program instead of Krogers since many employees use their pharmacy.
- Ken DeBord stated that he would follow up with Cigna in regards to Publix Pharmacy.
- Ken DeBord stated that this proposed Pharmacy Plan would provide savings for the School District's Health Insurance Benefits Trust Fund.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Health Insurance Benefits: John Boyd/ Sarah Graber

- Ken DeBord presented an overview of how the School District's self-insured Health Insurance Benefits Plan works and the proposed changes to this Plan.
- Ken DeBord asked the BLT members to review the handout he provided that included the proposed changes.
- Ken DeBord stated that the School District Insurance Committee has worked for one and half years on the proposed changes, reviewed many different versions of proposed changes, and determined that the proposed changes were the best benefits that the School District could provide our employees given our fiscal constraints.
- Apryle Jackson stated that based upon available data, very few employees have met the \$500 dollar deductible in the past.
- Apryle Jackson stated that data was collected from other counties, our premiums are still lower, and she would provide a spreadsheet at our next meeting for review.
- Ken DeBord stated that we are one of three districts that still offer a plan at no cost to employees.
- John Boyd asked whether the same doctors would be in the Plan's network.
- Ken DeBord stated yes, there would be no changes.
- Apryle Jackson stated that our Health Clinic has nothing to do with the shortage of our Trust, and the costs are due to employees with serious health issues.
- John Boyd stated that this item would return next month for a vote in order to provide time for BLT members to review the proposed changes and ask questions prior to our next meeting.
- Anne Calandrino asked whether ESP members had to vote on these proposals tonight.
- Apryle Jackson stated no.
- John Boyd stated that the proposals were for review, and a vote would be requested next month.
- Sue Compton asked why the spouses are more expensive to insure than children are.
- Apryle Jackson stated the spouses use the benefits more and therefore cost the Plan more.
- Ken DeBord stated that as employees age, life gets more expensive.
- Apryle Jackson stated that most spouses receive health insurance through their employers but some spouses who are out of work do not, so the School District's Plan is a less expensive option.
- Apryle Jackson stated that she is trying to obtain a less expensive health insurance plan from an outside provider that would be for OCEA members only.
- Sue Compton stated that spousal insurance is not affordable.
- John Boyd asked whether there were any more comments at this time.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Employee Pay for Multiple Jobs: Barbara Gleason

- John Boyd stated there was no counter-proposal for this item from Management at this time.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: April 24, 2018



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Apryle Jackson stated that we have been talking about this issue for two years, and it is important to the ESP membership.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

First Aid-CPR Supplement: Barbara Gleason

- John Boyd stated that Management would like to postpone discussion on this item until during salary negotiations.
- Apryle Jackson asked Sarah Graber whether we would be starting salary negotiations in April.
- Sarah Graber stated that if the State closed the session in March, then we could begin in April.
- Apryle Jackson asked whether we had an increase in FEFP.
- Sarah Graber stated that we did. However, the School District would only receive funds for those students who enrolled prior to October.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/ John Boyd

- Final agenda items shall be sent to John Boyd no later than one week prior to the next scheduled meeting.

**Next Meeting: February 15, 4:15PM – 6:00 PM
Human Resources Administrative Services; Administrative Annex, Building
03; Conference Room 03**

Pluses

- ESP members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 05:25 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, February 15, 2018, 04:15 PM – 06:00 PM

Location: Human Resources Administrative Services; Administrative Annex, Building 03;
Conference Room 03

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Rita Perdue	Paraprofessional	Zenith	<input checked="" type="checkbox"/>
7	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
8	Elaine Weaver	Secretary	PATH	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Migdalia Gonzalez	Director	Finance	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Jason Hayes	Principal	Deerwood Elementary	<input checked="" type="checkbox"/>
7	Linda Schroder-King	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
8	Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Ken DeBord, Director of Risk & Benefits Management



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 4:22PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Hector Acosta
Rationale:	Jason Hayes
Salary and Fringes:	Mayra Schaalma
Goals:	Elaine Weaver
Guest Protocol:	N/A
Speaking Order:	Elaine Weaver
Time Keeper:	Jason Hayes

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re Cigna Health Insurance Pharmacy Plan Changes: John Boyd/Sarah Graber

- John Boyd stated Ken DeBord was here to answer any questions on the proposed Health Insurance Pharmacy Plan design changes that were shared with OCEA at the prior month's meeting.
- Ken DeBord stated that last month, OCEA asked if Kroger's be removed from the list of pharmacies and Publix be added.
- Ken DeBord stated that Publix is not willing to be part of our plan and is offering its own 90-day supply program.
- John Boyd asked if the proposed changes affect the whole Pharmacy Plan or just the Cigna 90 Now program.
- Ken DeBord stated that employees may continue with the same pharmacy that employees use now for prescriptions and that this change was limited to the Cigna 90 Now program.
- Anne Calandrino asked what the cost savings would be.
- Ken DeBord stated the District could save approximately \$1M on the Pharmacy Plan.
- Anne Calandrino asked who has data on employees who do not use this program now.
- Nate Fancher stated that we would not have any data until these recommendations go into effect.
- Ken DeBord stated it is not an option in our own plan now but is requested for the 2018-19 school year.
- Ken DeBord stated that CVS and Target are the only current pharmacies that could provide this benefit at this time.
- John Boyd stated that instructional employees determined that 96% of our employees already use generic medications and that a mandatory generic program would include the other 4%.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Ken DeBord stated that the percentage of employees using generic would go up higher with access to our Center, which only dispenses generic medications.
- John Boyd asked ESP for a vote on this MOU.

ACTION: Following a fist of five vote, ESP members tentatively agreed to approve this item for the MOU on Pharmacy changes.

Health Insurance Benefits: John Boyd/Sarah Graber

- Anne Clandrino asked whether the School District would consider not having child coverage.
- John Boyd stated that was not preferred at this time.
- Ken DeBord stated that we have discussed not having spousal coverage, and we have asked that an employed spouse take on their employer's insurance. However, he stated that the School District is not in the position to cease child or spouse coverage.
- John Boyd stated that we are the largest employer outside of Disney and that such a change would have a direct impact on every Osceola County citizen.
- Jason Hayes asked whether a Central Florida insurance consortium with fire fighters, police, and other local government workers would be feasible.
- Ken DeBord stated that Sarasota County School District had a program of that type, but the groups disbanded seeking better plans.
- Ken DeBord stated that since Osceola County is a large school district, working with smaller groups would not bring our costs down much.
- Jason Hayes stated that there are new programs coming that might help our District.
- Ken DeBord stated that he is aware of the new programs, and Management would review which ones might be the best for our employees.
- John Boyd stated that he knows that Apryle Jackson is visiting schools to inform the employees about the proposed plan design changes and to collect employees' feedback prior to a vote.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Employee Pay For Multiple Jobs: Barbara Gleason

- John Boyd stated that Management does not have a counter-proposal to present tonight.
- John Boyd stated that Tammy Cope-Otterson stated in previous discussions that the employees need to be qualified for the jobs before they are paid at the level of the job.
- Anne Calandrino stated that paraprofessionals substitute for teachers and are not qualified teachers.
- Sarah Graber asked whether two weeks was enough time for the employee to receive the extra pay, and whether the employee would be covering all the duties of their peer or only basic duties.
- Sarah Graber asked OCEA whether the concern was the difference between the regular rates of pay.
- Nate Fancher asked whether OCEA would consider a related supplement for clerical staff.
- John Boyd stated that any related requests for supplements might become part of salary negotiations.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

First Aid Supplement: Barbara Gleason

- John Boyd stated that Management is not approving or rejecting this proposal at this time but prefers that any requests for supplements become part of salary negotiations.
- John Boyd asked Barbara Gleason whether part of \$500.00 includes the cost of certification.
- Barbara Gleason stated yes, it does.
- John Boyd stated that employees who accept this supplement are then committed to do the job.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Translator Guidelines and Supplement: Barbara Gleason

- John Boyd stated that Management is not approving or rejecting this proposal at this time but prefers that any requests for supplements become part of salary negotiations.
- John Boyd asked Barbara Gleason why a set amount for the supplement was not indicated on this proposal.
- Barbara Gleason stated that OCEA has not set an exact dollar amount at this time.
- John Boyd stated that Management favors informal day-to-day translations but does not favor ongoing technical written or oral translation for professional services, and these services must be arranged and scheduled in advance.
- John Boyd asked the school principals present for input.
- Jason Hayes stated that it is important that the more technical issues be translated by the employee who is part of the program, and other school employees should only be translating simple questions.
- Nate Fancher stated that they have eight employees that they call on for translation services on a rotating basis, and he stated that site administrators should identify those employees that can help translate.
- Hector Acosta stated that the problem is the technical portion of ESE and ESOL meetings, and that professional translators should be scheduled to attend these meetings.
- John Boyd stated he would make certain that Dr. Reyes and Dr. Pinkston are aware of this concern.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Information re: Miscellaneous ESP Concerns: John Boyd

- John Boyd stated that he shared the list of ESP concerns with Management and obtained their feedback:
 - Slow Internet Speeds: Please ensure employees submit a service ticket so that this situation can be documented and addressed.
 - Work beyond Contractual Work day: Employees must receive approval in advance from the supervising administrator and must be compensated for any pre-approved work hours that supervising administrators require beyond the employee's contractual workday.
 - Building Temperatures: Please ensure employees submit a service ticket so that this situation can be documented and addressed.
 - Clerical Testing: District Leadership team is working on changing related testing requirements.
- Hector Acosta stated that the technology specialists have a tool to monitor network usage and speeds.
- Sarah Graber requested that OCEA review the changes they are requesting for the pay stub.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Elaine Weaver stated that employees cannot connect the salary schedule to their correct hourly rates of pay.
- John Boyd stated we may need an informative document with step-by-step instructions on how to find the employee's correct hourly rate of pay.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Employee Dress: Barbara Gleason

- John Boyd reviewed the draft of the changes to the employee dress contract language.
- Barbara Gleason stated they would like to see flip-flops, platforms, and shoes with wheels removed.
- John Boyd stated that Dr. Pace would like the prohibition of flip-flops left in the dress code.
- Nate Fancher stated that to be gender neutral, the contract language may need to remove the word "ladies" in regards to skirt or dresses.
- John Boyd stated he would review this proposal with the District Leadership Team and share a counter-proposal next month.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Final agenda items shall be sent to John Boyd no later than one week prior to the next scheduled meeting.

**Next Meeting: March 15, 2018, 4:15PM – 6:00 PM
OCEA Office; 722 Mabbette Street; Kissimmee, FL 34747**

Pluses

- ESP members complimented and thanked Martha LeBlanc for the refreshments.

Deltas

- N/A

ADJOURNED at 05:30 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Wednesday, March 21, 2018, 04:15 PM – 06:00 PM

Location: OCEA Office; 722 Mabbette Street; Kissimmee, FL 34741

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary	<input type="checkbox"/>
2	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Rita Perdue	Paraprofessional	Zenith	<input type="checkbox"/>
7	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
8	Elaine Weaver	Secretary	PATH	<input type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Migdalia Gonzalez	Director	Finance	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Jason Hayes	Principal	Deerwood Elementary	<input checked="" type="checkbox"/>
7	Linda Schroder-King	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
8	Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 4:23PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Barbara Gleason
Rationale:	Susan Compton
Salary and Fringes:	Apryle Jackson
Goals:	Apryle Jackson
Guest Protocol:	N/A
Speaking Order:	Susan Compton
Time Keeper:	Jason Hayes

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Salaries and Benefits: John Boyd/ Sarah Graber

- John Boyd shared and reviewed all handouts related to the School Board's Salary and Benefits package proposal for professional support staff employees.
- John Boyd stated that the School Board and the Superintendent recognized that this have been a very difficult year with the influx of students from Puerto Rico plus the normal growth of the School District.
- John Boyd stated that this contingent package includes the proposed Health Insurance Plan design changes previously shared with the BLT.
- Apryle Jackson stated that OCEA has concerns with the increased costs to employees for health insurance benefits and that professional support staff employees would need a \$3.00 to \$3.50 per hour raise to break even.
- Sarah Graber stated that 400 employees elect to have family coverage out of approximately 7,000 total School District employees.
- Sarah Graber stated that the School Board members has chosen to fund salary increases and to propose changes to the health insurance benefits plan design instead of subsidizing the Insurance Trust fund.
- Susan Graber stated that an employee would pay about \$700.00 per month for employee and child coverage.
- Apryle Jackson asked for a summary of the data for ESP employees only.
- John Boyd stated that Management understands that 700 families would be affected by the proposed changes to the health insurance plan design, but since the School District has limited funds, we can expend these funds on health insurance for 700 families or salary increases for all of our approximately 7,000 employees.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Susan Compton stated that with 400 employees paying for family coverage and 780 employees paying for children coverage, about 1,200 employees are working for insurance.
- Sarah Graber stated the non-recurring supplement of \$500 dollars would be paid out before June 30, 2018 in order to ensure that the employees actually work until their last contractual workday.
- Susan Compton asked if this would be a direct deposit since the last day for support staff is May 25, 2018.
- Sarah Graber confirmed that it would be a direct deposit paid on the last paycheck.
- John Boyd stated that professional support staff would have this money available for the summer.
- John Boyd stated that the School District was working on procedures to ensure the Employee Recruitment Incentive was paid fairly.
- John Boyd stated that the School District plans to require that the recruited employee state who referred them on their job application and provide that employee's name and ID number.
- Apryle Jackson asked about the First Aid supplement that OCEA had proposed for several years now.
- John Boyd stated that the First Aid supplement is not part of the School Board's Salary and Benefits package proposal.
- Apryle Jackson stated the ESP members needed time to review the School Board's Salary and Benefits package proposal.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Apryle Jackson asked for the School District's counter-proposals to OCEA's proposed changes to contract language.

**Next Meeting: April 19, 2018, 4:15PM – 6:00 PM
Human Resources Administrative Services; Administrative Annex, Building
03; Conference Room 03**

Pluses

- ESP members complimented and thanked Apryle Jackson for the refreshments.

Deltas

- N/A

ADJOURNED at 05:00 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Wednesday, April 4, 2018, 04:15 PM – 06:00 PM

Location: Human Resources Administrative Services; Administrative Annex,
Building 03; Conference Room 03

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary	<input type="checkbox"/>
2	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Rita Perdue	Paraprofessional	Zenith	<input type="checkbox"/>
7	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
8	Elaine Weaver	Secretary	PATH	<input type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Migdalia Gonzalez	Director	Finance	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Jason Hayes	Principal	Deerwood Elementary	<input checked="" type="checkbox"/>
7	Linda Schroder-King	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
8	Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Maria Burkholder, Paraprofessional, Mill Creek; Ken DeBord, Director of Risk & Benefits Management



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 4:21PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	John Boyd
Speaking Order:	Susan Compton
Time Keeper:	Tammy Cope-Otterson

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd

- In order to save time due to lower attendance, John Boyd waived the meeting protocol except for Guest Protocol, Speaking Order, and Time Keeper.
- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd asked our guest to introduce herself.

Salaries and Benefits: John Boyd/ Sarah Graber

- John Boyd stated that Dr. Pace would like me to address several statements that were made at the School Board meeting on April 03, 2018, and to clarify some misunderstandings shared during the meeting.
- John Boyd stated that Management would share more information on the Health Insurance Trust Fund at this meeting.
- John Boyd stated that Management requests OCEA to submit a formal written counter-proposal.
- John Boyd stated that the School Board stated that the stories were compelling and that the School District does care since the proposed changes to our Health Insurance Plan will affect all of us.
- John Boyd shared and reviewed several handouts with OCEA members.
- John Boyd stated that School Board Members receive the annual salary determined by state law.
- Apryle Jackson stated that OCEA agrees the information some OCEA members shared at the School Board meeting was inaccurate.
- Tammy Otterson referred OCEA members to page 10 of the handout that shows the salaries for constitutional officers of all Florida counties.
- Sarah Graber stated that she was familiar with this page since state auditors use this information as their standard form.
- John Boyd stated the companion handout shows the statewide ranks for the salaries for constitutional officers of all Florida counties.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: April 24, 2018



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that the Florida Public School Administrative and Instructional Employees handout shows statewide data from Final Survey 2 (October 2017) and ratios of administrators to teachers.
- Osceola's ratio is 17 teachers to 1 administrator, which aligns with our student enrollment size.
- Tammy Otterson states Deans are considered Administrators by the state which increases the number of administrators in this data to more than we actually have.
- Anne Calandrino asked whether Deans are considered teachers and have pay that is not the same as an Administrator.
- John Boyd stated that while the data used did include Deans, it was consistent across all school districts and showed that Osceola County was not "top heavy."
- Anne Calandrino asked whether the superintendents' salaries were base salaries or included benefits.
- Tammy Otterson stated that the salaries were the base, that ours was an appointed, not elected, superintendent, and that School Board Members negotiate her contract and salary.
- Anne Calandrino stated she appreciated John Boyd sharing this research.
- Apryle Jackson stated school board members do not make \$115,000 salaries and cannot vote themselves a raise.
- Sarah Graber reviewed the handout that showed a graph of our Health Insurance Trust Fund balance history.
- Sarah Graber explained to OCEA members how the fund balance expenses have increased from 2011 to 2018, and that although design plan changes were made in 2014, our expenses still rose and reduced our revenue.
- Sarah Graber stated that the Center for Employee Health was an additional expense during this time as well.
- Sarah Graber stated that we are below our minimum of \$10 million that state law requires Osceola County in order to maintain our status as a self-insured district.
- Sarah Graber stated that our Health Insurance Subcommittee has met regularly throughout the year to review and discuss the changes that are needed to maintain our Health Insurance Trust Fund.
- Susan Compton stated if we could phase in dependent coverage premium over two years with a savings of \$1,870,000, then this would be approximately one-half of the increase.
- Apryle Jackson stated if we added the \$1,000 bonus from teachers, then this would save \$3 million.
- Apryle Jackson stated that with the proposed changes, some professional support staff who work in the classroom would not receive a paycheck and owe money to the district if these employees sought to insure their families.
- Apryle Jackson stated that OCEA is looking for health insurance policy options outside the school district plan, but if one was made available through OCEA, it would be for members only.
- Apryle Jackson stated we hope to have a counter-proposal for you tomorrow morning by 08:00 AM.
- John Boyd stated Management would like to see a counter-proposal from OCEA, reach a settlement by the end of April, and send the package to a ratification vote.
- John Boyd stated that Management really needed OCEA's counter-proposal in writing to include whether or not:
 - employee premiums would be split for two years;
 - proposed supplements for teachers and/ or professional support staff would remain; and
 - whether Walgreen's and CVS pharmacies would remain.
- John Boyd stated Management would agree to go mediation in case we come to impasse.
- Apryle Jackson asked about the additional \$5.3 million Osceola County would receive in FEFP funds.
- Sarah Graber stated that that information is not correct and the funds were already part of our FEFP.
- Sarah Graber stated there is a lot of misleading information being discussed among employees on social media and elsewhere.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Susan Compton stated she had heard our Health Insurance Trust Fund balance is losing money because of catastrophe claims.
- Sarah Graber stated that yes, we have had catastrophe claims, and there were other claims.
- Susan Compton asked whether most claims were spouses and whether the costs were why higher premiums were proposed.
- Sarah Graber stated spouses of employees do contribute toward these costs.
- Apryle Jackson stated that the OCEA ESP bargaining team members have met and have a counter-proposal for salaries.
- Apryle Jackson stated that since the proposed health insurance premiums increase costs to employees, which affect ESP employees more, OCEA counter-proposes an eighty cents (\$0.80) per hour salary increase.
- Apryle Jackson stated she could not agree to the premium Insurance amounts, as some of our employees would receive a \$600 pay cut.
- Sarah Graber shared the numbers of participation of each employee group in the current insurance plan types.
- Apryle Jackson asked whether the plan participation numbers for each job type existed.
- Ken DeBord stated that the plan participation numbers were available by pay type.
- Apryle Jackson stated some professional support staff who make higher wages than paraprofessionals would not be affected as much as paraprofessionals.
- John Boyd stated he would share OCEA's feedback on the proposed health insurance design plan changes and their ESP salary counter-proposal with Management for discussion.

No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/ John Boyd

**Next Meeting: Wednesday, April 11, 2018, 4:15PM – 6:00 PM
OCEA Office; 722 Mabbette Street; Kissimmee, FL 34747**

Pluses

- ESP members complimented and thanked Martha LeBlanc for the refreshments.

Deltas

- N/A

ADJOURNED at 05:15 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Wednesday, April 11, 2018, 04:15 PM – 06:00 PM

Location: OCEA Office; 722 Mabbette Street; Kissimmee, FL 34747

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Rita Perdue	Paraprofessional	Zenith	<input type="checkbox"/>
7	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
8	Elaine Weaver	Secretary	PATH	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Migdalia Gonzalez	Director	Finance	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Jason Hayes	Principal	Deerwood Elementary	<input type="checkbox"/>
7	Linda Schroder-King	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
8	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Ken DeBord, Director of Risk & Benefits Management



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 4:15PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Sarah Graber
Rationale:	Myra Schaalma
Salary and Fringes:	Apryle Jackson
Goals:	Sue Compton
Guest Protocol:	NA
Speaking Order:	Susan Compton
Time Keeper:	Tammy Cope-Otterson

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd

- John Boyd waived the Guest Protocol and stated that he would address it if guests joined the meeting.
- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Salaries and Benefits: John Boyd/ Sarah Graber

- John Boyd shared and reviewed the Osceola County School Board's Salary and Benefits Package counter-proposal for the 2018-19 school year.
- John Boyd stated the proposal is the same as the one shared at the prior meeting, except the areas highlighted areas yellow.
- John Boyd reviewed the proposed Medical Health Insurance Plan on page 3 of the document.
- John Boyd stated that Management adjusted premiums to a lower amount.
- John Boyd stated that no employee would have to pay more than \$1000 increase in their premium for the 2018-19 school year.
- John Boyd stated that if employees would further savings, then the employee may select a different coverage option with a lower premium.
- John Boyd stated that Management would monitor the impact of expenses on the Health Trust Fund throughout the year, and an increase for the 2019-2020 school year might still be required.
- John Boyd stated Management has withdrawn the \$500 dollar supplement that was originally offered in order to lower premiums and maintain the required Health Trust Fund balance.
- Apryle Jackson stated that OCEA could not make a decision tonight until both bargaining units met to discuss both proposals.
- Apryle Jackson stated that OCEA would still like the deductible for the Local Plus option reduced to \$750 dollars since most paraprofessionals choose this option and make the least amount of money.
- Apryle Jackson asked how the School District would fund the Employee Recruitment Incentive supplement.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: April 27, 2018

Page 2 of 4



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that the School District did not expect a large participation because of the requirements to earn it.
- John Boyd stated that the School District requests to start new employees hired at Step Zero to receive only a fifteen cent (\$0.15) per hour salary increase.
- Tammy Otterson stated that while this adjustment would affect short-term contract employees, it would ensure that employees at Steps 0 through 5 would begin to have a more differentiated amount of pay.
- Apryle Jackson stated that OCEA could agree to this change.
- Sarah Graber stated another proposed option to help employees with health insurance costs is a FSA match of \$250 for \$750 saved at the time of Open Enrollment, and the matching funds would be ready to use starting October 1st.
- Sue Compton asked whether employees were able to rollover our FSA balances from year to year.
- Ken DeBord stated that the law permits employees to roll over only \$500 dollars.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

SDOC Counter-Proposals to OCEA Contract Language Proposals: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's counter-proposals for OCEA's proposed changes to contract language.
- **First Aid, CPR, and AED Supplement**
 - John Boyd stated we have been looking at this supplement for several years, and Management is reserving available funds for salaries and health insurance benefits.
 - John Boyd stated the School District would provide training for employees who are assigned to cover for the school nurse.
 - Apryle Jackson stated that she appreciates that the School District is going to provide training; however, she asked whether the School District would cover the cost of training.
 - Apryle Jackson stated that OCEA has provided the training for these employees for six years at no cost to the School District.
 - John Boyd stated he would share OCEA's concern with School District Leadership.
- **Employees Covering for a Peer**
 - John Boyd stated that Management commits to the rotation of temporary work assignments among employees on an equitable basis where feasible and in manner that is not arbitrary and capricious.
 - Apryle Jackson requested that employees not receive discipline or lower evaluations when they are doing two jobs.
 - John Boyd stated that he would draft another counter-proposal that includes related language and share it at the next meeting.
- **Employee Dress**
 - John Boyd stated that School District Leadership agreed to remove the term "ladies", but pants and shorts with belt loops would still require a belt.
 - Apryle Jackson stated that some employees never tuck their shirts in and do not wear belts with their pants.
 - John Boyd stated that he would draft another counter-proposal that includes related language and share it at the next meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

• Other Duties as Assigned

- John Boyd stated that Management maintains the right to assign job duties as needed.
- Apryle Jackson stated duty assignments are not equitable, and school nurses should never be on duty away from the school clinic.
- Nate Fancher stated that Management does not want to assign other job duties that interfere with the employee's primary job.
- John Boyd stated that he would readdress this issue and bring back a new draft counter-proposal.

• Supplements

- John Boyd stated that Management maintains that a supplement for translators is not needed, and Management is reserving available funds for salaries and health insurance benefits.
- John Boyd reviewed the counter-proposal.
- Apryle Jackson stated the counter-proposal is closer to OCEA's position, but OCEA requests that individuals who translate for IEP and LEP meetings need to have the required legal credentials.
- John Boyd stated that Management would add that statement to the counter-proposal.
- Hector Acosta stated that translators for IEP and LEP meetings should be scheduled in advance.
- Anne Calandrino asked about additional funding cuts mentioned at the prior meeting.
- Sarah Graber stated that applying the amount of the supplement toward the deficit in our Health Trust Fund helped somewhat.
- Apryle Jackson stated that she has found an insurance agent with a policy for Spouse and Children that would only be offered to OCEA members.
- John Boyd stated that he really appreciated and supported OCEA's efforts.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/ John Boyd

**Next Meeting: April 19, 2018, 4:15PM – 6:00 PM
Human Resources Administrative Services; Administrative Annex
Building 03; Conference Room 03**

Pluses

- ESP members complimented and thanked Apryle Jackson for the refreshments.

Deltas

- N/A

ADJOURNED at 04:58PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Wednesday, April 19, 2018, 02:30PM – 4:00PM

Location: OCEA Office; 722 Mabbette Street; Kissimmee, FL 34747

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Rita Perdue	Paraprofessional	Zenith	<input checked="" type="checkbox"/>
7	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
8	Elaine Weaver	Secretary	PATH	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Jason Hayes	Principal	Deerwood Elementary	<input checked="" type="checkbox"/>
6	Linda Schroder-King	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
7	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANT			<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:15PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Sarah Graber
Rationale:	Darlya Bungo
Salary and Fringes:	Apryle Jackson
Goals:	Sue Compton
Guest Protocol:	N/A
Speaking Order:	Tammy Otterson
Time Keeper:	Ann Calandrino

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd

- John Boyd waived the Guest Protocol and stated that he would address it if guests joined the meeting.
- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Salaries and Benefits: John Boyd/Sarah Graber

- John Boyd shared and reviewed the Osceola County School Board's Salary and Benefits Package counter-proposal for the 2018-19 school year.
- John Boyd stated proposed Health Insurance premiums were reduced so that no employee would pay over \$1000 deductible and Half Family coverage was added at OCEA's request.
- John Boyd stated that OCEA asked the School District to lower proposed deductibles, but the School District cannot afford to do that, so a Flexible Spending Account (FSA) Match was added to help the employee.
- John Boyd stated that if an employee saves \$750 dollars in their FSA account, then the School District would match it with \$250 dollars, which would help the employee meet the \$1000 deductible.
- John Boyd stated this was the only significant change to the School Board's Salary and Benefits Package counter-proposal from the prior meeting.
- Apryle Jackson shared and reviewed OCEA's counter-proposal documents.
- Apryle Jackson stated that OCEA would still like to have the deductibles lower.
- Sarah Graber stated that our School District contracts with a consultant (A. J. Gallagher) whose actuaries assist with computing the dynamic costs of proposed changes to the Health Insurance Plan design over time, not just static numbers on a spreadsheet.
- Apryle Jackson stated she reviewed last year's numbers and the numbers in OCEA's counter-proposal come very close.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Sarah Graber stated that changing deductibles on several plans would also mean changing the benefits of these plans, which could result in more benefits on one plan than the other.
- Susan Compton stated that if she put \$750 dollars on her FSA card, and if the School District matches it with \$250 dollars to meet the deductible, it still costs her \$750.
- Apryle Jackson stated that even with the proposed raise, some employees would still lose \$500 a year.
- Sarah Graber stated that the School District understands that the cost of health insurance is rising, and employees would not break even.
- Sarah Graber stated that costs to our Health Insurance Trust Fund have exceeded our revenues by \$7 million, and January and February expenses are expected to be higher.
- Apryle Jackson stated that OCEA also requests a 50 cent per hour raise for ESP bargaining unit employees.
- Sarah Graber asked OCEA to clarify which changes in the Health Plan that OCEA desired.
- Apryle Jackson stated only a lower deductible on the Local Plus and OAP coverages.
- Sarah Graber clarified that OCEA requests lower health insurance deductibles and a 50 cent per hour raise instead of a 30 cent per hour raise.
- Apryle Jackson added that OCEA also requests a \$250 dollar non-recurring supplement since employees are divided between those who prefer to receive a supplement and those who prefer lower insurance premiums and deductibles.
- John Boyd verified that OCEA's counter-proposal includes lower health insurance deductibles, a 50 cent per hour raise, and a \$250 non-recurring supplement.
- Apryle Jackson confirmed that these three items were the summary of OCEA's counter-proposal.

No action was taken on this item at this time, and this item will be brought back to a future meeting.

SDOC Counter-Proposals to OCEA Contract Language Proposals: John Boyd/Barbara Gleason

- John Boyd shared and reviewed Management's counter-proposals for OCEA's proposed changes to contract language.
 - **Employee Dress**
 - John Boyd stated that Management added "which are visible" regarding belt loops per OCEA's request.
 - John Boyd stated that flip-flops would still be prohibited.
 - Apryle Jackson stated that flip-flops are a safety issue.
 - John Boyd requested a vote on this item.

ACTION: Following a fist of five vote, ESP members tentatively agreed to approve this item.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

○ Employees Covering for a Peer/ Other Duties Assigned

- John Boyd stated that Leadership listened to employees' feedback and recognizes OCEA's concerns regarding this issue.
- Apryle Jackson asked whether "student safety" could be added to the proposed language.
- John Boyd stated that the *School District's Strategic Plan Goal 1: Academic Success, Strategy F: Develop and sustain a safe, healthy, and caring learning environment* refers to school safety and student safety.
- Apryle Jackson requested that this statement be reflected in the minutes.
- Anne Calandrino asked how the phrase "where feasible" would be interpreted.
- John Boyd stated the phrase "where feasible" is to be interpreted in the strictest sense but is necessary in order to account for unforeseen circumstances beyond Management's or the employee's reasonable control and to ensure key organization functions are maintained with duties being covered especially where student supervision and school safety is a priority.
- John Boyd requested a vote on this item.

ACTION: Following a fist of five vote, ESP members tentatively agreed to approve this item.

○ Collaborative Bargaining

- John Boyd reviewed the changes to the proposal and asked OCEA for a vote.

ACTION: Following a fist of five vote, ESP members tentatively agreed to approve this item.

- John Boyd stated that we have withdrawn First Aid, CPR, AED Supplement and Translator Supplement at this time but can bring these proposals back to the table at a future date.
- Apryle Jackson stated that OCEA's concern is that Management spoke in favor of this supplement a few years ago, and that \$500 is a small amount to acknowledge an employee's willingness to help.
- Anne Calandrino stated some school nurses are not getting lunch breaks because they cannot get coverage.
- John Boyd stated that Management would like to suspend the meeting to permit Management time to caucus.

The meeting was suspended at 3:14PM in order for School District ESP members to caucus about the Proposal.

The meeting resumed 3:25PM

- John Boyd asked whether OCEA would accept the Osceola County School Board's Salary and Benefits Package counter-proposal that was shared at the prior meeting and as a handout at this meeting.
- Apryle Jackson stated that OCEA would like to suspend the meeting to permit OCEA time to caucus and to discuss the counter-proposal.

The meeting was suspended at 3:26PM in order for OCEA ESP members to caucus about the Proposal.

The meeting resumed 3:29PM

- Apryle Jackson stated OCEA cannot accept this proposal and would be willing to work on a new counter-proposal for our next meeting, but OCEA would understand if Management cannot wait.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: April 25, 2018

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that the deadline for preparation for Open Enrollment for health insurance benefits is too short, and that Management would need a counter-proposal ratified before the end of May.
- Sarah Graber stated that the School District has to get our Health Plan approved by both parties and set up our online benefits program for our current employees as well as new hires.
- John Boyd stated that since the School District could not wait any longer, Management must declare impasse and agrees to go to mediation.
- Apryle Jackson asked whether both parties could meet next week.
- John Boyd stated that Management agrees to meet next week for mediation, and that we might have to postpone the UMM originally scheduled for April 25, 2018.
- John Boyd thanked OCEA for tentative agreement on the items of contract language shared at tonight's meeting.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

**Next Meeting: Mediation
Thursday, April 26, 2018, 09:00 AM-12:00 PM
Human Resource Administrative Services, Administrative Annex
Building 03, Conference Room 03; Portable B
799 Bill Beck Blvd, Kissimmee, FL 34744**

Pluses

- N/A

Deltas

- N/A

ADJOURNED at 03:40PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, June 21, 2018, 04:15 PM – 06:00 PM

Location: Human Resources; 799 Bill Beck Boulevard; Kissimmee, FL 34744

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input type="checkbox"/>
6	Rita Perdue	Paraprofessional	Zenith	<input type="checkbox"/>
7	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
8	Elaine Weaver	Secretary	PATH	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Migdalia Gonzalez	Director	Finance	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Jason Hayes	Principal	Deerwood Elementary	<input checked="" type="checkbox"/>
7	Linda Schroder-King	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
8	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
N/A	Betty Hittman	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 4:15PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	N/A
Time Keeper:	N/A

- John Boyd waived the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to BLT members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re School Improvement Grant 1003(g) Cohort 4 (SIG4), Professional Support Staff Employees: John Boyd/ Sarah Graber

- John Boyd shared that this MOU was the same as the one that the teachers' union approved the week prior.
- John Boyd stated there is an addition on page two pertaining to Central Avenue PSS staff signing a pre-employment letter of commitment for grant compliance.
- John Boyd identified the language addressing an additional fourteen (14) hours per contract year beyond regular contractual hours for the purpose of required meetings and family/ community involvement activities.
- John Boyd stated that as noted on page three of the MOU, PSS would receive regular contract pay for required meetings scheduled beyond the contract day and beyond the initial commitment of fourteen (14) hours.
- Susan Compton inquired whether staff would be required to stay beyond the fourteen hours and if they would lose their job if they cannot stay.
- John Boyd stated that he had discussed this concern with the Superintendent and incoming Principal Nadia Winston, and both agreed that while employees may be required to attend these events, childcare concerns would be handled on a case-by-case basis, and there would be no penalty to the employee unless the employee demonstrates a pattern of avoidance.
- John Boyd shared that the number of fourteen (14) hours was determined by a possible scheduling of four events annually at two to three hours per activity.
- John Boyd stated that the MOU does not prevent the principal from offering Board leave as well.
- Susan Compton asked if teachers are receiving the same benefit.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: July 12, 2018



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd replied in the affirmative and noted that Professional Development opportunities may pay stipends as well.
- Nate Fancher confirmed from the principal's viewpoint that Board leave would be a consideration for early release Wednesdays.
- Susan Compton questioned the reference to the period of the grant as noted on page three as five (5) years.
- John Boyd confirmed the grant was for a duration of five (5) years of which four (4) remain.
- John Boyd requested a vote on this item.

ACTION: Following a fist of five vote, ESP members approved this item.

Agenda Items for Next Meeting: Apryle Jackson/ John Boyd

- TBA

Upon completion, 2018-2019 Bargaining Meetings calendar will be shared via email.

Pluses

- John Boyd recognized the brevity of the meeting.
- Meeting participants acknowledged the refreshments.

Deltas

- N/A

ADJOURNED at 04:38PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, September 20, 2018, 02:30PM – 4:00PM

Location: Human Resource Administrative Services, Administrative Annex Building 03;
Conference Room 03; 799 Bill Beck Blvd, Kissimmee, FL 34744

OCEA ATTENDANCE				
1	Hector Acosta	Computer Technician	Mill Creek Elementary	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Clerk-Typist	Centralized Custodial Services	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Rita Perdue	Paraprofessional	Zenith	<input type="checkbox"/>
7	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
8				<input type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Lisa Lynch	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	Linda Schroeder-King	Director	ESE	<input type="checkbox"/>
8				<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S):



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 4:19PM _____

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Barbara Gleason
Rationale:	Sue Compton
Salary and Fringes:	Apryle Jackson
Goals:	Sarah Graber, Lisa Lynch, Myra Schaalma, Hector Acosta
Guest Protocol:	N/A
Speaking Order:	Darlya Bungo
Time Keeper:	Tammy Otterson

Introduction of New Bargaining Team Members

- John Boyd introduced Lisa Lynch, Director of Finance, to the OCEA members.

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Review of Ratified Items: John Boyd/Apryle Jackson

- John Boyd shared and reviewed the Summary of Tentatively Approved Changes to ESP Contract Language for the 2018-19 school year.
- John Boyd specifically reviewed the new contract language for the following items:
 - *Employee Dress*
 - *Employees Covering for a Peer Other Duties Assigned*
 - *Collaborative Bargaining*
- **No action was taken on this item at this time, and this item will be brought back to a future meeting.**



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Union-Management Meetings: John Boyd/Apryle Jackson

- John Boyd shared and reviewed the MOU with OCEA members.
- Apryle Jackson asked if we could add a new job family for VPK Paraprofessionals to the MOU.
- John Boyd stated that VPK Paraprofessionals would be included in the Paraprofessionals UMM and that an additional meeting could be scheduled if both parties agreed it was necessary.
- Anne Calandrino asked if “Extended Day” be changed to “Extended Learning.”
- John Boyd asked OCEA for a vote on the MOU as presented with this one change.

ACTION: Following a fist of five vote, ESP members tentatively agree to approve this item.

- Apryle Jackson requested the following dates for these meetings.
 - Paraprofessionals October 24, 2018
 - Clerical November 28, 2018
 - Extended Learning December 19, 2018
 - Technology Specialist January 23, 2019
 - Nurses February 27, 2019
 - Clerical March 27, 2019
 - Paraprofessional April 24, 2019
 - Technology Specialist May 22, 2019
- Apryle Jackson stated asked Darlya Bungo if it was possible to have the UMM for Nurses at Student Services.
- Apryle Jackson stated they would schedule a second meeting for the Nurses if became necessary.

ESP Meeting Frequency: John Boyd/Barbara Gleason

- John Boyd stated that Apryle and he discussed changing the frequency of ESP meetings from monthly to bi-monthly.
- Apryle Jackson stated that we often cancel meetings at the last minute and meeting bi-monthly would be a better option.
- Tammy Otterson stated that the only concern would be receiving information one month and then having to delay a vote on an item until the next meeting.
- Apryle Jackson stated if we have any issues or voting that needs to take place, then we could always schedule a meeting at that time.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Apryle Jackson stated that paraprofessionals are being asked to stay beyond their contractual workday to supervise students.
- Apryle Jackson stated that paraprofessionals are still being asked to translate technical documents during ESE meetings.
- John Boyd stated in speaking with Amanda Kraft we are looking at a supplement for our Nurses with certain degree or certifications.
- Tammy Otterson stated she would research the data to see how many Nurses have a Bachelor degree or higher.
- John Boyd stated he is working on revising the requirements on the Orientation Tab.
- Tammy Otterson stated her concern that employees who do not understand English very well struggle to score 100% on the tests.
- Apryle Jackson stated the paraprofessionals do not have enough time to finish all of the requirements on the Orientation Tab.
- Susan Compton stated some administrators are not letting Professional Support Staff employees know about the Orientation Tab.

Next Meeting: October 18, 2018, 4:15 PM – 6:00 PM
OCEA Office; 722 Mabbette Street; Kissimmee, FL 34747

Pluses

- ESP members complimented and thanked Martha LeBlanc for the refreshments.

Deltas

- N/A

ADJOURNED at 05:05PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, January 17, 2019, 04:15 PM – 6:00 PM

Location: Human Resources Administrative Services; Administrative Annex,
Building 3, 799 Bill Beck Blvd., Kissimmee, FL 34744

OCEA ATTENDANCE				
1	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
2	Kelley Collins	LPN	Hickory Tree Elementary	<input type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
4	Barbara Gleason	OCEA Chief Negotiator	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Sarah Graber	Chief Financial Officer	Business & Finance	<input checked="" type="checkbox"/>
5	Lisa Lynch	Director of Finance	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief Human Resources Officer	Human Resources	<input checked="" type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
N/A	Rachelle Fougere	Recording Secretary/ Secretary to Tammy Otterson	Human Resources	<input checked="" type="checkbox"/>

GUEST(S):

Alfredo Torres, Technology Technician - MITD



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 4:23 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Sarah Graber
Rationale:	Barbara Gleason
Salary and Fringes:	Apryle Jackson
Goals:	Tammy Otterson
Guest Protocol:	N/A
Speaking Order:	Susan Compton
Time Keeper:	

Introduction of New Bargaining Team Members

- John Boyd introduced Alfredo Torres.
- Alfredo Torres gave an introduction of himself. He said he works in the Media and Instructional Technology Department goes by "Freddy."
- John Boyd introduced the Recording Secretary, Rachele Fougere, who filled in while Martha LeBlanc was away.

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Safety App Update: John Boyd/Apryle Jackson

- John Boyd introduced the School District's new Panic Button safety app to report emergencies.
- John Boyd clarified that employees received information on the app and its benefits, but it is a voluntary program, and that employees are NOT required to install the app on their phones.
- John Boyd shared that if employees choose not to add the app to their cell phones, these employees may still receive text alerts when emergencies occur if these employees share their personal cell phone numbers with the School District.
- John Boyd clarified that no employee would receive discipline for:
 - choosing not to add the app to their personal cell phones, or
 - making an accidental false alarm that is not a pattern of neglect.
- Apryle Jackson shared and reviewed proposed contract language similar to Brevard County's employee contracts.
- Apryle Jackson stated that some administrators were still requiring employees to add the app to their personal cell phones.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Apryle Jackson stated that some employees were concerned that by adding the app to their personal cell phones, administrators could track employees' locations and use the information for evaluative purposes.
- John Boyd stated that he would share OCEA's proposed contract language with School District Leadership.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Uniforms for Campus Monitors: John Boyd/Apryle Jackson

- John Boyd stated that the proposed uniform language mirrors the language in the Teamsters contract and is specific right now to campus monitors.
- John Boyd stated that campus monitors would receive six (6) uniform shirts annually, which they would need to launder on their own.
- John Boyd stated that Extended Day is not included in this proposed language.
- Apryle Jackson stated that she needed to review it one more time.
- John Boyd requested a vote.

ACTION: Following a fist of five vote, ESP members tentatively agreed to approve this item.

Paraprofessional Concerns: John Boyd/Apryle Jackson

- Apryle Jackson stated that a considerable number of paraprofessionals are being injured by students in our schools and receiving Workman's Compensation.
- Apryle Jackson shared and reviewed proposed contract language to require that an incident report is kept every time an incident happens, and that these reports are forwarded to the Superintendent.
- John Boyd stated that he would share OCEA's proposed contract language with School District Leadership.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Apryle Jackson stated that she would like to discuss a \$500 supplement for support staff employees who are certified in CPR and First Aid and who serve as backups for the school nurse.

**Next Meeting: Thursday, February 21, 2019, 04:15 – 06:00 PM
OCEA Office; 722 Mabbette Street, Kissimmee, FL 34747**

Pluses

- N/A

Deltas

- N/A

ADJOURNED at 04:42 PM.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: February 5, 2019

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, February 21, 2019; 03:30 – 05:00 PM

Location: OCEA Office; 722 Mabbette Street; Kissimmee, FL 34747

OCEA ATTENDANCE				
1	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
2	Kelley Collins	LPN	Hickory Tree Elementary	<input checked="" type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCSA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
7	Alfredo Torres	Media Technician	Media & Instructional Technology	<input type="checkbox"/>
8				<input type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Lisa Lynch	Director	Business & Finance	<input type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Hank Groton, FMCS; Erica Walters, Assistant Principal; Johana Santiago, Assistant Principal; Jennifer Albright, Assistant Principal



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 3:41PM_____

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Sarah Graber
Rationale:	Tammy Otterson
Salary and Fringes:	Apryle Jackson
Goals:	Darla Bungo
Guest Protocol:	N/A
Speaking Order:	Susan Compton
Time Keeper:	Tammy Otterson

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Uniforms for Campus Monitors: John Boyd/Barbara Gleason

- John Boyd stated that signatures were still need for the MOU approved at the last meeting.

No action was taken on this item at this time, and this item will be brought back to a future meeting.

Cell Phone Applications: John Boyd/Barbara Gleason

- John Boyd stated that School District Leadership contends that that there is no need to change existing contract language for this concern since these cell phone applications are voluntary.
- John Boyd stated that if an employee has the application on their phone, there is no tracking of the employee, and that no employee would receive discipline for an accidental false alarm, unless there is a true pattern of neglect.
- John Boyd stated that administrators have asked employees for emergency contact numbers so that a text message can be sent in case of a real emergency.
- Apryle Jackson asked what would be the policy if an administrator does not follow directions.
- John Boyd stated Dr. Pace and he would need OCEA to identify the administrator and the situation.
- John Boyd stated that School Board Rules are being developed to address active assailant incidents.
- John Boyd stated that Broward County has implemented a policy of not disciplining employees when an application is activated, and it is found not to be an active shooter.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: **March 9, 2019**

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that administrators would like employees to talk if they see something out of the ordinary.
- John Boyd stated that the application is still new and that employees should not be afraid to use it when they see something suspicious.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Physical Assault: John Boyd/Barbara Gleason

- John Boyd stated that School District Leadership contends that there is no need to change existing contract language for this concern as we already have language in our Contract and School Board Rules.
- Apryle Jackson stated that while there is contract language for teachers, ESP members cannot write referrals and need contract language to ensure documentation of physical assault.
- John Boyd stated he understood that OCEA would like to bargain contract language for professional support staff employees who cannot write student referrals and that he would share OCEA's concerns with School District Leadership.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Health Insurance Benefits Update: John Boyd/Barbara Gleason

- John Boyd stated we do not have an MOU for OCEA members to consider today and that the Health Insurance Benefits Committee is still working on several items.
- John Boyd stated that Rosen gave a presentation at a recent Board Workshop that was well received.
- John Boyd stated that whether or not Rosen is selected to manage our Center for Employee Health, employees would still be able to use their primary care physicians.
- John Boyd stated that when our Center becomes perceived as the benefit it was intended to be, it might become our sole provider; however, that is not an option now.
- Sarah Graber stated we are trying to change employee perceptions of the Center with an emphasis on better customer service.
- Tammy Otterson stated that the presentation from Rosen was wonderful, and if BLT members were not at the Board Workshop, it is available to watch online.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Apryle Jackson asked if we could revisit the \$500 CPR/ First Aid supplement for one employee per school who cover for School Nurses in the school clinic.

Next Meeting: Thursday, March 21, 2019
Human Resources Administrative Offices, Bldg. #3
799 Bill Beck Blvd., Kissimmee, Fl. 34744

Pluses

- Thank you to Apryle Jackson and OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 04:06PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: **Thursday, March 21, 2019**

Location: **Human Resources Administrative Services, Administrative Annex
Building 03, Conference Room 03
799 Bill Beck Boulevard; Kissimmee, FL 34744**

OCEA ATTENDANCE				
1	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
2	Kelley Collins	LPN	Hickory Tree Elementary	<input type="checkbox"/>
3	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
4	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
5	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
7	Alfredo Torres	Media Technician	Media & Instructional Technology	<input type="checkbox"/>
8				<input type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Lisa Lynch	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Hank Groton, Federal Mediation and Conciliation Services (FMCS); Ken DeBord, Director of Risk and Benefits Management



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:15 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Barbara Gleason
Rationale:	Sarah Graber
Salary and Fringes:	Apryle Jackson
Goals:	Susan Compton
Guest Protocol:	N/A
Speaking Order:	Tammy Otterson
Time Keeper:	Sarah Graber

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Cell Phone Applications: John Boyd/ Barbara Gleason

- John Boyd stated that Management does not have a counter-proposal for this item tonight and does not believe it is necessary at this time.
- John Boyd stated that Management has clearly communicated that the application is voluntary for employees to download or use.
- John Boyd stated that Management has asked employees for emergency contact numbers so that a text message can be sent in case of a real emergency.
- Apryle Jackson asked that if administrators use the app to send texts for lockdown drills, that they please send texts to communicate when the lockdown drill ends.
- Daryla Bungo asked if there was a way to add the name of school to texts when something occurs at that site so that District staff such as District Nurses could be aware and go to another site.
- Tammy Otterson stated there is a geographic field that shows the area in lock down.
- Apryle Jackson stated that a facility number might work.

No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Physical Assault: John Boyd/ Barbara Gleason

- John Boyd stated that Management does not have a counter-proposal for this item tonight and does not believe it is necessary at this time.
- John Boyd stated District Leadership understands that ESP members cannot write referrals.
- John Boyd asked OCEA to identify schools where incidents are not being reported so that School District Leadership can have the opportunity to correct the problem.

No action was taken on this item at this time, and this item will be brought back to a future meeting.

First Aid/ CPR Supplement: John Boyd/ Barbara Gleason

- John Boyd stated that Management does not have a counter-proposal for this item tonight and does not believe it is necessary at this time.
- Anne Calandrino asked whether John Boyd had seen the state statute that mandates there are two additional employees in case the School Nurse is not available.
- John Boyd stated that yes, he has seen the state statute.
- Apryle Jackson stated that employees are being required to cover for the School Nurse and that if coverage, there would be no reason for OCEA to push for the supplement.

No action was taken on this item at this time, and this item will be brought back to a future meeting.

Budget Update: John Boyd/ Barbara Gleason

- Sarah Graber shared and reviewed the Budget Overview with ESP Bargaining Team Members.
- Sarah Graber stated that the proposed budget was presented to the School Board in February.
- Sarah Graber stated that the School Board Members tasked her department to find \$10 million for the 2019-2020 school year for the purpose of employee salary increases.
- Sarah Graber reviewed the reduction strategies with Bargaining Team Members.
- Sarah Graber stated that the staffing allocation model was adjusted for this school year.
- Sarah Graber stated that the School Board has increased the per employee Health Insurance Benefits contribution for the 2019-2020 school year.
- Sarah Graber stated that these cost savings make an average of a 2% salary increase possible.
- Apryle Jackson asked how many employees this proposed salary increase would affect.
- Sarah Graber stated that there are 1731 professional support staff positions with 1250 of these paid from the general fund.
- Apryle Jackson stated that some paraprofessionals are paid from Title I funds.
- Tammy Otterson stated that there are 1612 professional support staff positions filled and quite a few vacancies.

No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Health Insurance Benefits Update: John Boyd/ Barbara Gleason

- Sarah Graber shared and reviewed the Health Insurance Benefits Plan design changes with ESP Bargaining Team Members.
- Sarah Graber stated that the School District is keeping the same plan options as last year and implementing wellness incentives.
- Sarah Graber stated that all employees have the opportunity to participate in the new voluntary Wellness Incentive Program and to reduce their contributions as long as employees qualify.
- Tammy Otterson stated that if an employee has the family plan, only the employee would need to complete the voluntary Wellness Incentive Program to qualify.
- Susan Compton asked Sarah Graber to explain how new hires would be handled.
- Sarah Graber stated that new hires would be able to participate and not have to wait a year.
- Sarah Graber stated we are hoping to have the voluntary Wellness Incentive Program flyer available for all employees during the beginning of April.
- Sarah Graber stated that the School District is using July 31, 2019, as the deadline date so that there is enough time to verify all the employees who have completed their 75 points.
- Sarah Graber stated that for the next plan year, participants would have from October 01, 2019 through September 30, 2020, to complete the Wellness Incentive Program.
- Sarah Graber stated that data for items in sections 1-3 of the voluntary Wellness Incentive Program would be verified through CIGNA's database.
- Sarah Graber stated that the items in section 4 of the voluntary Wellness Incentive Program would be employee self-report, and there would be a link to a website where employees can upload their paperwork.
- Sarah Graber stated that employees who choose to participate in the voluntary Wellness Incentive Program may also qualify for lower deductibles.

No action was taken on this item at this time, and this item will be brought back to a future meeting.

MOU re Salaries and Benefits Negotiations Process: John Boyd

- John Boyd shared and reviewed the proposed MOU with ESP Bargaining Leadership Team members.
- John Boyd stated that the MOU is the same one shared with BLT members at the prior bargaining meeting.
- John Boyd stated that this proposed MOU is not a salary package proposal but is intended to provide guidelines to ensure the bargaining process is more positive for this school year.
- John Boyd stated that the intent of sharing the total of the \$700,000 available for salary increases is for both parties to prepare and bring salary proposals to the next bargaining meeting.
- John Boyd stated that the First Aid/ CPR Supplement could be part of OCEA's salary proposal.
- John Boyd stated that the Senate's Proposed State Budget looks positive, and that we should contact our state senators and thank them.
- John Boyd stated that if the School District receives more funds from the Legislature than the Governor's Proposed State Budget, then both parties would return to the bargaining table to negotiate salary increases.
- Apryle Jackson asked whether the House's Proposed State Budget was greater than the Governor's Proposed State Budget.
- John Boyd stated that it was not.
- John Boyd reviewed the proposed changes to the Health Insurance Benefits Plan Design.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Apryle Jackson stated that she is concerned that since Disney will be increasing their employees' wages to \$15.00 per hour, the School District may lose more employees.
- Tammy Otterson stated that in our School District, paraprofessionals make \$11.44 per hour, ESE paraprofessionals make \$11.97 per hour, and clerk typists make \$13.85 per hour.
- Apryle Jackson asked whether the \$700,000 accounts for all ESP bargaining unit employees or only those paid from the general fund.
- Sarah Graber stated that it accounts for 1250 employees paid from the general fund.
- John Boyd requested a vote.
- Apryle Jackson stated that OCEA would need to review the proposal with its members.

No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Salaries and Benefits
- Mediation

**Next Meeting: Tuesday, March 26, 2019
Human Resources Administrative Services, Administrative Annex
Building 03, Conference Room 03
799 Bill Beck Boulevard; Kissimmee, FL 34744**

Pluses

- ESP Bargaining Leadership Team members complimented and thanked Martha LeBlanc for the refreshments.

Deltas

- N/A

ADJOURNED at 05:07 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: **Thursday, March 26, 2019**

Location: **Human Resources Administrative Services, Administrative Annex
Building 03, Conference Room 03
799 Bill Beck Boulevard; Kissimmee, FL 34744**

OCEA ATTENDANCE				
1	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
5	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
6	Alfredo Torres	Media Technician	Media & Instructional Technology	<input checked="" type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Lisa Lynch	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Hank Groton, Federal Mediation and Conciliation Services (FMCS); Ken DeBord, Director of Risk and Benefits Management



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:35 PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	Susan Compton
Time Keeper:	Tammy Otterson

John Boyd waived the Meeting Protocol review for this meeting.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re Salaries and Benefits Negotiations Process: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed the MOU, which was first presented at the March 21, 2019, bargaining meeting.
- John Boyd stated the purpose of the MOU was to ensure that both parties could have better communication for negotiations this year.
- Apryle Jackson asked whether there would be an insurance plan option at no cost to the employee if the employee completes the wellness incentive.
- Tammy Otterson stated that there would be an insurance plan option at no cost to the employee if the employee completes the wellness incentive.
- Sarah Graber stated her team would review the data and address any concerns about plan implementation.
- John Boyd stated the School Board is committed to bargain \$700,000 from cost savings, no matter what happens in the Legislative Session.
- Apryle Jackson asked if the verbiage in the first sentence under “Salaries” could be changed to “at least” before “equal to \$700,000.”
- John Boyd stated we could not agree to that wording.
- Barbara Gleason stated that she was still concerned about the dollar amount.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: April 26, 2019

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd asked if the verbiage in the sentence under “Salaries” could be changed to “approximately” before “equal to \$700,000.”
- Barbara Gleason stated that the wording would be acceptable.
- John Boyd asked for a vote on the MOU as amended.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item as amended.

Salaries and Benefits: John Boyd/ Barbara Gleason

- Apryle Jackson shared and reviewed OCEA's proposal.
- Apryle Jackson asked Sarah Graber to review her calculations.
- Sarah Graber stated that the total dollar amount, which includes benefits, would be \$.30 cents per hour.
- Apryle Jackson stated that her calculation does not include benefits.
- Apryle Jackson stated through her calculations the amount came to \$0.36 cents per hour with a total of \$691,785.00.
- Sarah Graber stated that the board contribution for health insurance benefits is included in the total cost for salaries.
- Apryle Jackson stated that she understood that insurance was part of the package.
- Sarah Graber stated through her calculations the amount came to \$.30 cents per hour.
- Apryle Jackson asked to see Sarah Graber's calculation.
- Sarah Graber confirmed her numbers with Jose Gonzalez.
- Sarah Graber stated 2% with the benefits would be approximately \$700,000.
- Apryle Jackson stated that OCEA proposed a \$0.30 cents per hour salary increase and a \$500 First Aid/ CPR supplement for one person at each school.
- Apryle Jackson stated that if the Legislature approves more funds for the School District, then OCEA would like to negotiate a non-recurring retention supplement based upon seniority with \$250.00 increments.
- John Boyd stated Management could not agree to that proposal today.

The meeting was suspended at 04:16 PM in order for OCEA ESP members to caucus about the salaries and benefit proposal.

The meeting resumed at 04:32 PM.

- Apryle Jackson stated that after reviewing the School Board's proposal and the salaries and benefits data that OCEA felt that \$0.36 cents per hour would be possible.
- Sarah Graber stated that she would need to review OCEA's calculations and listed additional costs that must be factored into the calculations such as FRS, etc.
- John Boyd re-stated the School Board's salary and benefits offer for OCEA as .30 per hour for employees and a First Aid/ CPR supplement of \$500.00 per school.

The meeting was suspended at 04:50 PM in order for OCEA ESP members to caucus about the Salaries and Benefits proposal.

The meeting resumed at 04:53 PM.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Apryle Jackson stated that OCEA could not send this offer out for ratification to their members until the Legislative Session is completed.
- John Boyd stated that both parties could still reach a tentative agreement tonight.
- Apryle Jackson asked if the agreement would not be released to the press until after the instructional employees' Bargaining Leadership Team meeting.
- John Boyd stated that Management agreed not to submit a press release until after our BLT meeting on Wednesday, March 27, 2019.
- John requested a vote on the following terms:
 - \$0.30 cents per hour
 - First Aid/ CPR Supplement \$500.00; one (1) employee per school
 - Striking the words "Average of 2%"
- John Boyd stated that ratification of this proposal could take place in May 2019 pending the outcome of the Florida Legislative Session.
- John Boyd stated that he would correct the Generic Drug section on the Local Plus Option to state "\$10/\$25" in the Plan Design Changes document.
- **ACTION: Following a fist of five vote, ESP members agreed to approve this item as amended.**

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

- Mediation

Next Meeting: Thursday April 18, 2019, 04:15 – 06:00 PM
OCEA Office, 722 W. Mabbette Street; Kissimmee, FL 34741

Pluses

- ESP Bargaining Leadership Team members complimented and thanked Martha LeBlanc and Apryle Jackson for the refreshments.
- OCEA expressed their gratitude for reaching agreement on the First Aid/ CPR Supplement.

Deltas

- N/A

ADJOURNED at 05:00 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, May 9, 2019
Location: OCEA Office, 799 West Mabbette Street, Kissimmee, FL

OCEA ATTENDANCE				
1	Anne Calandrino	UNI-SERV	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
5	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
6	Alfredo Torres	Media Technician	Media & Instructional Technology	<input checked="" type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Lisa Lynch	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Hank Groton, Federal Mediation and Conciliation Services (FMCS);



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 3:15PM_____

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	N/A
Time Keeper:	N/A

John Boyd waived the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Salaries and Benefits: John Boyd/Barbara Gleason

- John Boyd shared and reviewed the *Salaries and Benefits Package Addendum* with bargaining team members.
- John Boyd stated that the terms of the original tentative agreement remain in place with the exception of salaries.
- John Boyd stated that based upon changes in state funding, the Osceola County School Board now offers a \$0.40 cents per hour recurring salary increase and a \$250 non-recurring supplement payable on August 31 for successful service determined by the final summative evaluation of "Satisfactory" or higher for the 2018-2019 school year.
- Tammy Otterson requested that the proposed salary increase for Step 0 of the Education Support Professionals salary schedule be \$0.20 cents per hour for entry-level employees with no experience.

The meeting recessed at 03:22 PM in order to permit OCEA ESP members to caucus about the School Board's salaries proposal.

The meeting resume at 03:34 PM.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Apryle Jackson asked whether ESP employees who have been employed for sixteen (16) years or more could receive a non-recurring supplement of \$500.
- Apryle Jackson stated there were only 349 employees between sixteen (16) to twenty-five (25) years, and the cost to the School District would be \$87,250.

The meeting recessed at 03:37 PM in order to permit School District members to caucus about OCEA's counter-proposal.

The meeting resumed at 03:52 PM.

- John Boyd stated that he spoke to Dr. Pace about OCEA's counter-proposal, and at this time, the School Board has provided its best offer for proposed salaries.
- Apryle Jackson asked what the percentage was for the \$0.40 cents per hour salary increase.
- Sarah Graber stated that the percentage was 2.58% per ESP employee.
- Apryle Jackson stated that OCEA was ready to vote.
- John Boyd asked for a vote on the two proposed changes to ESP employee salaries, not the original settlement.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.

MOU: School Improvement Grand SIG4: John Boyd

- John Boyd shared and reviewed the proposed MOU for the SIG grant with bargaining team members.
- John Boyd stated that he was not asking for a vote tonight to honor OCEA's past practice.
- Anne Calandrino stated that since the changes were minor and reflected the terms of the federal grant itself, there was no need to wait to vote.
- John Boyd asked OCEA for a vote.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.

Agenda Items for Next Meeting: Apryle Jackson/John Boyd

**Next Meeting: Thursday, September 19, 2019; 04:15 – 06:00 PM
OCEA Office, 722 West Mabbette Street, Kissimmee, FL**

Pluses

- Bargaining team members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 04:08 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Tuesday, September 24, 2019, 05:00 – 06:00 PM

Location: OCEA Office; 722 Mabbette Street; Kissimmee, FL 34741

OCEA ATTENDANCE				
1	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Central Custodial Department	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	Osceola School for the Arts	<input checked="" type="checkbox"/>
4	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
5	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
6	Omar Rivas	Technology Specialist	St. Cloud High School	<input type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
DISTRICT ATTENDANCE				
1	John Boyd	Director /Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
5	Lisa Lynch	Director	Business & Finance	<input type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input type="checkbox"/>
7				<input type="checkbox"/>
8				<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input type="checkbox"/>

GUEST(S): Maria Aviles, Recording Secretary



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:03 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Barbara Gleason
Rationale:	Daryla Bungo
Salary and Fringes:	Apryle Jackson
Goals:	Susan Compton
Guest Protocol:	N/A
Speaking Order:	Waived
Time Keeper:	Waived

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re: Union-Management Meetings: John Boyd

- John Boyd shared and reviewed the *MOU re: Union-Management Meetings* with bargaining team members.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.

Florida Best and Brightest Teacher Program: Apryle Jackson

- Apryle Jackson shared and reviewed OCEA's proposal regarding Florida Best and Brightest Teacher Program for paraprofessionals with bargaining team members.
- Apryle Jackson stated that OCEA is asking for half of what highly effective teachers receive which is \$1250.00 for paraprofessionals.
- John Boyd stated that Management was still reviewing interpretations of the statute in terms of who was eligible to receive a bonus.
- John Boyd stated that this item was not resolved, but the parties were not far apart.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Professional Development Day: Apryle Jackson

- Apryle Jackson shared and reviewed OCEA's proposal regarding revised contract language for Professional Development Day with bargaining team members.
- Apryle Jackson stated that OCEA would like Professional Development Day to be the same day for ESP employees and instructional employees.
- John Boyd stated that it might not be possible due to space constraints and costs for facilitators.
- Apryle Jackson stated that there are more trainings for teachers than for ESP employees, and ESP employees could take training offered to teachers.
- John Boyd stated that he agreed there needed to be more quality professional development for Professional Support Staff employees.
- John Boyd stated that OCEA could bring their concerns to the Professional Development Committee.
- Apryle Jackson stated that the communication for notices of meetings is not forthcoming and that there should be union members on the committee, but she has not been consulted or provided with the names of the committee members.
- Apryle Jackson stated she was unable to get technology training for ESP employees due to the unavailability of IMC staff.
- John Boyd stated that the scheduling could be worked out to include ESP employees.
- Susan Compton stated that teachers come back from training with new information and do not have time to update paraprofessionals.
- John Boyd stated that a condensed version of teacher training for paraprofessionals might be helpful.
- Apryle Jackson stated that an important training for nurses would be how to bill Medicaid.
- John thanked OCEA for bringing up the issue and asked OCEA to review the list of available professional development to identify what offerings would benefit ESP employees.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Attendance Bonus for ESP
- Vacation Leave
- Military Leave
- Nurses Coverage

**Next Meeting: Wednesday, October 16, 2019; 05:00 - 06:00 PM
Human Resources Administrative Services, Administrative Annex
Building 03, Conference Room 03
799 Bill Beck Boulevard; Kissimmee, FL 34744**

Pluses

- Bargaining team members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 05:58 PM



Joint Osceola Bargaining Leadership Team (BLT and ESP) Meeting Minutes

Date: Thursday, October 10, 2019, 04:00PM - 06:00 PM

Location: Human Resources Administrative Services, Administrative Annex
Building 03, Portable B
799 Bill Beck Blvd, Kissimmee, FL 34744

OCEA ATTENDANCE				
1	Lare Allen	Teacher	Discovery Intermediate School	<input checked="" type="checkbox"/>
2	Greg Gahris	Teacher	St. Cloud Middle School	<input checked="" type="checkbox"/>
3	Michael Glassburn	Teacher	Gateway High School	<input type="checkbox"/>
4	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
5	Paul Klauman	Teacher	Chestnut Elementary School	<input checked="" type="checkbox"/>
6	Jessica Priester	Teacher	Central Avenue Elementary	<input checked="" type="checkbox"/>
7	Karen Pruitt	Media Specialist	TECO-PATHS	<input type="checkbox"/>
8	Latrechia Simpson	Teacher	Denn John Middle School	<input checked="" type="checkbox"/>
9	Norine Stazko	ESOL Compliance Specialist	Gateway High School	<input checked="" type="checkbox"/>
10	Lori Swaby	OCEA Chief Negotiator	ESE Department	<input checked="" type="checkbox"/>
11	Anne Calandrino	Director United Services	OCEA	<input checked="" type="checkbox"/>
12	Susan Compton	Bookkeeper	Custodial Services	<input checked="" type="checkbox"/>
13	Barbara Gleason	OCEA Chief Negotiator	Osceola School for the Arts	<input checked="" type="checkbox"/>
14	Apryle Jackson	President	OCEA	<input checked="" type="checkbox"/>
15	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
16	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
DISTRICT ATTENDANCE				
1	Michael Allen	Assistant Superintendent	Middle School Education	<input checked="" type="checkbox"/>
2	John Boyd	District Chief Negotiator/ Director	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
3	Rolando Casado	Assistant Principal	Liberty High School	<input checked="" type="checkbox"/>
4	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief Officer	Business & Finance	<input checked="" type="checkbox"/>

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: October 17, 2019



Joint Osceola Bargaining Leadership Team (BLT and ESP) Meeting Minutes

6	Jim Hickey	Principal	Harmony High School	<input checked="" type="checkbox"/>
7	Scott Knoebel	Principal	Narcoossee Elementary School	<input checked="" type="checkbox"/>
8	Tammy Cope-Otterson	Chief Officer	Human Resources & Personnel	<input checked="" type="checkbox"/>
9	Nadia Winston	Principal	Central Avenue Elementary	<input checked="" type="checkbox"/>
10	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
11	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
N/A	Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S): Mark Connors, Assistant Principal; Thomas Phelps, Deputy Superintendent

COMMENCED at 04:15 PM _____

Meeting Protocol	BLT	ESP
Mission Statement:	John Boyd	John Boyd
Philosophy:	Sarah Graber	Barbara Gleason
Rationale:	Scott Knoebel	Susan Compton
Salary and Fringes:	Apryle Jackson	Apryle Jackson
Goals:	Lori Swaby	Lare Allen
Guest Protocol:	N/A	
Speaking Order:	Susan Compton	Susan Compton
Time Keeper:	Tammy Otterson	Tammy Otterson

Introduction of New Bargaining Team Members: John Boyd

- Apryle Jackson introduced Omar Rivas, Computer Technician, GWHS, as a new OCEA member for the ESP bargaining team.

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to both teams of BLT members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.



Joint Osceola Bargaining Leadership Team (BLT and ESP) Meeting Minutes

Joint MOU re Florida Best and Brightest Teacher Program: John Boyd/Apryle Jackson

- John Boyd shared and carefully reviewed the *Joint MOU re Florida Best and Brightest Teacher Program* point by point.
- John Boyd stated that the Joint MOU was written with careful detail so that it was transparent, and both parties could use it as a communication tool.
- John Boyd stated that the related state laws were on pages 6-8 of the proposed Joint MOU.
- John Boyd stated that per state law, Osceola's charter schools receive their proportionate share right off the top, and the remainder of the funds were available for the School District employees.
- John Boyd stated it is the intent of the Osceola School Board to reward all eligible full-time instructional employees, which includes our instructional paraprofessionals.
- John Boyd stated that per state auditors, state law does not permit the School District to include Pre-Kindergarten instructional employees in these awards.
- John Boyd stated that state law does permit the School District to include Adult Education and Paraprofessional employees in these awards.
- John Boyd stated that the criteria for the Recruitment and Retention awards are defined clearly in state law, but the School Board must approve the criteria for the Recognition awards.
- John Boyd shared and reviewed the General Criteria section of the Joint MOU to the OCEA members.
- John Boyd clarified that if the number of eligible candidates for the Recognition award exceeded the allocation available, then the amounts of the Recognition awards would be prorated.
- John Boyd clarified that Recruitment awards would be paid in two installments in December 2019 and May 2020, but the Retention and Recognition awards would be paid in one lump sum no later than the second paycheck in December.
- John Boyd stated that if an eligible employee candidate were on Family Medical Leave Act (FMLA) leave at the time of payment, then the eligible employee candidate would still receive the award.
- Apryle Jackson stated she was concerned for the employees that did not receive evaluation ratings for the prior school year.
- John Boyd stated if an employee is not eligible for one category of award, then the employee would be considered for the next category of award, but an eligible employee candidate may only receive one award.
- John Boyd stated that page three of the Joint MOU shows the list of schools that are eligible for the Retention award.
- Apryle Jackson asked whether funds could be withheld from charter schools until investigations of testing improprieties were closed.
- Sarah Graber stated that per state law, the proportionate share for charter schools cannot be withheld.
- John Boyd stated that the maximum amount for the Recruitment Award is \$4000.00 in order for the School District to remain competitive with surrounding school districts.
- John Boyd stated that the School Board proposes the following amounts for the awards:
 - Recruitment Award = \$4,000
 - Retention Award, Highly Effective Instructional Employee = \$2,500
 - Retention Award, Effective Instructional Employee = \$1,000
 - Recognition Award, Highly Effective Instructional Employee = \$2,075
 - Recognition Award, Effective Instructional Employee = \$850
 - Recognition Award, Paraprofessional Employee = \$500
- John Boyd answered Apryle Jackson's question about employees who did not receive evaluation ratings for the prior school year.



Joint Osceola Bargaining Leadership Team (BLT and ESP) Meeting Minutes

- John Boyd stated that it is the individual employee's responsibility to ensure they receive an evaluation rating, and that Management cannot correctly compensate an employee without an evaluation rating.
- John Boyd asked OCEA to provide a list of those employees who claimed that they did not receive an evaluation rating.
- Apryle Jackson stated that some of the employees who did not receive evaluation ratings were School District Resource Teachers.
- Lare Allen asked whether the awards were considered bonuses or would recur each year.
- Apryle Jackson stated that the awards were not recurring and that the Governor had proposed to use the funds for this program for another teacher compensation program.
- John Boyd stated that the School District's allocation of funds for this program were not enough to move employees to the \$47,500 minimum salary that the Governor has proposed, and that his colleagues in other school districts were confirming the same things.
- Greg Gahrns stated that he once worked at a school where teachers did not receive evaluation ratings, and when he asked his administration, nothing was done.
- John Boyd asked Greg Gahrns whether he filed a grievance, and Greg Gahrns stated he had not.
- Tammy Otterson asked Greg Gahrns if the evaluation rating he did not receive was before the performance pay plan, and Greg Gahrns stated that yes, it was.
- Tammy Otterson stated that the evaluations are more important now, since performance pay is tied to the evaluation rating.
- Jim Hickey asked how the schools were selected for the Retention award.
- John Boyd stated that the state used three different methods to determine student growth and eligibility for the Retention award and referred to the state law on page 7 of the Joint MOU.
- Apryle Jackson asked whether the teachers from Harmony Community School would be entitled to their Retention award since they were moved to Harmony Middle School.
- John Boyd clarified that since those teachers were required to move to the middle school and did not voluntarily move to the school, those teachers were still eligible to receive the Retention award.
- Apryle Jackson asked whether a member who was a teacher and then became an Assistant Principal at the same school would still be eligible for the Retention award.
- John Boyd stated that the Assistant Principal would not be eligible for the Retention award.
- Apryle Jackson stated that administrators were still eligible for the Retention award.
- Tammy Otterson clarified that only the school principal at those eligible schools would be eligible for the Principal Award which is a separate category from the teacher awards.
- Apryle Jackson stated that OCEA would like to like to lower the amount of the Recognition award for the Highly Effective instructional employees and increase the amounts of the Recognition awards for the Effective instructional employees and paraprofessional employees.
- Sarah Graber stated that the amounts for the Recognition award should be the same proportion as the amounts for the Retention awards.
- Apryle Jackson asked Sarah Graber for the numbers of eligible employees to compare with the numbers she used in her calculations.

The meeting recessed at 04:51 PM in order for OCEA Bargaining Team members to caucus about the Joint MOU.

The meeting resumed at 05:13 PM.



Joint Osceola Bargaining Leadership Team (BLT and ESP) Meeting Minutes

- Apryle Jackson stated that OCEA would like to see the Paraprofessionals receive more money for their hard work and contributions within the following counter-proposal:
 - Highly Effective Instructional Employees = \$2000
 - Effective Instructional Employees = \$850
 - Paraprofessionals = \$650

The meeting recessed at 05:16 PM in order for School District BLT Bargaining Team members to caucus about the Joint MOU.

The meeting resumed at 05:36 PM.

- John Boyd stated our District Team members met and agreed to accept OCEA's counter-proposal.
- John Boyd stated that the agreement is contingent upon the requirements of state law, School District staff's verification of the numbers of eligible employees, and School Board approval.
- John Boyd asked whether OCEA was ready to vote on this item.

ACTION: Following a fist of five vote, BLT and ESP members tentatively approved this item.

Agenda Items for Next Meeting

- Agenda items for the next meeting may be sent via e-mail.

**Next BLT Meeting: Thursday, November 14, 2019, 05:00 – 06:00 PM
OCEA Office; 722 Mabbette Street; Kissimmee, FL 34741**

**Next ESP Meeting: Thursday, November 21, 2019, 05:00 – 06:00 PM
OCEA Office; 722 Mabbette Street; Kissimmee, FL 34741**

Pluses

- Bargaining team members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 05:42PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, December 19, 2019

Location: OCEA Office, 799 West Mabbette Street, Kissimmee, FL 34741

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Custodial Services	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Apryle Jackson	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Shannon Johnson	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:10 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Mayra Schaalma
Rationale:	Sarah Graber
Salary and Fringes:	Apryle Jackson
Goals:	Tammy Cope-Otterson
Guest Protocol:	Passed
Speaking Order:	Susan Compton
Time Keeper:	Tammy Cope-Otterson

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- Mrs. Yuling Liu was introduced as the new Director of Finance and as a new member of the bargaining team.

Reflection on Our Progress Together: John Boyd

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re: Internal Transfers

- John Boyd stated that the *MOU re: Internal Transfers* is postponed to a future meeting.
- John Boyd stated that School District Leadership would like to pilot the program with teachers first.
- Apryle Jackson asked Tammy Cope-Otterson to explain the concept of the MOU to bargaining team members.
- Tammy Cope-Otterson shared the details of the MOU that was shared at the instructional employees' meeting last week (e.g., Internal Transfer Fair, etc.).
- Susan Compton asked what the procedure was when the school principal may not want to take a transfer.
- Tammy Cope-Otterson explained that the employee would still get an interview and a chance to meet the school principal at the Internal Transfer Fair.
- Tammy Cope-Otterson stated that the program would start with instructional employees and expand to professional support staff employees if it is successful.
- Anne Calandrino asked whether an employee would still have a job if they select to be on the internal transfer list or attend the Internal Transfer Fair.
- Tammy Cope-Otterson stated that yes, the employee would still have a job and elaborated on the School District's procedures which must comply with our contract.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

MOU re: Health Insurance Benefits Plan (ESP): John Boyd

- John Boyd shared and reviewed the *MOU re: Health Insurance Benefits Plan* with bargaining team members.
- John Boyd stated that there was no Health Insurance Benefits Committee Meeting this month, so there is no update for December.
- Apryle Jackson stated that she heard two (2) doctors have been hired, one (1) will start in January, and the other may start by the end of February.
- Anne Calandrino asked if the MOU was shared with the Health Insurance Benefits Committee.
- John Boyd stated that it was.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Proposed Contract Language: Apryle Jackson

- Apryle Jackson shared and reviewed OCEA's proposal regarding revised contract language with bargaining team members for Perfect Attendance Incentive, Professional Development Day, and Employee Sign-In Procedures.
- Tammy Cope-Otterson explained the purposes for having two (2) different Professional Development Days available (e.g., space available).
- John Boyd stated that School District Leadership would like to offer professional support staff employees the choice of attending professional development on either of these two (2) days.
- Tammy Cope-Otterson stated that some employees are using Personal Charged to Sick Leave on these days.
- Susan Compton stated that employees who take leave during those dates might not be interested in taking any of the sessions being offered.
- Apryle Jackson stated that employees are concerned about the proposed new KRONOS system and want a guaranteed five (5) minutes to clock in before any assigned work duties begin.
- Sarah Graber stated that plans have not yet been finalized, and that any concerns may be worked out during the first year of implementation of the new KRONOS system.
- John Boyd stated that the intent of the new clocks is not to punish anyone, and that the intent of the new clocks is to keep better attendance records.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Signatures of Agreements Completed at the Beginning of the Meeting

- Since there were no items of tentative agreement, no signatures were required.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Apryle requested to add an agenda item for a Supplement for Medicaid Billing.
- Any additional agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: Thursday, January 16, 2020; 05:00 – 06:00 PM
OCEA Office
799 West Mabbette Street
Kissimmee, FL 34741

Pluses

- Bargaining Leadership Team members complimented and thanked OCEA for the refreshments.
- John Boyd stated that Winter Break begins this weekend.

Deltas

- N/A

ADJOURNED at 05:49 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, January 16, 2020
Location: Human Resources Administrative Services;
Administrative Annex, Building 03; Conference Room 03
799 Bill Beck Boulevard, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Apryle Jackson	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:01 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Daryla Bungo
Rationale:	Daryla Bungo
Salary and Fringes:	Apryle Jackson
Goals:	Susan Compton
Guest Protocol:	John Boyd
Speaking Order:	Susan Compton
Time Keeper:	Tammy Otterson

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re: Health Insurance Benefits Innovations: John Boyd

- John Boyd shared and reviewed the *MOU re: Health Insurance Benefits Innovations* with bargaining team members.
- John Boyd stated that there were no changes to the language in the body of the draft MOU and asked whether OCEA would vote on the MOU tonight.
- Apryle Jackson stated that OCEA was willing to consider the MOU with the understanding that OCEA shall be notified in advance before the innovations are implemented.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Item: Professional Development Day: John Boyd

- John Boyd shared and reviewed Management's counter-proposals to OCEA's original proposed changes to contract language.
- John Boyd stated that Management does not feel that changes to contract language are necessary at this time regarding Professional Development Day since ESP employees were given the choice to attend either one of the annually scheduled professional development days.
- Anne Calandrino stated that she appreciates Management providing the choice but still feels there should be contract specific language for future years.
- Susan Compton stated that there are not many trainings offered for paraprofessionals.
- Tammy Otterson stated that if ESP employees can attend either of the two days then there would be many offerings to choose.
- Susan Compton agreed with Anne Calandrino on the need for specific contract language.
- John Boyd stated that he would speak with School District Leadership concerning specific contract language.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Item: Employee Arrival Times: John Boyd

- John Boyd stated that Management does not feel that changes to contract language are necessary at this time regarding employee arrival times because in similarly situated comparable jobs in the private sector, employees are not paid for their walk time to their work stations, and the Kronos sign-in system shall not be implemented immediately or at all work sites simultaneously.
- Apryle Jackson stated that the ESP contract still requires employees to sign in upon arrival, and if an employee has duty at the same time as the employee's start time, then the contract language needs to permit flexibility to sign in later so that administrators will not discipline employees.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Item: Perfect Attendance: John Boyd

- John Boyd stated that Management does not feel that changes to contract language are necessary at this time regarding the Perfect Attendance Incentive because the available funds for this new supplement are the same ones used for possible salary increases.
- Anne Calandrino stated that she agreed that all available funds should be directed to possible salary increases.
- Apryle Jackson stated that Teamsters employees already receive this supplement and ESP employees are aware and want the same benefit.
- John Boyd stated that all employees matter and that the supplement for Teamsters was bargained to address a pressing attendance concern for bus drivers.
- Apryle Jackson stated that ESP salaries need to be close to \$15 per hour in order to compete with Walt Disney World for the same employees.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: Monday, February 27, 2020; 05:00 – 06:00 PM
Human Resources Administrative Services; Administrative Annex,
Building 03; Conference Room 03799 Bill Beck Boulevard
Kissimmee, FL 34744

Pluses

- Bargaining Leadership Team members complimented and thanked Human Resources for the refreshments.
- John Boyd thanked everyone on how well they work together.

Deltas

- Bargaining Leadership Team members stated that they hoped that the Florida Legislature would appropriate more funds for public education.
- John Boyd stated that we need more money in Florida for public education.

ADJOURNED at 05:25 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, February 27, 2020

Location: OCEA Office, 799 West Mabbette Street, Kissimmee, FL 34741

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Apryle Jackson	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S): [Names of Guests]



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:02 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Sarah Graber
Rationale:	Daryla Bungo
Salary and Fringes:	Apryle Jackson
Goals:	Nate Francher
Guest Protocol:	Susan Compton
Speaking Order:	Susan Compton
Time Keeper:	Tammy Otterson

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Professional Development Day: John Boyd/ Apryle Jackson

- John Boyd stated that Management's position on this item had not changed.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Employee Arrival Times: John Boyd/ Apryle Jackson

- John Boyd stated that Management's position on this item had not changed.
- Apryle Jackson stated that our *ESP Contract* still requires employees to sign in upon arrival, and if an employee has duty at the same time as the employee's start time, then the employee must sign in after their duty assignment.
- Apryle Jackson stated that if an employee who is assigned morning duty does not arrive on time, the school administrator might not know whether a classroom is being supervised.
- Susan Compton stated that if an employee signs in after duty on KRONOS, then the secretary would have to go into the program to correct the time for each employee.
- Apryle Jackson stated that sign in procedures are not consistent across work sites and some employees are being penalized for signing in late.
- Sarah Graber stated that the KRONOS program is not being required for use at all school sites at this time and that she welcomes input on best practices for using KRONOS.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd requested that OCEA provide the names of the work sites where employees are being penalized for signing in after completion of their duty assignment so that Management could inquire and intervene where needed.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Perfect Attendance Incentive: John Boyd/ Apryle Jackson

- John Boyd stated that Management's position on this item had not changed.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Health Insurance Benefits Committee Update: John Boyd/ Apryle Jackson

- John Boyd shared and reviewed the document *Proposed Health Insurance Benefits Plan Design Changes* with bargaining team members.
- Sarah Graber clarified that the Flexible Spending Account (FSA) expires each year and that the Health Savings Account (HSA) is money that rolls over each year and may travel with the employee.
- John Boyd stated that if an employee contributed \$750.00 to their FSA plan, then the School Board would match their investment with an additional \$250.00.
- John Boyd stressed that the HSA Plan is optional.
- Sarah Graber stated that the School District is not recommending any employee to choose a specific plan.
- John Boyd stated that if an employee has a pre-existing health condition, then the HSA plan may not be the best choice for the employee's needs.
- Sarah Graber stated that the HSA plan is beneficial for a healthy person.
- John Boyd expressed that Green Imaging is saving employees and the School District a lot of money.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, May 7, 2020
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input type="checkbox"/>
2	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Apryle Jackson	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S): Hank Groton, Federal Mediation and Conciliation Services;
Dr. Chundra Evans, Principal, Osceola County School for the Arts;
Felicia Smith, School



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:04 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Apryle Jackson
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	N/A
Time Keeper:	N/A

- John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re: SIG4 Grant Impact: John Boyd

- John Boyd shared and reviewed the *MOU re: SIG4 Grant Impact* with bargaining team members.
- John Boyd clarified that the related MOU shared with OCEA the day prior had been revised in response to OCEA's feedback.
- John Boyd reviewed the changes in the terms and conditions of the SIG4 Grant that new leadership in the Florida Department of Education now required.
- John Boyd stated that one of the changes that FLDOE required was that support staff would not be eligible to receive a Performance Bonus from SIG4 Grant funds.
- John Boyd stated that the School Board and Dr. Pace want to fulfill the terms and conditions of the original MOU and make the Central Avenue Elementary School (CAES) teachers and paraprofessionals whole with additional School District funds.
- Apryle Jackson stated that she was thankful that the CAES employees would receive the original amount of the Performance Bonus that FLDOE had approved in the former Governor's administration.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

MOU re: 2020-21 Health Insurance Benefits Plan Design: John Boyd

- John Boyd shared and reviewed the *MOU re: Health Insurance Benefits Plan Design* with bargaining team members.
- John Boyd clarified that the Plan Design shared with OCEA the day prior had been revised in response to OCEA's feedback.
- John Boyd stated that this proposal offers employees two (2) Health Insurance Benefits Plan options (e.g., Base and Buy-Up) that each had three (3) tiers of enhancements and choices that help employees receive cost savings for themselves and the Health Insurance Benefits Trust Fund.
- John Boyd stated that the Health Savings Account (HSA) option that was originally proposed has been withdrawn indefinitely.
- John Boyd stated that the employee could continue to choose their own provider, if they choose the Buy Up Plan option, but may not realize the best cost savings.
- John Boyd stated that one Plan enhancement was the Medical Advocacy Program (MAP).
- John Boyd reviewed the general details of the MAP and stated that:
 - If an employee does not consult the MAP, then there would not be a \$250 copay as originally proposed to OCEA the day prior.
 - The MAP provides a Registered Nurse Advocate who helps guide the employee to find a quality option for their healthcare that provides substantial cost savings.
 - The MAP is not required, and the employee could continue to use the employee's own choice of provider but may not realize the best cost savings.
 - If the employee chooses to consult with MAP, the Registered Nurse Advocate would provide a list of providers, a record of each provider's success rate, and each provider's cost for the medical procedure.
 - The employee is not obligated to choose from MAP's list.
 - If the employee follows MAP's advice, their deductible shall be waived.
 - The MAP shall also provide a Direct Cash Pay Program that shall attempt to negotiate a cash up front arrangement with the provider to maximize cost savings.
- John Boyd shared that each Plan option includes a preferred list of pharmacies that would provide cost savings for employees, but employees could still use non-preferred pharmacies without cost savings.
- John Boyd confirmed that the points required for the Wellness Incentive Program were being reduced from 100 to 50 points to reflect the limitations posed by the Coronavirus/ COVID-19 pandemic.
- Apryle Jackson stated that she was comfortable with the changes.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: **Date:** **Thursday, May 14, 2020**
 Time: **03:00 – 05:00 PM**
 Location: **Virtual Meeting**

Pluses

- Bargaining Leadership Team members noted the positive collaboration and communication around the table.

Deltas

- N/A

ADJOURNED at 03:33 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, May 14, 2020
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input type="checkbox"/>
2	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Apryle Jackson	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S): Felicia Smith, Celebration High School
 Hank Groton, Federal Mediation and Conciliation Service



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:03 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Apryle Jackson
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	N/A
Time Keeper:	N/A

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re: 2020-21 Health Insurance Benefits Plan Design: John Boyd

- John Boyd shared and reviewed the MOU re: Health Insurance Benefits Plan Design with bargaining team members.
- John Boyd stated that no changes have been made other than one line that states the MOU is subject to ratification by both parties.
- Apryle Jackson stated that she was comfortable with the changes and thankful for the changes made in response to OCEA's feedback.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: TBA

Pluses

- Bargaining Leadership Team members noted the positive collaboration and communication.

Deltas

- N/A

ADJOURNED at 03:06 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Wednesday, June 24, 2020

Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input type="checkbox"/>
2	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Apryle Jackson	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S): Hank Groton, Federal Mediation and Conciliation Services



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:02 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Apryle Jackson
Goals:	John Boyd
Guest Protocol:	N/A
Speaking Order:	N/A
Time Keeper:	N/A

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked team members for their collaboration.

MOU re: Additional Pre-Planning Day: John Boyd

- John Boyd shared and reviewed the *MOU re: Additional Pre-Planning Day* with bargaining team members.
- John Boyd stated that the MOU proposed one (1) additional pre-planning day on July 30, 2020, for the purpose of providing professional development for employees on the School District's safety protocols related to the Coronavirus/ COVID-19 pandemic.
- John Boyd stated that funds from the School District's allocation for the Coronavirus Aid, Relief, and Economic Security (CARES) Act shall be used to compensate each employee for this one (1) workday.
- John Boyd stated that participating employees shall receive the compensation in their first regularly scheduled paycheck for the school year.
- John Boyd stated that if an employee does not attend and participate on the scheduled professional development day, then the employee would still be responsible for obtaining the essential information from their supervising administrator and for following related procedures.
- Apryle Jackson stated that safety protocols and social distancing for participants are very important on this day as well.
- Apryle Jackson stated that the School District of Osceola County might have to distribute computers to each employee for virtual training.
- Apryle Jackson stated that OCEA would agree to the MOU if the School District of Osceola County assures a secure and safe working environment for all participating employees.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Tammy Cope-Otterson stated that the School District of Osceola County intends to take the required steps needed to ensure the safety of our employees and our students.

ACTION: Following a fist of five vote, BLT members reached tentative agreement to approve this item.

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.
- Green Champions

Next Meeting: TBD, Virtual Meeting

Pluses

- Education Staff Professional members noted the positive collaboration and communication around the table.
- The Governor of Florida signed the budget for next school year.

Deltas

- Education Staff Professional members stated that they hoped that the Florida Legislature would appropriate more funds for public education.

ADJOURNED at 03:30 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, July 16, 2020
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Lare Allen	President/Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
6	Felicia Smith		Celebration High School	<input checked="" type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S):

- Chris Carelock, OCEA
- Hank Groton, Federal Mediation and Conciliation Services
- Kristie Rupchand, OCEA
- Rosa Zephyr-Beloit



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:04 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Tammy Cope-Otterson
Time Keeper:	Barbara Gleason

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re: Salary and Benefits: John Boyd

- John Boyd stated that the impact of the Coronavirus/ COVID-19 pandemic upon Florida's budget could be a significant decrease in tax revenues and funds available for public education.
- John Boyd stated that the School District of Osceola County (SDOC) values our employees as demonstrated by continuing to pay employees and not requiring them to report to work for safety reasons so that employees could continue to have a consistent income.
- John Boyd stated that we could experience up to a \$30 million cut to our School District budget next year.
- Sarah Graber stated that the \$30 million cut is based upon a projected 5.7% cut to state revenue.
- John Boyd stated that Management's first priority would be to preserve as many employees' jobs as feasible.
- Barbara Gleason stated that preserving jobs is very important.
- Sarah Graber stated that at the present time, because of the projected significant cut to our School District budget, Management is not planning for employee salary increases for the next school year.
- Lare Allen requested that Management provide to OCEA the history of the School District's fund balance for the past fifteen years.
- Sarah Graber stated that she would be able to provide that information prior to our next ESP meeting.
- Sarah Graber stated that while revenues are very likely next year, Management would only consider reductions in force as a last resort.
- Sarah Graber stated that the School District's budget is \$1.4 billion.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Sarah Graber stated that the Florida Education Finance Program (FEFP) is partially funded through local operating millage and partially funded through state sales tax revenue.
- Sarah Graber states that FEFP funds are reallocated to all 67 districts, and each one receives a different percentage based upon student enrollment and other specific factors. [e.g., <http://www.fldoe.org/core/fileparse.php/7507/urlt/Fefpdist.pdf>]

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Item: Reopening Plans: John Boyd

- John Boyd stated that SDOC is the largest employer in our county after Disney.
- John Boyd stated that Management wanted to ensure that everyone still received income.
- John Boyd stated that if the School District did not continue to employ and pay employees, the effect upon the local economy would be negative.
- John Boyd stated that about half of the families that responded to the School District's reopening survey would like their children to have an in-person instruction option while half prefer an online instruction option.
- Anne Calandrino expressed related concerns regarding School District communications regarding Families First Act employee benefits.
- Sarah Graber referred OCEA to Lauren Haddox, Director of Risk and Benefits Management, for clear information.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: TBD

Pluses

- Bargaining Leadership Team members noted the positive collaboration and communication around the table.

Deltas

- Bargaining Leadership Team members hope the world's situation with the Coronavirus/ COVID-19 pandemic improves.

ADJOURNED at 04:06 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, July 30, 2020
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Lare Allen	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S):

- Hank Groton, Federal Mediation and Conciliation Services (FMCS)
- Chris Carelock, OCEA



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:00 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	John Boyd
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Tammy Otterson
Timekeeper:	Lare Allen

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Salaries & Benefits: John Boyd

- John Boyd stated that Management would consider all formal salaries and benefits proposals from OCEA in good faith.
- John Boyd stated that Management is concerned about the projected \$30 million cut to our School District budget based upon a projected 5.7% cut to our state revenue.
- Anne Calandrino stated that Management should not have lowered the millage if they are concerned about the School District's budget after January 2021.
- John Boyd stated that Business and Fiscal Services would provide clarification regarding why the millage was reduced in a future bargaining meeting.
- Anne Calandrino verbally proposed a \$.50 cent per hour salary increase for ESP employees which she estimates would cost the School District \$700,000.
- John Boyd stated that Management would be happy to provide a salary increase to ESP employees if we have the funds.
- John Boyd stated that during the pandemic, Management directed ESP employees to stay home for their safety with no reduction in pay and have committed to bringing them back.
- Barbara Gleason stated that to remain competitive and retain employees, the School District should seek to raise SDOC ESP employees' salaries to \$15 per hour since Disney and Universal have done so for their employees.
- Lare Allen asked whether any funds are available in the CARES Act for salaries.
- John Boyd stated that Management cannot commit to pay salaries or recurring expenses from non-recurring sources of revenue.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: August 10, 2020

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Anne Calandrino stated that the School District's fund balance is now \$11.1 million.
- Anne Calandrino stated that schools can be run without a principal but not without support staff employees, and these beneficial employees deserve to be rewarded.
- Lare Allen stated that there has always been a fund balance, and it has not always gone down, so it is disingenuous to state that it is not recurring.
- John Boyd reviewed the foundations for the School Board's cautious fiscal policy:
 - *Section 1011.051 – Guidelines for general funds, Florida Statutes*, requires school districts to maintain a minimum of a 3% fund balance or face possible takeover by a financial emergency board appointed by the Commissioner of the Florida Department of Education;
 - *Section 218.503 – Determination of financial emergency, Florida Statutes*, defines the negative consequences that may occur during a financial emergency;
 - In order to avoid such negative consequences, our *Osceola County School Board Rule 7.10 – School Budget System*, requires the School District to maintain a minimum of a 6% fund balance;
 - The Government Finance Officers Association's (GFOA) *Best Practice on Fund Balance Guidelines for the General Fund* states:

“Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances. Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time. ...” [Retrieved from: <https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund>]
 - In addition, in order to have a good bond rating, the School District must maintain a fund balance that protects against unexpected costs or revenue shortfalls and remains consistent year over year. Bond ratings determine the cost of capital for which school districts can borrow funds to construct new schools and maintain our existing facilities.
- John Boyd reiterated that for these reasons, the School District cannot pay recurring expenses such as salaries with non-recurring funds.
- John Boyd stated that in Florida, school districts' budgets reflect changes in student enrollment.
- John Boyd stated that the Florida Legislature conducts estimating conferences throughout the fiscal year and recalculates school districts' allocations within the state budget based upon where students enroll.
- John Boyd stated that Management must be careful when they commit to salary increases for employees because such a commitment lasts throughout the employee's career and into retirement.
- John Boyd reassured OCEA that SDOC would apply for any grant funds for which SDOC may be eligible; however, grant funds are also nonrecurring and, therefore, temporary.
- Tammy Cope-Otterson stated that the School District applied for FEMA grants but was determined to be ineligible to receive any funds from FEMA.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Reopening Schools: John Boyd/ Lare Allen

- John Boyd stated that the training being developed for all employees regarding safety protocols includes answers to questions such as “What are the procedures when someone tests positive?”
- John Boyd stated that they are currently working on it to ensure that it is organized and consistent.
- Tammy Cope-Otterson stated that Randy Shuttera, Lester Yeats, and Rusty Gould are preparing the training.
- Tammy Cope-Otterson stated that paraprofessionals have the option to receive 20 or 24 checks in a year.
- Tammy Cope-Otterson stated that the superintendent and payroll have worked together to have employees receive a check and maintain benefits.
- Tammy Cope-Otterson stated that paraprofessionals start work on August 17, 2020, work on August 18 and 19, 2020, and then will be off from work on August 20 and 21, 2020.
- Lare Allen suggested that SDOC have a daycare for teachers with young children, have bus drivers bring food to the community, and school nurses set up a small clinic for the community.
- Tammy Cope-Otterson stated that it is important to Management to preserve jobs and not to lose any employees.
- Tammy Cope-Otterson stated that all the teachers have laptops assigned but we may not be able to assign laptops to all paraprofessionals.
- Tammy Cope-Otterson stated that some employees like Custodians and Nurses are not able to work from home.
- John Boyd stated that it is helpful to have employees on the work site so that the delivery of service is consistent, administrators can show that employees are valued, and employees receive reliable internet access for work tasks.
- Daryla Bungo stated that Student Services has prepared Kognito training for Pre-Planning this year for trauma care.
- Barbara Gleason stated that staff want to help but OCEA is worried that ESP employees may be required to do jobs that no one else wants to do.
- Tammy Cope-Otterson stated that the school secretary should be contacting everyone to let them know about open enrollment.
- Nate Fancher stated that his campus library will be open to employees to use computers for Open Enrollment for health insurance benefits.
- John Boyd stated that School District Leaders have done their best to ensure safety for our students and employees.
- Barbara Gleason requested that OCEA receive the data of how many SDOC employees have tested positive for Coronavirus/ COVID-19.
- Lare Allen stated that employees have found out from their co-workers that an employee has tested positive for Coronavirus/ COVID-19.
- Tammy Cope-Otterson stated that the identity of the employee will not be shared because of HIPAA.
- Daryla Bungo stated that David Stone will be the administrator in charge of the SDOC COVID-19 Call Center.
- Tammy Cope-Otterson stated that the administrator of a school/ department will contact specific employees who might have been exposed to an employee who has tested positive for Coronavirus/ COVID-19.
- Tammy Cope-Otterson stated that our Custodial and/or Maintenance Department will be sent to disinfect the employee’s work area.
- Tammy Cope-Otterson is concerned about the stigma when the employee returns to work.
- Tammy Cope-Otterson stated that there will be three (3) days of Pre-Planning for ESP employees for professional development.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: August 10, 2020

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Tammy Cope-Otterson stated that ESP employees will learn how to keep fellow employees and students safe.
- Daryla Bungo stated that there will be specific training for school health rooms.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Meetings Calendar.

Next Meeting: TBD

Pluses

- Bargaining Leadership Team members noted the positive collaboration and communication.

Deltas

- Bargaining Leadership Team members noted no new funds for ESP employee salary increases.

ADJOURNED at 04:43 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, August 20, 2020
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Clerk-Typist	Cypress Elementary	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Lare Allen	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
6	Myra Schaalma	Paraprofessional	Partin Settlement Elementary	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S):

Chris Carelock, OCEA
Felicia Smith, Celebration High School
Kristie Rupchand, OCEA
Marlyn Moreno, Central Avenue Elementary School
Robyn Jones, Westside School



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:02 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	N/A
Time Keeper:	N/A

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re: Salaries and Benefits: John Boyd

- John Boyd stated that OCEA shared with Management a proposal that requested a \$1.00 per hour salary increase for the current 2020-21 school year, a \$1.00 per hour salary increase for the next 2021-22 school year, and a \$700.00 supplement for the current 2020-21 school year.
- John Boyd stated that Management does not have a counter-proposal at this time but shall review all formal salaries and benefits proposals from OCEA in good faith.
- John Boyd stated that the Florida Legislature's Office of Economic and Demographic Research (OEDR) states that:
 - Anticipated revenues were revised downward by:
 - \$3.4 billion in the fiscal year 2020-21;
 - \$2.0 billion in the fiscal year 2021-22;
 - For a combined decrease of \$5.4 billion.
 - These changes reflect overall losses of:
 - 9.9% in the fiscal year 2020-21; and
 - 5.6 percent in the fiscal year 2021-22.
- John Boyd stated that originally in January they projected the recurring General Revenue of \$35.2 billion. However, in August it has changed to \$31.6 billion.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that the Florida Constitution requires a balanced budget, and that in order to fulfill this requirement, the Florida Legislature must do one or a combination of more than one of the following:
 - Raise Taxes to Increase Revenue;
 - Spend Reserves;
 - Call Special Session to Reduce the Budget.
- John Boyd stated that there are \$3.87 billion in state reserves, it is currently unknown how the pandemic has affected these reserves, and that if all the reserves were exhausted, it could affect the state's credit rating.
- John Boyd stated that at this time, using CARES Act funds is dependent upon the directions of the US Secretary of Education, Governor DeSantis, and the Florida Commissioner of Education Richard Corcoran.
- John Boyd stated that until Management receives clear direction and knows how the CARES Act funds can be spent, Management cannot spend it differently.
- John Boyd stated that the pandemic appears not to have affected property taxes at this time.
- John Boyd stated that all school district budgets depend heavily upon property tax revenues.
- John Boyd stated that most school districts in Florida do not meet the eligibility criteria to receive Public Education Capital Outlay (PECO) funds.
- John Boyd stated that the Florida Legislature requires that the PECO funds that are not used for debt service be used for charter school capital outlay costs.
- John Boyd stated that if the pandemic affects PECO revenues negatively, the Florida Legislature might require the School District to share our 1.5 millage in the fiscal year of 2021-22 with charter schools.
- John Boyd stated that Florida school boards:
 - have virtually no independent taxing authority.
 - must levy the Required Local Effort millage rate established by the Florida Commissioner of Education;
 - can lower but cannot raise the local discretionary operating and capital outlay millage rates;
 - can levy added operating millage or a capital outlay sales surtax only when authorized by the voters in referenda as prescribed by law.
- John Boyd stated that any budget that a school board adopts in September for the fiscal year of 2020-21 will likely change as revenues and expenses change during the fiscal year.
- John Boyd shared and reviewed the independent consultant's recommendations and stated:
 - Preserve the jobs of current teachers and staff in the School District;
 - Deliver the best and most helpful educational services to parents and students during these trying circumstances so that parents still choose to return the School District's schools for their children in the future;
 - Protect the school district's fund balance to withstand a possible revenue reduction from the Florida Legislature (e.g., a minimum of 7% for FY 2020-21; and more for FY 2021-22);
 - Communicate with the Tax Collector's Office regularly to determine if any problematic trends related to the payment of property tax bills develop as taxpayers are faced with paying their tax bills;
 - Comply with the statutory requirements for the Teacher Salary Increase Allocation no later than October 1, 2020.
- John Boyd stated that Jefferson County faced a financial emergency and is now the first charter school district in the State of Florida.
- John Boyd stated that Manatee County faced a financial emergency, and the state made cuts until the school district's budget was balanced.
- John Boyd stated that Management has to comply with the statutory requirements for the Teacher Salary Increase Allocation by October 1, 2020.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: September 15, 2020

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that Management is not offering a Salaries and Benefits package proposal at this time due to the negative state budget outlook and its inevitable impact upon the School District's budget.
- Lare Allen stated that the fund balance for SDOC is always high and rarely goes down.
- Anne Calandrino stated that OCEA understands that Management cannot commit to pay salaries from non-recurring sources of revenue.
- Anne Calandrino stated that the fund balance appears to be recurring because it hardly goes down.
- John Boyd stated that the consultant that provided SDOC the budget outlook stated the fund balance should be at least 7%.
- John Boyd stated that Management agrees that all SDOC employees deserve a raise but must be careful when considering salary increases for employees because such a commitment lasts throughout the employee's career and into retirement.
- John Boyd stated that Management wants to avoid reducing employees or pay cuts.
- John Boyd stated that Management is reluctant to provide salary increase at this time because of the current economic uncertainty.
- John Boyd stated that it is important for SDOC to preserve jobs.
- John Boyd stated that CARES Act funds are non-recurring.
- John Boyd stated that the spending of CARES Act funds is dependent upon the directions of the US Secretary of Education, Governor DeSantis, and the Florida Commissioner of Education Richard Corcoran.
- Lare Allen expressed concern that the Government may provide SDOC with less funds and/or grants because all of it is not being used and being saved in the fund balance.
- John Boyd stated that funds are provided based on enrollment through the Florida Education Finance Program (FEFP).
- Lare Allen stated that the requirement for the fund balance is 3%, and SDOC has 9%.
- Barbara Gleason stated that the pay for an ESE Paraprofessional is \$10.65 per hour.
- Lare Allen stated that 1.5% of the fund balance should be used for salaries.
- John Boyd stated that the revenues within the School District's fund balance are indeed non-recurring.
- John Boyd stated that the fund balance is required by law to be a portion of the School District's budget.
- John Boyd stated that when Manatee County reached financial emergency, the state regulated their budget and made cuts until the budget was balanced.
- John Boyd stated that if the enrollment decreases, funding decreases.
- John Boyd stated that Management is considering paying for COVID-19 pool testing with the fund balance because it would most likely be a non-recurring expense next school year.
- Sarah Graber stated that poo testing was considered by Management because it is cheaper than paying individually for each test.
- Lare Allen stated that it would be effective to pool test only if the positivity rate is low.
- Lare Allen stated that there is a 10% chance that pool testing could be incorrect.
- Lare Allen stated that if someone within the pool is positive, the pool is tested positive, and each individual must be tested again.
- Sarah Graber stated that Management has not decided on whether or not to do pool testing.
- Sarah Graber stated that Management is considering using the CARES Act funds to pay for simultaneous teaching.
- Sarah Graber stated that Management is waiting for approval from DOE on how to spend the CARES Act.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Sarah Graber stated that Management expects FLDOE to approve SDOC's CARES Act plan. However, if it is not approved, then teachers would still receive payment for simultaneous teaching through the General Fund.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

MOU re: Reopening Plans: John Boyd

- Lare Allen stated that employees feel like they do not have a choice and have to come to work or leave their jobs.
- John Boyd stated that policies should be applied with consistency across all School District work sites.
- John Boyd stated that face coverings are required for all employees.
- John Boyd stated that face shields are an option for employees.
- John Boyd stated that the options to provide accommodations are limited.
- John Boyd stated that Chief Human Resources Officer Tammy Cope-Otterson and School Board Attorney Frank Kruppenbacher review with a medical consultant any requests for Americans with Disabilities Act (ADA) accommodations related to Coronavirus/ COVID-19.
- John Boyd stated that he believes it is more affective to wear a mask instead of a face shield.
- Lare Allen suggested that employees should provide a doctor's note if they would like to wear a face shield instead of a mask.
- Barbara Gleason stated that she believes masks are more effective than face shields.
- Barbara Gleason expressed a concern about having appropriate employees to cover the school health clinic as a back up to the school nurse.
- Daryla Bungo stated that state law requires that the principal is responsible for providing a back up to the school nurse.
- John Boyd stated that there will be a School District point of contact for employees with Coronavirus/ COVID-19 concerns.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Lare Allen

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: Thursday, September 17, 2020, 05:00 – 06:00 PM

Pluses

- Bargaining Leadership Team members noted the positive collaboration and communication around the virtual room.
- Bargaining Leadership Team members noted the creative ideas shared.
- Bargaining Leadership Team members thanked the guests that joined our meeting.

Deltas

- N/A

ADJOURNED at 04:14 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, September 17, 2020
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	Osceola County School for the Arts	<input checked="" type="checkbox"/>
4	Lare Allen	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input type="checkbox"/>
6	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Evelyn Duran	Central Avenue Elementary
Hank Groton	Federal Mediation and Conciliation Services
Robyn Jones	Westside School K-8
Lissette Merced	Liberty High School
Brian Miller	Substitute Teacher
Kristie Rupchand	OCEA
Melissa Vila Fuentes	Discovery Intermediate School



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:00 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Barbara Gleason and Tammy Cope-Otterson
Time Keeper:	Sarah Graber

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Salaries and Benefits: John Boyd/ Lare Allen

- Lare Allen shared and reviewed OCEA's salaries proposal for ESP employees.
- Lare Allen stated that it is reasonable to consider a raise for ESP because of their work effort.
- Lare Allen stated that the School District of Osceola County (SDOC) has saved \$1.3 million due to less demand for school bus fuel and energy cost savings programs.
- John Boyd reviewed the current economic situation with bargaining team members:
 - Given the current uncertain economic circumstances, the Osceola County School Board's priority is saving employees' jobs.
 - The Coronavirus/ COVID-19 pandemic has caused the worldwide economic recession.
 - Central Florida's largest employers (e.g., attractions and hospitality-related businesses) have made significant reductions in force with permanent layoffs of thousands of employees.
 - Osceola County's unemployment rate of 15.1% ranks:
 - 1st highest out of 67 counties in Florida; and
 - 41st highest out of 45,066 counties in the United States.
 - The School District's current student enrollment is 1,979 FTE (Full-Time Equivalency) under projection.
 - The amount of the School District's funding is directly based upon FTE that student enrollment generates.
 - The School District faces a potential mid-year reduction to its current 2020-21 school year budget of approximately:
 - 3.9% to 5.2%; or

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: **October 21, 2020**

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- \$21.4 million - \$28.8 million
- Until available economic data show more certainty for the state budget, the School District cannot commit to specific salary increases for professional support staff employees.
- Salary increases for this school year could cause reductions in force for the next school year if budget reductions occur.
- The Osceola County School Board's priority remains saving employees' jobs.
- The School District intends to bargain in good faith with OCEA and remains open to ongoing discussions about salaries and benefits at the bargaining table.
- John Boyd stated that Management agrees that all SDOC employees work hard and deserve a raise but must be careful when considering salary increases for employees because such a commitment lasts throughout the employee's career and into retirement.
- John Boyd stated that Management cannot commit to using non-recurring funds from the fund balance to pay for the recurring costs of salaries especially since the pandemic makes the current economic situation uncertain.
- John Boyd stated that the fund balance grows in proportion to increases in student enrollment each year, and that the amount of the fund balance can decrease when student enrollment decreases.
- John Boyd reviewed the following information which represents the foundations for the Osceola County School Board's cautious fiscal policy:
 - Section 1011.051 – Guidelines for general funds, Florida Statutes, requires school districts to maintain a minimum of a 3% fund balance or face possible takeover by a financial emergency board appointed by the Commissioner of the Florida Department of Education;
 - Section 218.503 – Determination of financial emergency, Florida Statutes, defines the negative consequences that may occur during a financial emergency;
 - In order to avoid such negative consequences, our Osceola County School Board Rule 7.10 – School Budget System requires the School District to maintain a minimum of a 6% fund balance;
 - The Government Finance Officers Association's (GFOA) Best Practice on Fund Balance Guidelines for the General Fund states:

“Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances. Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time. ...” [Retrieved from: <https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund>]
 - In addition, in order to have a good bond rating from agencies such as Fitch Ratings and Moody's Investor Service, the School District must maintain a fund balance that protects against unexpected costs or revenue shortfalls and remains consistent year over year. Bond ratings determine the cost of capital for which school districts can borrow funds to construct new schools and maintain our existing facilities.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Lare Allen stated that OCEA's proposal is that SDOC gives a \$0.50 cent per hour salary increase for the current 2020-21 school year, and a \$0.50 cent per hour salary increase for the next 2021-22 school year, so that Employee Support Professionals would make \$15.00 per hour.
- Lare Allen stated that OCEA would like SDOC to compete with other companies who have set a minimum of \$15.00 per hour.
- Lare Allen stated that SDOC has not met OCEA in the middle.
- Lare Allen stated that OCEA has also requested a supplement of \$750.00 for ESP employees for the 2020-21 school year.
- Lare Allen stated that SDOC is the largest employee in Osceola County and if they provide raises, it will help our economy.
- Barbara Gleason stated that there should be a supplement for the twelve month employees who have worked through Coronavirus/ COVID-19.
- John Boyd stated that Management requests OCEA to provide a funding source for ESP salary increases.
- Lare Allen stated that SDOC over-budgets in Instructional Material by \$20 million.
- Lare Allen stated that the required fund balance is 3%, and SDOC is a good steward of their money for keeping 6%.
- Lare Allen stated that the fund balance is a recurring fund as it continues to happen.
- Sarah Graber stated that the fund balance has carry over expenditures for materials like textbooks, and these funds will not appear as expenditures until Management has received the textbooks.
- Sarah Graber that Management seeks to protect the fund balance to withstand a possible mid-year revenue reduction from the Florida Legislature and any other unforeseen conditions.
- Lare Allen stated that the statutory requirement for the fund balance is 3%, and SDOC has 9%.
- Lare Allen stated that OCEA is trying to provide a living wage for ESP employees.
- Anne Calandrino requested that Management provide in writing whether there will be a raise for ESP employees or not.
- Lare Allen stated that SDOC has set money aside for ten years in the fund balance and has not been collaborative when saying money is not available for salary increases.
- Sarah Graber stated that \$6.8 million was not levied in tax collections due to the required local effort millage rate that the state requires.
- Sarah Graber stated that SDOC could levy additional operating millage or a capital outlay sales surtax only when authorized by the voters in referenda as prescribed by law.
- Sarah Graber stated that SDOC has provided salary increases every year for the past several years.
- Tammy Cope-Otterson stated that SDOC is one of the lowest funded counties in the Florida.
- John Boyd stated that two years ago, there was a penny sales tax referendum that the Osceola County Commission wanted to pass, but it failed.
- John Boyd stated that portions of the sales tax are shared with the County.
- Lare Allen requested the number of employees who have resigned or are on a leave of absence.
- Tammy Cope-Otterson stated that 41 teachers have resigned since this school year began including retirees.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

MOU re: Safe Return to School: John Boyd

- John Boyd shared and reviewed the revised *MOU re: Safe Return to School* bargaining team members.
- John Boyd highlighted that:
 - Employees and students must wear a face mask when wearing a face shield.
 - SDOC will provide weekly reports of employees and students who test positive for Coronavirus/ COVID-19 and/ or are quarantined.
 - The Administrator would inform employees if they have been exposed to another employee or student who tests positive for Coronavirus/ COVID-19.
- John Boyd stated that special masks have been ordered that allow deaf students to see and read their instructors lips.
- John Boyd stated that Management would like to know what facilities are not consistently following the rules so that they may enforce them.
- John Boyd stated that parents should be wearing a face covering while on our school campuses.
- John Boyd stated that there is a County executive order for everyone to wear a mask.
- Nate Fancher stated that at his school the offices are open but have limited access for parents.
- Barbara Gleason stated that there was a parent who complained to the School District office that a substitute teacher allowed students to share books and papers.
- John Boyd reassured that current scientific understanding is that Coronavirus/ COVID-19 spreads through people, not paper.
- John Boyd stated that consistency starts with the documents that are published on the public SDOC website.
- John Boyd stated that Ready, Set, Start Smart applies to everyone on our school campuses, including substitute teachers.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Employee Dress: Lare Allen

- John Boyd stated that Management's position is to support the existing contract language regarding employee dress.
- Susan Compton stated that the ESP employee dress code is the same as the student dress code, and adults should not be told exactly what to wear.
- Tammy Cope-Otterson stated that Maintenance employees should wear a belt when working for safety reasons.
- John Boyd stated that he understands the frustration, but this language has always been in the ESP Contract.
- John Boyd stated that ESP employees at the front desk of schools and departments are the first people that the public sees and in a choice environment, parents can choose to go anywhere if they object to the way employees dress.
- John Boyd stated that there is an even higher expectation for Administrators when it comes to dress code.
- John Boyd stated that there is also an expectation of proper dress for those who serve students so that employees can be distinguished from students.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Lare Allen

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

**Next Meeting: Thursday, October 15, 2020; 05:00 – 06:00 PM
Virtual Meeting**

Pluses

- Bargaining Leadership Team members noted the positive collaboration and communication.

Deltas

- Bargaining Leadership Team members noted there were no new funds for ESP employee salary increases.

ADJOURNED at 05:53 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, October 15, 2020
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Lare Allen	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
6	Felicia Smith	Office Aide	Celebration High School	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Groton, Hank	Federal Mediation and Conciliation Services
Jones, Robyn	Westside School
Peterman, Frank	FEA
Rupchand, Kristie	OCEA
Vila Fuentes, Melissa	Discovery Intermediate



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:01 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Tammy Cope-Otterson
Time Keeper:	Sarah Graber

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Employee Dress: John Boyd

- John Boyd stated that Management agrees with OCEA that the contract language for employee dress can be improved.
- John Boyd shared and reviewed Management's proposed contract language for employee dress point by point.
 - "Both parties agree that employees shall be expected to dress in a professional manner that promotes mutual respect from students, colleagues, and the general public."
 - "Both parties agree that adult employees in an educational work environment serve as examples for students. Therefore, employee dress shall at a minimum, comply with the same standards established by the School Board for students in the annually reviewed Code of Student Conduct."
 - "Employees shall wear clothing that aligns with their job assignments and safety requirements, including, but not limited to, the wearing of special protective gear when required."
 - "On days and for activities that the employee's administrator/ supervisor shall designate, casual attire shall be permitted as long as the employee's attire meets generally accepted standards for appropriateness in the workplace."
 - "If an administrator determines that an employee's dress or appearance fails to meet the School District's standards, then the administrator shall have the right to meet with the employee, require reasonable behavioral changes from the employee as a condition of employment, and, when necessary, proceed with progressive discipline."



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Anne Calandrino stated that OCEA cannot vote on the proposed contract language today and that she does not agree that contract language should refer to the rights of administrators since OCEA does not bargain for them.
- John Boyd stated that Management wanted to address the concerns OCEA expressed regarding the consistency of administrators addressing employees about dress concerns in fairness to other employees.
- Tammy Cope-Otterson stated that the word “administrator” appears multiple times in both the teacher contract and the ESP employee contract, and that administrators need to ensure that ESP employees wear clothing that is safe and does not interfere with their work.
- Barbara Gleason stated that employee dress is a part of the ESP employee evaluation.
- Barbara Gleason stated that a clearer definition of the standards for employee dress is needed since perspectives differ widely over what is appropriate and what is not in the workplace.
- Lare Allen requested that the word “adult” be removed from the second bullet.
- Lare Allen stated that if an ESP employee is not meeting the contract standards, then the administrator has a right to address the employee.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

MOU re: Union-Management Meetings (UMMs): John Boyd

- John Boyd stated that the changes made to the proposed *MOU re: Union-Management Meetings (UMMs)* are limited to the dates and the school year.
- John Boyd shared and reviewed the proposed MOU and stated that:
- Barbara Gleason stated that they appreciate this MOU being brought yearly and requested that this language be included in the contract.
- John Boyd agreed that this language should be included in the contract and that he would share OCEA’s request with School District Leadership.
- John Boyd stated that UMMs work best when an administrator that manages employees in a specific job family attends the meeting.
- John Boyd stated that if an administrator is not able to attend, he would be available.
- John Boyd stated that this is a subcommittee and specific employee concerns would be brought to their attention.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Salaries and Benefits: John Boyd

- John Boyd shared and reviewed the 2020-21 Statement regarding Salaries and Benefits Negotiations, Education Staff Professionals and stated:
 - Given the current uncertain economic circumstances, the Osceola County School Board’s priority is saving employees’ jobs.
 - The Coronavirus/ COVID-19 pandemic has caused the worldwide economic recession.
 - Central Florida’s largest employers (e.g., attractions and hospitality-related businesses) have made significant reductions in force with permanent layoffs of thousands of employees.
 - Osceola County’s unemployment rate of 15.1% ranks:
 - 1st highest out of 67 counties in Florida; and
 - 41st highest out of 45,066 counties in the United States.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: **October 20, 2020**

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- The School District's current student enrollment is 1,979 FTE (Full-Time Equivalency) under projection.
- The amount of the School District's funding is directly based upon FTE that student enrollment generates.
- The School District faces a potential mid-year reduction to its current 2020-21 school year budget of approximately:
 - 3.9% to 5.2%; or
 - \$21.4 million - \$28.8 million
- Until available economic data show more certainty for the state budget, the School District cannot commit to specific salary increases for professional support staff employees.
- Salary increases for this school year could cause reductions in force for the next school year if budget reductions occur.
- The Osceola County School Board's priority remains saving employees' jobs.
- The School District intends to bargain in good faith with OCEA and remains open to ongoing discussions about salaries and benefits at the bargaining table.
- Sarah Graber stated that the Florida Legislature can call for a special session to balance the state budget from November 2020 through February 2021.
- Sarah Graber stated that the Florida Legislature will prepare the budget for the next year beginning in March of 2021.
- Sarah Graber stated that at the end of March 2021, there will be a clearer picture of the state budget and its effect upon the School District budget.
- Barbara Gleason stated that elections are on November 3, 2020.
- Barbara Gleason stated that OCEA will submit another proposal.
- Lare Allen stated that OCEA would like Management to consider a supplement for ESP's.
- John Boyd stated that Management will consider and respond to all offers in good faith.
- Sarah Graber stated that Management is open to any proposal but cannot sustainably use the General Fund Balance for recurring costs.
- Sarah Graber stated that SDOC and Osceola County are looking at revenue shortfalls, budget cuts, and layoffs in the community.
- John Boyd stated that Osceola County School Board's priority is to preserve jobs.
- Lare Allen stated that Management has said since mid-July that there is no money for ESP raises.
- Sarah Graber stated that Management does value ESP employees.
- Tammy Cope-Otterson stated that Management wants happy employees to take care of our students.
- Barbara Gleason stated that ESP employees would appreciate a simple thank you from their administrators/ supervisors.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Reopening Plans: John Boyd

- John Boyd shared and reviewed with bargaining team members the proposed MOU re: *Safe Return to School*.
- Lare Allen shared OCEA's concerns about a clearer understanding the numbers presented in the SDOC online report of Coronavirus/ COVID-19 cases in SDOC schools.
- John Boyd stated that there should be explanatory notes on the Coronavirus/ COVID-19 report stating how the counts are made.
- Lare Allen stated that Orange County sends out a text to employees to let them know that someone tested positive at their school.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that when the supervisor has knowledge of someone testing positive for Coronavirus/ COVID-19, they should communicate the information with the employees they had direct contact with the positive employee/ student.
- Susan Compton stated that employees have found out that someone is positive through social media.
- John Boyd agreed that SDOC can do better to make certain weekly reports are clearer and that employees are informed promptly when they are exposed to positive employees/ students within six (6) feet for fifteen (15) minutes or longer.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Lare Allen

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

**Next Meeting: Thursday, November 19, 2020; 05:00 – 06:00 PM
Virtual Meeting**

Pluses

- Bargaining Leadership Team members noted the positive collaboration and communication.

Deltas

- N/A

ADJOURNED at 06:08 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, November 19, 2020

Location: OCEA Office, 799 West Mabbette Street, Kissimmee, FL 34741

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Lare Allen	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
6	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>

GUEST(S): N/A



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:08 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	N/A
Speaking Order:	Daryla Bungo
Time Keeper:	Tammy Cope-Otterson

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Contract Language – Employee Dress: John Boyd

- John Boyd stated that Management accepts OCEA's proposal.
- Barbara Gleason stated that she agreed.
- John Boyd stated that it is clear and easier for both parties to have consistent contract language for both the instructional and the education staff professionals bargaining units.
- John Boyd requested a fist of five vote on this item.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Contract Language – Substitute Stipend: Barbara Gleason

- Barbara Gleason stated that ESP employees are being used more often as substitute teachers, and OCEA proposes an increase to the related current stipend.
- John Boyd reviewed the current contract language for the related stipend with bargaining team members.
- Barbara Gleason asked what substitute teachers were paid.
- Tammy Cope-Otterson stated that substitute teachers are paid according to their most recent education:
 - High School = \$9.50 per hour
 - 60 Semester Hours/Associates Degree = \$10.00 per hour
 - Bachelor's Degree or Higher = \$11.20 per hour
 - Retired Teachers only = \$12.00 per hour
- John Boyd stated that all money proposals need to be discussed with School District Leadership and that he is not authorized to negotiate salary increase without prior approval.
- Sarah Graber stated that an average daily substitute teacher gets paid from the school discretionary budget.
- Lare Allen stated that students need consistent substitute teachers who are reliable.
- Lare Allen stated that ESP employees should be considered and paid for substituting.
- Tammy Cope-Otterson stated that school administrators try to avoid taking ESP employees away from their work to serve as substitute teachers for a class.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Contract Language – Vacancies: Barbara Gleason

- Barbara Gleason stated that a bargaining unit employee should be notified in writing if the employee is not selected for a position.
- Barbara Gleason stated that employees are not notified if they have not been selected and do not receive feedback on how they can improve themselves.
- Tammy Cope-Otterson stated that the employee may go to the candidate zone of the new application system in order to find out the status of their application.
- Tammy Cope-Otterson stated that administrators can email applicants to let them know that they have not been selected for a position.
- Tammy Cope-Otterson stated that applicants can reply to an email from an administrator to ask how they can improve.
- Tammy Cope-Otterson stated that there are usually 100-150 applicants per clerical position.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

MOU re: 2020-21 Safe Return to School, Education Staff Professionals: John Boyd

- John Boyd shared and reviewed the revised *MOU re: 2020-21 Safe Return to School, Education Staff Professionals* bargaining team members.
- John Boyd stated that the proposed *MOU re: 2020-21 Safe Return to School, Education Staff Professionals* is in alignment with the *MOU re: 2020-21 Safe Return to School, Instructional Employees*.
- Barbara Gleason stated that she is concerned with pending changes to CDC guidelines.
- John Boyd stated that the Florida's Commissioner stated that parents shall have instructional choices for their children in the second semester.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Salaries and Benefits: John Boyd

- John Boyd stated that the new Senate President made comments about budget cuts that concern school districts.
- John Boyd stated that Management's priority is to protect jobs.
- John Boyd stated that Management has not presented additional money and is cautious because the School District must prepare for what cuts and changes may come and the effects on other employees, such as employee support professionals, must be considered too.
- John Boyd stated that salaries are a forever commitment from Management to employees that follow employees into retirement.
- John Boyd stated that the general fund balance is non-recurring.
- John Boyd stated that Management could not commit to using non-recurring funds from the fund balance to pay for the recurring costs of salaries especially since the pandemic makes the current economic situation uncertain.
- John Boyd shared and reviewed the following information which represents the foundations for the Osceola County School Board's cautious fiscal policy:
 - *Section 1011.051 – Guidelines for general funds, Florida Statutes*, requires school districts to maintain a minimum of a 3% fund balance or face possible takeover by a financial emergency board appointed by the Commissioner of the Florida Department of Education;
 - *Section 218.503 – Determination of financial emergency, Florida Statutes*, defines the negative consequences that may occur during a financial emergency;
 - In order to avoid such negative consequences, our *Osceola County School Board Rule 7.10 – School Budget System* requires the School District to maintain a minimum of a 6% fund balance;
 - The Government Finance Officers Association's (GFOA) Best Practice on *Fund Balance Guidelines for the General Fund* states:
 - "Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances. Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time. ..." [Retrieved from: <https://www.gfoa.org/materials/fund-balance-guidelines-for-the-general-fund/>]



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- In addition, in order to have a good bond rating from agencies such as Fitch Ratings and Moody's Investor Service, the School District must maintain a fund balance that protects against unexpected costs or revenue shortfalls and remains consistent year over year. Bond ratings determine the cost of capital for which school districts can borrow funds to construct new schools and maintain our existing facilities
- John Boyd restated that Management's priority is to protect jobs.
- Sarah Graber stated that Management is not authorized to provide an offer until further discussion with School District Leadership and the School Board.
- Daryla Bungo stated that SDOC receives .60 cents of a dollar for virtual students and a full dollar if they are face-to-face.
- Daryla Bungo stated that virtual students do not bring in the same amount of money as face-to-face students.
- Daryla Bungo stated that until FTE is completed in February, SDOC will not know how they have been affected financially.
- Sarah Graber stated that there are many unknowns that could affect our budget drastically.
- Lare Allen stated that SDOC is great at money management as they have three times the amount of their general fund balance.
- Lare Allen stated that the School Board should levy added operating millage or capital outlay sales surtax through their voters.
- Barbara Gleason requested the plans of how SDOC will get employees to \$15.00 per hour by 2026.
- John Boyd stated that in the recent past, the Osceola County Commission attempted to raise a penny tax, but it failed.
- Tammy Cope-Otterson explained how the minimum wage will increase to \$15.00 per hour by 2026:
 - Through December 31, 2020 – \$8.56
 - January 01, 2021 = \$8.65
 - September 30, 2021 = \$10.00
 - September 30, 2022 = \$11.00
 - September 30, 2023 = \$12.00
 - September 30, 2024 = \$13.00
 - September 30, 2025 = \$14.00
 - September 30, 2026 = \$15.00
- Tammy Cope-Otterson stated that Osceola County has the highest unemployment rate in the State of Florida, and the School Board may not want to levy to raise taxes in this economic climate.
- Barbara Gleason suggested that SDOC should start giving out a \$.15 cent per hour salary increase.
- Sarah Graber stated that the minimum wage amendment was written to give incremental raises.
- Sarah Graber stated that SDOC has to be cautious because salaries are recurring expenses.
- Sarah Graber stated that Management does not have budget authority, and the School Board has the ultimate authority on how to spend the budget.
- Tammy Cope-Otterson stated that 80% of the School District budget is for employee salaries.
- John Boyd stated that the School Board has a statutory fiduciary responsibility and could go to jail if the School District budget is misspent.
- John Boyd stated that Executive Sessions with the School Board may often occur before negotiating meetings.
- Anne Calandrino stated that it is not collaborative bargaining if both sides cannot make decisions.
- John Boyd stated that SDOC cannot commit to a salary increase at this time because of economic uncertainty.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/Lare Allen

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.
- Anne Calandrino stated that she would like two (2) members of ESP on Professional Development.
- Anne Calandrino would like a safety committee.
- Lare Allen would like to discuss the evaluation committee.

**Next Meeting: Thursday, December 17, 2020; 05:00 – 06:00 PM
Virtual Meeting**

Pluses

- Bargaining Leadership Team members noted the creativity, proposals, positive collaboration and communication around the table.
- John Boyd thanked OCEA and Management.
- Tammy Cope-Otterson commended Felicia Smith and Barbara Gleason on a great job at the Board meeting.
- Lare Allen was thankful that he is able to meet with the Superintendent because in other districts that does not happen.

Deltas

- N/A

ADJOURNED at 06:34 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, January 21, 2021

Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Lare Allen	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Steven Rish	Computer Technician	Celebration K-8 School	<input checked="" type="checkbox"/>
6	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
7	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input checked="" type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>

GUEST(S):

Hank Groton – Federal Mediation and Conciliation Services



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:05 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Susan Compton
Time Keeper:	Tammy Otterson

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- John Boyd introduced Hilary De Luca as a new Bargaining Team Member for the Osceola County School Board (OCSB).
- John Boyd introduced Steven Rish as a new Bargaining Team Member for the Osceola County Education Association (OCEA).

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that both parties have agreed to the MOU re: Union-Management Meetings (UMMs) and contract language regarding employee dress.

Salaries and Benefits: John Boyd

- John Boyd shared and reviewed the proposed Salaries and Benefits package for ESPs:

1. Salary Negotiations

- One-time, non-recurring supplement equal to three percent (3%) of the employee's annual base salary;
- Two (2) additional paid non-work days for twelve (12) month employees [e.g., Rodeo Day and one (1) additional day during Spring Break] in appreciation for the diligence of our twelve (12) month employees who have worked throughout the pandemic, including during the spring school closure period;



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

2. **Design changes to our School District's major medical Health Insurance Plan** that:
 - continue to provide our employees with health insurance coverage options, including a no-cost option for the individual employee;
 - implement innovations and enhancements to provide cost-savings and new choices for our employees and their families; and
 - ensure our Health Benefits Trust Fund remains fiscally solvent to serve our employees during uncertain economic times;
3. **Flexible Spending Account Match** where the School Board shall match the employee's FSA savings of \$750 or more with a contribution of \$250 in order to assist the employee toward the employee's deductible;
4. **Continued commitment to our School District's *Center for Employee Health*;**
5. **Revised 2020-21 Contract** that includes tentatively approved Memoranda of Understanding and contract language:
 - **2020-21 Memoranda of Understanding**
 1. *Additional Pre-Planning Day*
 2. *Safe Return to School*
 3. *Union-Management Meetings (UMMs)*
 - **2020-21 Contract Language**
 1. *Article II: Miscellaneous Provisions, Section F. Employee Dress*
 - **2019-20 Memoranda of Understanding**
 1. *Cost-Saving Innovations to the Health Insurance Benefits Plan*
 2. *Florida Best and Brightest Teacher Program*
 3. *Health Insurance Benefits Plan Design*
 4. *SIG4 Grant Impact*
 5. *Union-Management Meetings*
 - **2019-20 Contract Language**
N/A

While these documents were negotiated separately on different dates throughout the 2019-2020 and 2020-21 school years, the Memoranda of Understanding and contract language documents shall be considered as part of this salary and benefits proposal for the purposes of clarity for their ratification.

- Sarah Graber stated that the intent of Management's offer was for employees who worked during the pandemic to receive a supplement.
- Barbara Gleason asked whether twelve (12) month ESP employees would lose any pay due to the decreased number of workdays.
- Tammy Cope-Otterson stated that twelve (12) month employees would not lose any annual pay and that their daily rate of pay would increase as a result of the decrease in the number of workdays.
- Anne Calandrino asked about the inclusion of the *MOU re: Florida's Best and Brightest Teacher Program*.
- John Boyd stated that this MOU contained language that applied to ESP employees.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Lare Allen stated that not all OCEA bargaining team members agree with the *MOU re: Safe Return to School*.
- Barbara Gleason stated that the *MOU re: Safe Return to School* was for instructional employees and it did not apply to ESP employees.
- John Boyd stated that he emailed to bargaining team members a copy of the *MOU re: Safe Return to School* for ESP employees.
- Tammy Cope-Otterson stated that twelve (12) month employees are appreciated for their hard work during the pandemic and working through the summer.
- Daryla Bungo stated that other school districts close for holidays such as Strawberry Festival Day, State Fair Day, and/or Presidents Day.
- Anne Calandrino stated that OCEA received no input on the *MOU re: Safe Return to School*.
- Daryla Bungo stated that there was input from a Student Service ESP employee on the task force for Safe Return to School.
- Sarah Graber stated that in order to calculate the amount that an employee would receive from this proposed supplement, one would need to multiply the employee's annual base salary by 0.03.
- Tammy Cope-Otterson stated that the calendar change only affects the twelve (12) month employees.
- Steven Rish stated that he appreciates the three percent (3%), but ESP employees would prefer a consistent amount for all employees.
- John Boyd stated that for most of this school year, Management was cautious and would not make a salaries offer due to the uncertain economic situation that the pandemic caused.
- John Boyd stated that Management was more confident that the current offer will not harm the School District budget.
- John Boyd stated that the proposed supplement is a lump sum for the 2020-21 school year and that next year's salaries would need to be bargained next year.
- Sarah Graber stated that the current proposal affects 1,679 current ESP employees and costs \$1.5 million.
- John Boyd stated that Teamsters employees will receive their negotiated supplement in their February 15, 2021, paychecks.
- John Boyd stated that if both parties reach tentative agreement tonight, then ESP employees would also receive their supplement in their February 15, 2021, paychecks.
- Lare Allen stated that OCEA would need time to review the School District's proposal.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: TBA

Pluses

- Bargaining Leadership Team members noted the positive collaboration and communication around the virtual room.

Deltas

- N/A

ADJOURNED at 06:23 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, January 27, 2021
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Centralized Custodial	<input checked="" type="checkbox"/>
3	Barbara Gleason	OCEA Chief Negotiator/ Student Records Clerk	Osceola County School for the Arts	<input checked="" type="checkbox"/>
4	Lare Allen	OCEA President	OCEA	<input checked="" type="checkbox"/>
5	Steven Rish	Computer Technician	Celebration K-8 School	<input checked="" type="checkbox"/>
6	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
7	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Jose Gonzalez	Business & Finance
Hank Groton	Federal Mediation and Conciliation Services



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:00 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Tammy Cope-Otterson
Timekeeper:	Sarah Graber

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Salaries and Benefits: John Boyd/ Lare Allen

- Susan Compton shared and reviewed and *OCEA's Salaries and Benefits Package Counterproposal* with bargaining team members which included the following difference from Management's original proposal:
 - One-time, non-recurring supplement of \$826.90.
- Susan Compton stated that Paraprofessionals are paid \$12 per hour while other ESPs are paid \$20 to \$30 per hour, and OCEA believes that it would not be equitable to agree to three percent (3%) for all ESP employees.
- Susan Compton stated that Paraprofessionals do a lot of work that other employees do not want to do, and three percent (3%) of their salary is not enough.
- Susan Compton stated that OCEA calculated \$826.90 per ESP employee by dividing the \$965,000 amount among 1,167 ESP employees.
- Sarah Graber stated that the correct amount after payroll taxes and employee benefits is \$818,700, and when that amount is divided among 1,167 ESP employees, the supplement becomes \$701.55 per ESP employee.
- Sarah Graber stated that whenever the School District pays salaries, it must also pay payroll taxes and employee benefits.
- Lare Allen stated that OCEA feels like they were misinformed.
- Steven Rish stated that payroll taxes are paid by the employer.
- John Boyd clarified that payroll taxes are paid by the employer on behalf of the employee and benefit the employee at income tax filing time and retirement.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: February 2, 2021

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Susan Compton stated that the federal income tax rate is 7.5% for each employee, and half is paid by the employee, and half is paid by the employer.
- Susan Compton stated that if SDOC states that its offer is worth three percent (3%), then employees should receive three (3%) of their salary.
- Lare Allen stated that miscommunication continuously occurs at bargaining meetings.
- John Boyd stated that he agrees that communication could be improved.
- John Boyd stated that SDOC should be able to tell employees the exact amount that each employee shall receive.
- John Boyd stated that past practice and the consistent expectation communicated has been that taxes shall be deducted from the employee's gross pay per state and federal law.
- John Boyd stated that in salary negotiations, Management shall provide the clear amounts of funds available in its offers.
- Tammy Cope-Otterson stated that as an example, when employees receive the \$1,000 supplement for inservice points, it appears as \$800 instead of \$1,000 due to taxes.
- Sarah Graber stated that employees are still receiving a three percent (3%) raise, and that the amount of \$826.90 in OCEA's counterproposal is actually a 3.5% raise.
- Barbara Gleason requested that Management and OCEA split the difference of \$125.35, which is obtained by subtracting \$701.55 from \$826.90.
- Lare Allen stated that employees appreciate congratulatory statements but prefer salary increases.
- Tammy Cope-Otterson stated that the proposed two (2) paid non-workdays is a way to show that Management appreciates employees.
- John Boyd stated that the proposed two (2) paid non-workdays would be for this current 2020-21 school year and subsequent school years.
- John Boyd requested to recess from the bargaining meeting so that Management's BLT members could discuss further OCEA's counterproposal of a one-time non-recurring supplement of \$765 per ESP employee.

The meeting recessed at 05:59 PM in order for Management's BLT members to caucus about OCEA's counterproposal.

The meeting reconvened and resumed at 06:14 PM.

- John Boyd stated that Management agreed to offer a one-time non-recurring supplement of \$765 per ESP employee and the two (2) paid non-workdays contingent upon tentative agreement of the *MOU re: Safe Return to School*, the same condition that was in Management's original proposal.
- Lare Allen requested to recess from the meeting so that OCEA's BLT members could discuss Management's counterproposal further.

The meeting recessed at 06:17 PM in order for OCEA's BLT members to caucus about Management's counterproposal.

The meeting reconvened and resumed at 06:27 PM.

- Susan Compton stated that OCEA agreed upon \$765 per ESP employee, the MOU re: Safe Return to School, and the two (2) paid non-workdays.
- John Boyd thanked OCEA and all BLT members and expressed that Management would work on related communications and the ratification packet.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that he would change the *Salaries and Benefits Package Proposal* document to reflect the new agreed-upon amount of \$765 per ESP employee and share the final draft with all ESP bargaining team members.
- Sarah Graber stated that once ratified, ESP Members would receive the salary increase on their second regularly scheduled check in February.
- John Boyd stated that the tentative agreement must be ratified by both parties before it can be paid.
- John Boyd requested that bargaining team members vote on Management's counterproposal.

ACTION: Following a fist of five vote, ESP members agreed to approve this item.

Agenda Items for Next Meeting: John Boyd/ Lare Allen

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

**Next Meeting: Thursday, February 18, 2021; 05:00 – 06:00 PM
Virtual Meeting**

Pluses

- Bargaining Leadership Team members noted that communication between both parties needs improvement.
- Bargaining Leadership Team members noted that both parties must continue to work together for the benefit of all employees.

Deltas

- N/A

ADJOURNED at 06:31 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, February 18, 2021
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Lare Allen	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input checked="" type="checkbox"/>
6	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input checked="" type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Belinda Bagley	Commitment Facility (CFAC)
Dana Bosler	Management Information Services (MISD)
Jeanette Candell	Neptune Elementary (NPES)
Connie Cappola	Management Information Services (MISD)
Chris Carelock	OCEA
Bridget Cedeno	Hickory Tree Elementary (HTES)
Marion Emilien	Highlands Elementary (HLES)
Jose Gonzalez	Business & Finance
Hank Groton	Federal Mediation and Conciliation Services (FMCS)
Amy Jacob	Transportation (TRNS)
Victoria Massicotte	Narcoossee Middle (NCMS)
Ivan Perez	Neptune Elementary (NPES)
Steven Rish	Celebration School (CK8S)
Linda Roldan	Bellalago Academy (BELA)
Heidee Santiago-Rullan	Purchasing (PURC)
Jessica Wall	Hickory Tree Elementary (HTES)



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:01 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	John Boyd
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Barbara Gleason/Tammy Cope-Otterson
Time Keeper:	N/A

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that OCEA did ratify the tentative agreement that both parties reached at our last meeting; however, the School Board did not.

Salaries and Benefits: John Boyd

- John Boyd stated that OCEA did ratify the tentative agreement that both parties reached at our last meeting; however, the School Board did not.
- John Boyd stated that as a result, Management has prepared another proposal for OCEA's consideration.
- John Boyd shared and reviewed the proposed Salaries and Benefits package for ESP bargaining unit employees:

1. Salary Negotiations

- *One-time, non-recurring supplement per ESP bargaining unit employee equal to the greater of \$650 or three percent (3%) of the employee annual base salary;*

[John Boyd paused and noted that this bullet regarding salaries was the only change from the original tentative agreement that both parties reached, and that all other items were the same.]



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- *Two (2) additional paid non-work days for twelve (12) month employees [e.g., Rodeo Day and one (1) additional day during Spring Break] in appreciation for the diligence of our twelve (12) month employees who have worked throughout the pandemic, including during the spring school closure period;*

[John Boyd paused and noted that Management wanted to avoid confusion and confirm that employees would still receive Rodeo Day as a holiday, since it was the day after this bargaining meeting, although both parties were still in salaries and benefits negotiations.]

2. Design changes to our School District's major medical Health Insurance Plan that:

- *continue to provide our employees with health insurance coverage options, including a no-cost option for the individual employee;*
- *implement innovations and enhancements to provide cost-savings and new choices for our employees and their families; and*
- *ensure our Health Benefits Trust Fund remains fiscally solvent to serve our employees during uncertain economic times;*

3. Flexible Spending Account Match where the School Board shall match the employee's FSA savings of \$750 or more with a contribution of \$250 in order to assist the employee toward the employee's deductible;

4. Continued commitment to our School District's Center for Employee Health;

5. Revised 2020-21 Contract that includes tentatively approved Memoranda of Understanding and contract language:

- **2020-21 Memoranda of Understanding**
 1. *Additional Pre-Planning Day*
 2. *Safe Return to School*
 3. *Union-Management Meetings (UMMs)*
- **2020-21 Contract Language**
 1. *Article II: Miscellaneous Provisions, Section F. Employee Dress*
- **2019-20 Memoranda of Understanding**
 1. *Cost-Saving Innovations to the Health Insurance Benefits Plan*
 2. *Florida Best and Brightest Teacher Program*
 3. *Health Insurance Benefits Plan Design*
 4. *SIG4 Grant Impact*
 5. *Union-Management Meetings*
- **2019-20 Contract Language**

N/A

While these documents were negotiated separately on different dates throughout the 2019-2020 and 2020-2021 school years, the Memoranda of Understanding and contract language documents shall be considered as part of this salary and benefits proposal for the purposes of clarity for their ratification.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that Management understood that the intent of OCEA was to have an equitable settlement.
- John Boyd stated that some ESP bargaining unit-eligible employees were concerned because other employee groups received a three percent (3%) supplement, and they expected the same.
- John Boyd stated that Management wanted to address the concerns of all ESP bargaining unit-eligible employees in the new proposal.
- John Boyd stated that Management did not want to impose a three percent (3%) supplement on the ESP bargaining unit-eligible employees who expected more than that in the prior tentative agreement.
- Susan Compton stated that the majority of the ESP bargaining unit ratified the original tentative agreement which provided the \$765 supplement per each ESP employee.
- John Boyd stated that if the new proposal were approved, 1,033 ESP employees would receive a \$650 supplement, and 647 ESP employees would receive a three percent (3%) supplement.
- John Boyd stated that the \$650 supplement would be an average raise of 3.4% for eligible ESP employees.
- John Boyd stated that no ESP employee would receive a supplement that is less than \$650 or three percent (3%) of the employee's annual base salary, whichever is greater.
- John Boyd stated that Management's new proposal attempts to stay as close as possible to the total amount that was bargained in the first tentative agreement.
- John Boyd stated that funds from different sources would be used to make up any difference.
- John Boyd stated that there are 1,679 ESP bargaining unit-eligible employees at present.
- John Boyd stated that all employees will still have Rodeo Day off.
- Sarah Graber stated that when preparing proposals, Management looks at the ESP employees funded by the General Fund first.
- Sarah Graber stated that some ESP employees are paid through other sources like the Food Service grant and the Title I grant.
- Tammy Cope-Otterson stated that part-time, non-benefited Extended Day Assistants work varied hours.
- Jose Gonzalez stated that Extended Day Assistants are included in the new proposal.
- John Boyd restated that no employee would receive less than \$650.
- John Boyd stated that the difference between the \$765 supplement in the original tentative agreement and the \$650 supplement in the new proposal is \$115.
- John Boyd restated that the \$650 supplement would be an average raise of 3.4% for eligible ESP employees.
- Sarah Graber stated that in order to accommodate everyone in the bargaining unit the money was reshuffled for the new proposal.
- Barbara Gleason stated that she is worried that the majority of the ESP bargaining unit may not vote for the new proposal.
- Felicia Smith stated that the majority won the vote for the original tentative agreement, and that the new proposal will be hard to sell to them.
- Barbara Gleason stated that OCEA is not ready to caucus tonight and will need some time to think about the new proposal.
- John Boyd stated that if tentative agreement was not reached at tonight's meeting, ESP bargaining unit-eligible employees would have to wait several weeks to receive their supplement which would be after other employee groups.
- Lare Allen stated that only 39% of the ESP bargaining unit voted against the original tentative agreement and seem to be the ones benefiting the most from the new proposal.
- John Boyd restated that the \$650 supplement would be an average raise of 3.4% for eligible ESP employees.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that the reason that the proposed supplement changed from \$765 to \$650 was that Management wanted to stay as close as possible to the amount bargained in the original tentative agreement without imposing a three percent (3%) raise on those who would receive less with the percentage.
- John Boyd stated that during executive sessions, the School Board Members give School District staff clear direction on bargaining, including the funds available for bargaining.
- John Boyd stated that the consensus that the School Board reached in this past Tuesday night's executive session is what is reflected and offered in the new proposal.
- Anne Calandrino stated that it is an unfair labor practice when the School Board makes an offer and OCEA accepts it, but then, the School Board rejects it.
- Sarah Graber stated that the new proposal is the consensus of the School Board and what they wanted to offer.
- Lare Allen stated that the School Board is doing the bargaining.
- Anne Calandrino stated that this is an unfair labor practice.
- Lare Allen stated that it is distressing that OCEA has gone through the democratic process, and the majority are not receiving the amount for which they voted.
- Lare Allen stated that in elections there is a winning and losing side.
- Lare Allen stated that the School Board is making sure that the employees that were not satisfied with the vote receive what they would prefer instead.
- Lare Allen stated that the School Board is not doing what is correct for the majority, (the 61% of ESP employees who voted for the original tentative agreement).
- Anne Calandrino stated that both parties had already reached tentative agreement on the supplement amount, and ESP employees ratified it.
- Barbara Gleason stated that OCEA has attempted to do what is fair and correct.
- Barbara Gleason stated that before there is a press release, both parties need to agree first.
- Barbara Gleason stated that all employees need to be civil to each other since everyone is going through hard times.
- John Boyd stated that Management is also concerned about civility and would like the tone to remain positive too.
- John Boyd stated that when money is involved, especially during a difficult year, tempers flare and feelings run high.
- John Boyd stated that no matter what happens, both parties still have to work with each other.
- John Boyd stated that both parties need to go forward with a spirit of collaboration and cooperation as they have done in prior bargaining meetings.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Apryle Jackson

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

**Next Meeting: Thursday, March 25, 2020; 05:00 – 06:00 PM
Virtual Meeting**

Pluses

- Bargaining Leadership Team members noted the civil environment.
- Bargaining Leadership Team members stated that they appreciate everyone's flexibility and time.

Deltas

- Bargaining Leadership Team members wished they had available funds to pay employees more, but budgetary constraints, especially during the pandemic, do not make it feasible.

ADJOURNED at 05:57 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Tuesday, March 09, 2021
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
4	Barbara Gleason	OCEA Chief Negotiator/ Student Records Clerk	Osceola County School for the Arts	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input type="checkbox"/>
6	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Fiscal Services	<input checked="" type="checkbox"/>
6	Yuling Liu	Director	Business & Fiscal Services	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

<i>Dana Bosler</i>	Management Information Services (MISD)
<i>Connie Cappola</i>	Management Information Services (MISD)
<i>Lurdez Castello</i>	Celebration High (CLHS)
<i>Marion Emilien</i>	Highlands Elementary (HLES)
<i>Jose Gonzalez</i>	Business & Finance
<i>Hank Groton</i>	Federal Mediation and Conciliation Services (FMCS)
<i>Teresa Haupt</i>	Career & Technical Education (CTED)
<i>Igneris Lopez</i>	Purchasing (PURC)
<i>Andrea Perez</i>	Parkway Middle (PWMS)
<i>Yanik Rocha</i>	Management Information Services (MISD)
<i>Arima Santana</i>	Purchasing (PURC)
<i>Elizabeth Terry</i>	Boggy Creek Elementary (BCES)



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:05 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Daryla Bungo
Time Keeper:	N/A

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Salaries and Benefits: John Boyd

- Barbara Gleason shared and reviewed OCEA's Salaries and Benefits Counterproposal with bargaining team members which included the following difference from Management's original proposal:
 - One-time, non-recurring supplement per ESP bargaining unit employee equal to the greater of \$765 or three percent (3%) of the employee annual base salary.
- Barbara Gleason stated that it is not fair to lessen the amount when it has been agreed to in the past.
- John Boyd requested to recess from the bargaining meeting so that Management's BLT members could discuss further OCEA's counterproposal.

The meeting recessed at 03:13 PM in order for Management's BLT members to meet in caucus to discuss OCEA's counterproposal.

The meeting reconvened and resumed at 03:23 PM.

- John Boyd stated that the OCEA's supplement proposal of \$765 is \$151,000 more than the \$650 supplement that the School District previously offered.
- John Boyd stated that Management has agreed to offer a one-time, non-recurring supplement per ESP bargaining unit employee equal to the greater of \$700.00 or three percent (3%) of the employee's annual base salary plus the same MOUs and contract language that were in the original tentative agreement.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: March 12, 2021

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Lare Allen stated that he has been corresponding with Sarah Graber via email about the cost for OCEA's proposal.
- Lare Allen requested that Management explain to OCEA how Management obtained the difference of \$151,000.
- Sarah Graber stated that the \$151,000 is the difference in cost between OCEA's counterproposal with a \$765 supplement and the School District's counterproposal with a \$650 supplement, which was shared at the prior meeting.
- Lare Allen stated that he would like to know what numbers Management used to obtain the difference of \$151,000.
- Sarah Graber stated that Management looked at all ESP employees and their salaries to calculate the \$151,000 difference.
- Lare Allen asked whether the School District used all funding sources or the general fund in their calculation.
- Sarah Graber stated that the School District used all funding sources in its calculation.
- Sarah Graber stated that the School District's counterproposal is being offered to all ESP bargaining unit-eligible employees and is inclusive of all fund sources.
- Lare Allen stated that the numbers he previously discussed with Sarah Graber are different from the numbers being discussed at this bargaining session.
- Barbara Gleason stated that her calculations came out to a difference \$118,795.
- Lare Allen asked which employees would be eligible to receive the supplement based upon their employment status.
- John Boyd stated that to qualify for a salary raise or supplement distribution, one must be an employee on active status on the date of the School Board ratification and on the date of payment.
- Sarah Graber stated that the benefits percentage must be added to the calculations.
- Barbara Gleason stated that she obtained the total cost of \$118,795 using 1,033 as the total number of employees eligible for the supplement.
- Barbara Gleason stated that she was unsure which benefits needed to part of the calculation.
- Sarah Graber asked Barbara Gleason where she obtained 1,033 as the total number of employees eligible for the supplement.
- Barbara Gleason stated that she obtained the number 1,033 from Sarah Graber in the previous bargaining team meeting.
- Sarah Graber asked Barbara Gleason if she added the cost of employee benefits.
- Barbara Gleason responded to Sarah Graber and let her know that she did not add the cost of employee benefits and would like to which benefits and what procedure to use.
- Sarah Graber stated that she has shared the following information several times with Lare Allen:
 - 10% = FRS
 - 7.65% = FICA/Social Security
 - 0.23% = Life Insurance
 - Total employee benefit cost = 17.88%
- Sarah Graber restated that the \$151,000 is the difference in cost between OCEA's counterproposal with a \$765 supplement and the School District's counterproposal with a \$650 supplement, which was shared at the prior meeting.
- Sarah Graber reviewed the correct method to calculate the cost of employee benefits.
- Lare Allen asked if the total cost of \$151,000 included the employee benefit cost of 17.88%.
- Sarah Graber responded that the total cost of \$151,000 did include the cost of employee benefits and applied the 17.88%.
- Lare Allen stated that in previous bargaining meetings OCEA was told that the total cost of the proposal was \$965,000 and then was told that it was \$818,000.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Sarah Graber stated that the total cost of the proposal that was shared with OCEA previously was from the general fund only.
- Sarah Graber stated that the School District is using all funds in the current counterproposal and not just the general fund for this supplement.
- Sarah Graber stated that the cost of \$818,000 changed to \$1.3 Million because the School District must include all ESP employees paid from all funding sources, not just the general fund, and include the cost of employee benefits.
- Sarah Graber restated that the counterproposal that the School District is offering today is for all ESP employees in the bargaining unit and is inclusive of all funds, not just the general fund.
- Sarah Graber clarified that the previously shared total of \$818,000 were funds that were going to be used from the general fund only.
- Nate Fancher requested confirmation that Management's current counterproposal was that ESP employees would receive \$700 or three percent (3%) of their annual salary base, whichever is greater.
- John Boyd responded to Nate Fancher that he was correct.
- Lare Allen stated that OCEA has made several records requests and would like to know when they will receive a response so that they can make an informed decision.
- Sarah Graber stated that she has responded to all records requests that she has received from OCEA.
- John Boyd restated that Management has agreed to offer a one-time, non-recurring supplement per ESP bargaining unit employee equal to the greater of \$700.00 or three percent (3%) of the employee's annual base salary plus the same MOUs and contract language that were in the original tentative agreement.
- John Boyd stated that currently, our counterproposals are only \$65 apart, instead of the \$115 when Management offered a supplement of \$650.
- Lare Allen requested to recess from the meeting so that OCEA's BLT members could meet in caucus to discuss Management's counterproposal further.

The meeting recessed at 03:49 PM in order for OCEA's BLT members to meet in caucus to discuss Management's counterproposal.

The meeting reconvened and resumed at 04:05 PM.

- Barbara Gleason stated that OCEA would need more time to review the School District's counterproposal.
- John Boyd stated that bargaining team members are closer to reaching a tentative agreement than the prior meeting.
- John Boyd restated that currently, our counterproposals are only \$65 apart, instead of the \$115 when Management offered a supplement of \$650.
- John Boyd stated that Management would like OCEA to trust that the offer is truthful.
- John Boyd stated that communication between both parties could improve with providing clarification.
- Lare Allen requested to know what the salary offer is that Management is unable to exceed.
- John Boyd stated that Management was authorized to go no further than \$700 or 3% of the employee's base salary, whichever is greater.
- John Boyd stated that he had forwarded OCEA's counterproposal to School District Leadership.
- John Boyd stated that Management does not want ESP employees to have to wait on their supplements.
- Lare Allen asked whether both parties could bargain ESP employees' salaries before instructional employees' salaries.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that Management would always listen to OCEA's preference since OCEA represents both bargaining units.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

**Next Meeting: Tuesday, March 23, 2020; 05:00 – 06:00 PM
Virtual Meeting**

Pluses

- John Boyd wished everyone a safe and happy Spring Break.

Deltas

- Bargaining Leadership Team members wished they had more funds available to pay employees more, but budgetary constraints, especially during the pandemic, do not make it feasible.

ADJOURNED at 04:19 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Tuesday, March 23, 2021
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Lare Allen	President/Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input type="checkbox"/>
6	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
6	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

<i>Dana Bosler</i>	Management Information Services (MISD)
<i>Chris Carelock</i>	OCEA
<i>Lurdez Castello</i>	Celebration High (CLHS)
<i>Jennifer Fonseca</i>	Facilities (FACD)
<i>Drenda Form</i>	Facilities (FACD)
<i>Teresa Haupt</i>	Career & Technical Education (CTED)
<i>Cindy Jeffries</i>	Federal Mediation and Conciliation Services (FMCS)
<i>Igneris Lopez</i>	Purchasing (PURC)
<i>Katrina Ponzini</i>	Purchasing (PURC)
<i>Kristie Rupchand</i>	OCEA
<i>Heidee Santiago-Rullan</i>	Purchasing (PURC)



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:06 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Tammy Cope-Otterson
Time Keeper:	Barbara Gleason

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Salaries and Benefits: John Boyd

- Barbara Gleason shared and reviewed OCEA's Salaries and Benefits Package Counterproposal document with bargaining team members which included the following difference from Management's original proposal:
 - One-time, non-recurring supplement per ESP bargaining unit employee equal to the greater of \$750 or three percent (3%) of the employee annual base salary
- Barbara Gleason stated that this offer would be a compromise between Management's past proposal of \$700 and OCEA's past proposal of \$765.
- John Boyd requested to recess from the bargaining meeting so that Management's BLT members could discuss further OCEA's counterproposal.

The meeting recessed at 03:14 PM in order for Management's BLT members to caucus about OCEA's counterproposal.

The meeting reconvened and resumed at 03:24 PM.

- John Boyd stated that Management was not authorized to go above \$700.
- John Boyd stated that he would take OCEA's counterproposal to the School District Leadership.
- Barbara Gleason requested to recess from the meeting so that OCEA's BLT members could meet in caucus to discuss Management's response further.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

The meeting recessed at 03:26 PM in order for OCEA's BLT members to caucus about Management's counterproposal.

The meeting reconvened and resumed at 03:35 PM.

- Barbara Gleason asked Management whether there would be a time that Management's members of the ESP Bargaining Leadership Team were authorized to negotiate.
- John Boyd stated that Management would share OCEA's counterproposal with School District Leadership.
- John Boyd stated that the next School Board meeting is on April 6, 2021, and that if desired, the School Board could conduct an Executive Session after that meeting.
- John Boyd suggested that the ESP bargaining team could meet again on April 8, 2021 before the BLT meeting.
- Barbara Gleason agreed that the next ESP bargaining meeting could be before the next BLT meeting on April 8, 2021.
- Anne Calandrino asked Management why they could not make a decision at today's meeting.
- John Boyd stated that Management was not authorized to bargain any amount higher than \$700.
- John Boyd stated that he would discuss with School District Leadership if there were a possibility for a different offer.
- Anne Calandrino asked whether School District Leadership was interested in settling.
- John Boyd stated that School District Leadership and the School Board would like to do what is right for all employees.
- John Boyd stated that bargaining team members did reach a prior tentative agreement, but the School Board would like to provide a better offer to ESP employees.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

**Next Meeting: Thursday, April 8, 2021; 03:00 – 04:00 PM
Virtual Meeting**

Pluses

- John Boyd stated thanked bargaining team members for their patience, hard work, and positive attitudes.
- Bargaining Team Members congratulated Barbara Gleason on her new granddaughter.

Deltas

- Bargaining Leadership Team members wished they had available funds to pay employees more, but budgetary constraints, especially during the pandemic, do not make it feasible.

ADJOURNED at 03:43 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, April 08, 2021
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Lare Allen	President/Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input type="checkbox"/>
6	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input checked="" type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
6	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

<i>Dana Bosler</i>	Management Information Services (MISD)
<i>Connie Cappola</i>	Management Information Services (MISD)
<i>Lurdez Castello</i>	Celebration High (CLHS)
<i>Ashley Day</i>	Purchasing (PURC)
<i>Drenda Form</i>	Facilities (FACD)
<i>Jose Gonzalez</i>	Finance (FNCE)
<i>Teresa Haupt</i>	Career & Technical Education (CTED)
<i>Cindy Jeffries</i>	Federal Mediation and Conciliation Services (FMCS)
<i>Lisa Kesecker</i>	Purchasing (PURC)
<i>Amanda Laufer</i>	Facilities (FACD)
<i>Igneris Lopez</i>	Purchasing (PURC)
<i>Victoria Massicotte</i>	Narcoossee Middle (NCMS)
<i>Yanik Rocha</i>	Management Information Services (MISD)
<i>Linda Roldan</i>	Bellalago Academy (BELA)
<i>Juan Ruiz</i>	Management Information Services (MISD)
<i>Kristie Rupchand</i>	OCEA
<i>Arima Santana</i>	Purchasing (PURC)



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:00 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Tammy Cope-Otterson
Time Keeper:	N/A

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Salaries and Benefits: John Boyd

- John Boyd shared and reviewed the proposed Salaries and Benefits Package for ESP bargaining unit employees:
 - 1. 2020-21 School Year Salary Negotiations**
 - *One-time, non-recurring supplement per ESP bargaining unit employee equal to the greater of \$700.00 or three percent (3%) of the employee annual base salary.*
 - *Two (2) additional paid non-work days for twelve (12) month employees [e.g., Rodeo Day and one (1) additional day during Spring Break] in appreciation for the diligence of our twelve (12) month employees who have worked throughout the pandemic, including during the spring school closure period;*
 - 2. 2021-22 School Year Salary Negotiations**
 - *\$0.30 cents per hour salary increase for each ESP bargaining unit employee;*
 - 3. 2022-23 School Year Salary Negotiations**
 - *One-time, non-recurring supplement per ESP bargaining unit employee of \$750.00;*
 - *One-time, one-paycheck benefits premium deduction holiday per ESP bargaining unit employee;*



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Both parties agree to return to salary negotiations for the 2022-23 school year if the change in the available unrestricted Florida Education Finance Program (FEFP) per student funding is greater than two percent (2%);
- 4. Design changes to our School District's major medical Health Insurance Plan that:**
- continue to provide our employees with health insurance coverage options, including a no-cost option for the individual employee;
 - implement innovations and enhancements to provide cost-savings and new choices for our employees and their families; and
 - ensure our Health Benefits Trust Fund remains fiscally solvent to serve our employees during uncertain economic times;
- 5. Flexible Spending Account Match** where the School Board shall match the employee's FSA savings of \$750 or more with a contribution of \$250 in order to assist the employee toward the employee's deductible;
- 6. Continued commitment to our School District's Center for Employee Health;**
- 7. Revised 2020-21 Contract** that includes tentatively approved Memoranda of Understanding and contract language:
- **2020-21 Memoranda of Understanding**
 1. Additional Pre-Planning Day
 2. Safe Return to School
 3. Union-Management Meetings (UMMs)
 - **2020-21 Contract Language**
 1. Article II: Miscellaneous Provisions, Section F. Employee Dress
 - **2019-20 Memoranda of Understanding**
 1. Cost-Saving Innovations to the Health Insurance Benefits Plan
 2. Florida Best and Brightest Teacher Program
 3. Health Insurance Benefits Plan Design
 4. SIG4 Grant Impact
 5. Union-Management Meetings
 - **2019-20 Contract Language**
N/A

While these documents were negotiated separately on different dates throughout the 2019-2020 and 2020-21 school years, the Memoranda of Understanding and contract language documents shall be considered as part of this salary and benefits proposal for the purposes of clarity for their ratification.

- John Boyd stated that this three (3) year proposal is for salaries and benefits only, and that bargaining team members would continue to meet to discuss contract language or MOUs.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: April 9, 2021

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Lare Allen asked what was meant by “*one-time, one-paycheck benefits premium deduction holiday per ESP bargaining unit employee*”.
- John Boyd explained that ESP employees have deductions taken out of their paychecks for items such as the health benefits premium, dental insurance, vision insurance, disability insurance, etc., and for one paychecks, employees would not have any of these deductions taken out.
- Barbara Gleason asked if the bargaining team would be able to negotiate the holiday deduction for future school years.
- John Boyd responded that yes, both parties could negotiate that item for future school years.
- Lare Allen requested to recess from the meeting so that OCEA’s ESP BLT members could meet in caucus to discuss Management’s counterproposal further.

The meeting recessed at 03:15 PM in order for Management’s BLT members to caucus about OCEA’s counterproposal.

The meeting reconvened and resumed at 03:41 PM.

- Barbara Gleason stated that OCEA accepted Management’s counterproposal and would like to take it to their members to ratify.
- John Boyd stated that Management appreciates OCEA’s acceptance of Management’s offer.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

**Next Meeting: Thursday, May 20, 2021; 05:00 – 06:00 PM
Virtual Meeting**

Pluses

- John Boyd thanked bargaining team members for accepting Management’s proposal.

Deltas

- Bargaining Leadership Team members wished they had available funds to pay employees more, but budgetary constraints, especially during the pandemic, do not make it feasible.

ADJOURNED at 03:46 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, May 20, 2021
Location: Virtual Meeting

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
2	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Lare Allen	President/ Teacher	OCEA	<input checked="" type="checkbox"/>
5	Omar Rivas	Computer Technician	St. Cloud High School	<input type="checkbox"/>
6	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
4	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
5	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
7	Hilary De Luca	Director	Exceptional Student Education Department (ESE)	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

<i>Cindy Jeffries</i>	<i>Federal Mediation and Conciliation Services (FMCS)</i>
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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 05:00 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	Lare Allen
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Daryla Bungo
Time Keeper:	Tammy Cope-Otterson

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that bargaining team members have reached an agreement for three (3) years and both parties have ratified.

MOU re: SDOC Safe Driver Plan (SDP): John Boyd

- John Boyd shared and reviewed the MOU re: SDOC Safe Driver Plan.
- John Boyd stated that the SDP would affect few ESP employees and mainly Transportation employees.
- John Boyd stated that the School District does have cameras and GPS devices on all school buses, and in some School District vehicles that can track the driver's speed and mileage.
- Nate Fancher stated that there are School District vehicles that both teachers and paraprofessionals use that have cameras inside.
- Tammy Cope-Otterson stated she confirmed with Randy Shuttera that the cameras in School District vehicles make only visual, not audio, recordings.
- Anne Calandrino asked if the BLT bargaining group has ratified on this item.
- John Boyd responded that this item has been brought to them, but it has not been ratified.
- Anne Calandrino asked why this item is being brought up now.
- John Boyd stated that SDP would allow the School District to receive better insurance rates.
- John Boyd stated that the Teamsters bargaining unit ratified the SDP.
- John Boyd stated that the School District has brought the SDP to both the instructional employees and ESP bargaining units since employees in both units are drivers.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: May 28, 2021



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that SDP addresses the driving history of employees who drive School District vehicles or their own personal vehicles to complete work tasks.
- John Boyd stated that SDP sets up an appeals committee with representatives from each union.
- Susan Compton asked if this would affect employees like bookkeepers who go to the bank.
- John Boyd responded that it would likely affect them too.
- Susan Compton stated that SDP states that you need to report an accident to your supervisor immediately.
- John Boyd stated that the language in SDP can be clarified, and he would communicate with Randy Shuttera.
- Tammy Cope-Otterson stated that if an employee is driving a School District vehicle or the employee's own personal vehicle to complete work tasks, there could be a liability issue when an accident occurs, and the owner or driver of the other vehicle would likely sue the School District.
- Anne Calandrino requested to know the number of ESPs that have had an accident in a School District vehicle.
- John Boyd stated that he would ask whether related data was available.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Professional Development Day: John Boyd

- Barbara Gleason asked whether there is a stipend for the paraprofessional trainings on June 7, 2021 and June 8, 2021.
- John Boyd stated that there is one (1) Professional Development day for ESP employee per our *Contract*.
- John Boyd stated that Management would not require an employee to come back to work after the last day of the employee's work year unless the employee was compensated.
- John Boyd stated that an employee would receive a stipend if the employee chooses to attend a training after the last day of the employee's work year.
- John Boyd stated that June 01 through 04, 2021, are scheduled workdays.
- Felicia Smith stated that she is a nine (9) month employee and is unsure when her last workday is.
- Susan Compton stated that the "Bridging the Gap: Paraprofessional Conference" is scheduled on June 07 and 08, 2021, and ESP employees who attend both days shall receive inservice points and a stipend.
- Susan Compton stated that for the Clerical Summer Conference, ten (10) month employees shall receive inservice points and a stipend, but eleven (11) and twelve (12) month employees do not get a stipend.
- Hilary De Luca stated that paraprofessionals have trainings scheduled June 01 through 04, 2021.
- Tammy Cope-Otterson stated that for employees who work 188 days a year, the last scheduled workday is June 04, 2021.
- Tammy Cope-Otterson stated that the last day for students is on Friday, May 28, 2021.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Substitute Stipend: John Boyd

- John Boyd stated that SDOC would like to counter-offer the following:
 - An ESP employee who serves as a substitute teacher for greater than two (2) hours would receive a twenty dollar (\$20.00) daily stipend.
- Nate Fancher asked whether a fulltime teacher who covers a class could receive the substitute stipend.
- John Boyd stated that if a teacher volunteers to cover another teacher's class during the teacher's planning period, then the teacher could receive Board Leave.
- Felicia Smith stated that if a teacher receives a stipend for serving as a substitute teacher, then it should be the same amount that ESP employees receive.
- Barbara Gleason stated that OCEA wants to protect ESP employees who are asked to serve as substitute teachers so often that the employees find it difficult to complete their regular work tasks.
- John Boyd stated that school administrators should monitor how often the same employees are assigned to serve as substitutes so that the employees can complete their regularly assigned work tasks without concerns.
- John Boyd stated that some school administrators rotate which ESP employees serve as substitute teachers in order to avoid these concerns, but sometimes, ESP employees might assume that it is to avoid paying the substitute stipend.
- Felicia Smith stated that ESP employees usually do not get a choice when a substitute is needed.
- Lare Allen requested data that shows how many substitute teachers SDOC calls on a given day.
- Nate Fancher stated that the information OCEA would want is how many substitute teachers did not come in one day.
- Tammy Cope-Otterson stated that today, May 20, 2021, there were fifty-three (53) absences in over fifty (50) schools.
- Tammy Cope-Otterson stated that on May 7, 2021, there were three hundred twenty (320) classroom teacher absences.
- Tammy Cope-Otterson stated that substitute teachers can collect more on unemployment than as a substitute teacher.
- Tammy Cope-Otterson stated that full-time teachers sometimes call out of work right before their work start time, and students must have adult supervision.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Vacancies: John Boyd

- John Boyd shared and reviewed Management's related counter-proposal with bargaining team members.
- John Boyd stated that ESP bargaining unit employees who apply for an advertised position should be notified in writing whether or not they have been selected for the position per our existing contract language.
- John Boyd stated that SDOC administrators/ supervisors should also follow related School District procedures.
- Tammy Cope-Otterson stated that BrassRing has a disposition letter that administrators can send.
- Tammy Cope-Otterson stated that the employees could monitor the status of each position to which the employee has applied in the Candidate Zone on BrassRing.
- Felicia Smith stated that it is embarrassing to apply and not to be told you did not get the job until you see the newly hired employee.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: TBD

Pluses

- Bargaining Leadership Team members noted the positive collaboration and communication around the table.
- John Boyd stated that he is thankful that we all have survived this school year.

Deltas

- N/A

ADJOURNED at 06:05 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, October 07, 2021
Location: SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President/Teacher	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
6	Stephen Fisher	Computer Technician	Gateway High School	<input checked="" type="checkbox"/>
7	VACANCY			<input checked="" type="checkbox"/>
8	VACANCY			<input checked="" type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Yuling Liu	Director	Business & Finance	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Kristie Rupchand	OCEA
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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 02:17 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Sarah Graber
Rationale:	Felicia Smith
Salary and Fringes:	Barbara Gleason
Goals:	Susan Compton
Guest Protocol:	N/A
Speaking Order:	Susan Compton
Time Keeper:	Felicia Smith

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- Barbara Gleason introduced Stephen Fisher as a new member for the ESP Bargaining Leadership Team.

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that Management does not agree to add salaries and benefits to the agenda since both parties ratified a three (3) year salaries and benefits settlement last spring.
- John Boyd provided a copy of *Article VI, Section B. Permissive Reopenings* in the documents packet for each bargaining team member.
- Barbara Gleason stated that the Teamsters Salaries and Benefits Package was for three (3) years.
- John Boyd stated that he understood OCEA's concern and that he would share it with School District Leadership.

Substitute Stipend: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's Substitute Stipend proposal:
 - Barbara Gleason stated that OCEA requests that when a professional support staff employee is utilized as a substitute teacher, the following daily stipend rate shall apply:
 - A total of two (2) to four (4) hours equals a \$50 daily stipend.
 - A total of greater than four (4) hours equals \$100 daily stipend.
- John Boyd stated that Management would be able to pay ESP employees a flat rate of \$20 over two (2) hours of work in a classroom as a substitute teacher.
- John Boyd stated that some school principals do this already.
- John Boyd stated that it would be easier to pay a flat rate amount instead of keeping track of hours.
- Barbara Gleason asked what would happen if ESP employees are assigned to cover three (3) gym classes.
- Susan Compton asked whether the stipend would be \$20 for 80-100 students.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: October 14, 2021

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that there should not be more than forty (40) students for one (1) substitute to supervise.
- John Boyd stated that if this happens Management needs to know so that they ensure that everyone is safe.
- Nate Fancher stated that one (1) instructor per 100 students is not a good idea.
- Sarah Graber clarified that ESP employees who cover classes receive their regular pay and an extra \$20 per day.
- John Boyd stated that it is cheaper to pay the \$20 than to pay for a substitute teacher.
- Felicia Smith stated that there are daily postings of uncovered classes, and these students are sent to the cafeteria.
- Nate Fancher stated that there are more vacancies now than in his twenty (20) years in education and asked whether the School District could increase the rate of pay for substitute teachers.
- John Boyd stated that the School District just increased the rate of pay for substitute teachers in September.
- Barbara Gleason asked how long it would take for the School District to respond to a Public Records Request for substitute data.
- Sarah Graber stated that she has requested for Tammy Cope-Otterson to provide data on substitute teachers.
- John Boyd stated that it depends upon the Public Records Request made and available records.
- John Boyd clarified that if a Public Records Request requires the government agency to create a new record, then Management does not have to create a new record because the record does not exist.
- John Boyd stated that Management does want to provide OCEA with its requests for data to demonstrate collaboration, but creating new reports takes time.
- Barbara Gleason stated that there are 219 ESP employee vacancies.
- Barbara Gleason stated that OCEA would like to know how long these vacancies have been posted.
- Barbara Gleason stated that she was caught off guard that the job description for Nurses was being changed.
- Barbara Gleason stated that OCEA requested Tammy Cope-Otterson to provide a training session on BrassRing.
- Barbara Gleason shared OCEA's proposed contract language for employee transfers.
- Felicia Smith stated that it is not fair for a school principal to hold someone from transferring to another position.
- Felicia Smith stated that she knows of an ESP employee whose school principal told her that she could not transfer until they had someone to cover her, so the employee resigned to take a job in Orange County.
- Sarah Graber asked whether there was a School District policy that delays employee transfers.
- Barbara Gleason stated that transfers can happen at any time.
- Barbara Gleason stated that it is not fair for the transfer process to drag on for weeks.
- Sarah Graber stated that the transfer process should not be more than thirty (30) days.
- Nate Fancher stated that thirty (30) days seemed extremely fair.
- Daryla Bungo stated that School Board Rules state that employees should give two (2) weeks' notice to remain in good standing if the employee decides to return to work for the School District.
- Daryla Bungo stated that it is unusual and unfortunate for employee transfers to be delayed.
- Sarah Graber asked why administrators have the authority to delay a transfer.
- Nate Fancher stated that without a clear policy, employees will do as they wish.
- John Boyd stated that he believes in policy and firmness.
- John Boyd stated that thirty (30) days is fair but stated there needs to be some flexibility.
- Sarah Graber asked whether the administrator told the employee that they could not take the job.
- Felicia Smith responded yes, the administrator did that.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: October 14, 2021

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that the two (2) administrators should be communicating and agree upon a transfer date.
- John Boyd stated that he would share OCEA's concerns about employee transfers with School District Leadership.
- Felicia Smith stated that the reason behind this discussion is that employees are looking to be promoted.
- Felicia Smith stated that she knows of twelve (12) employees who have not had a review in five (5) years.
- Nate Fancher asked whether Felicia Smith meant final summative employee evaluations.
- Felicia Smith stated that yes, she was.
- Sarah Graber stated that she would take this information about evaluations to School District Leadership.
- Felicia Smith stated that employees need to know in which areas the employees are lacking so that they can grow.
- John Boyd stated that administrators should provide feedback so that they can help employees grow.
- Barbara Gleason stated that when employees do not get a job for which they applied, BrassRing does not communicate why so that the employees can improve.

MOU re: \$1,000 ESP Supplement: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's proposed Memorandum of Understanding (MOU) re: \$1,000 ESP Supplement:
 - Barbara Gleason stated that on June 2, 2021, Governor DeSantis signed SB2500, which among other things, appropriated funds to the Florida Department of Education to provide a nonrecurring bonus in the amount of \$1,000 payable to fulltime classroom instructional employees, certified pre-kindergarten instructional employees, and Principals.
 - Barbara Gleason stated that the parties trust that all employees should be included in this benefit and accordingly desire to offer premium pay to fulltime employees who are excluded from the bonus provided in SB2500.
 - Barbara Gleason stated that the parties believe in the interest of rewarding employees for their endurance, commitment, and outstanding effort in the face of an unprecedented emergency, Osceola County Education Association (OCEA) staff professionals propose the following:
 - Therefore, the parties agree on the terms and conditions set forth herein:
 - SDOC, in good faith, will honor a one-time offer of a non-recurring net pay supplement of \$1,000 for all full-time education staff professionals following districts across the State of Florida using supplement guidelines provided by the State of Florida on classroom instructional employees supplement (SB2500).
 - Barbara Gleason stated that fulltime education staff professional covered in the bargaining unit, excluded from the bonus under SB2500, who were employed by the district prior to December 19, 2020 and remained employed with the district until at least October 1, 2021, will be paid \$1,000 after any applicable taxes.
 - Barbara Gleason stated that employees on a leave of absence for the entire 2020-2021 school year do not qualify for this payment.
 - Barbara Gleason stated that this payment is non-recurring and does not become part of the employee's base salary.
 - Barbara Gleason stated that this pay shall be distributed within thirty (30) days of this MOU.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

ESP Retention Incentive Supplement: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's proposed contract language for an ESP Retention Incentive Supplement:
 - Barbara Gleason stated that in order to maintain, as well as attract quality Education Staff Professional in the future, it is OCEA's belief that the School District of Osceola County will need to offer competitive salaries and benefits which are comparable with local and surrounding counties' businesses.
 - Barbara Gleason stated that the School District's Goal 2C-Strategy statement is to develop and retain our workforce to reduce turnover of high-quality employees.
 - Barbara Gleason stated that OCEA requests that the School District provide a one-time employee Retention Incentive Supplement for Education Staff Professionals using the following scale:
 - Fifteen (15) or more years of experience = \$3,000
 - Eight (8) to fourteen (14) years of experience = \$2,000
 - One (1) to seven (7) years of experience = \$1,000
 - Barbara Gleason stated that OCEA requests that this supplement for the 2021-2022 school year shall be paid no later than December 05, 2021.
- John Boyd restated that ratified a three (3) year salaries and benefits settlement last spring.
- Barbara Gleason stated that some ESP employees are paid \$11.92 per hour.
- Barbara Gleason stated that at retail and restaurants people get paid more per hour.
- Barbara Gleason stated that some restaurants are now paying their employees who are also being tipped.
- Barbara Gleason stated that there is no reason why ESP employees would not leave the School District to go elsewhere.
- Barbara Gleason stated that the reason ESP employees leave the School District is that there is no incentive in pay.
- John Boyd stated that ESP employees stay because of the working relationships we build with them.
- Barbara Gleason stated that the School District needs to provide incentives to recruit ESP employees.
- Stephen Fisher stated that the turnover rate for computer technicians is 80%.
- Stephen Fisher stated that computer technicians get trained and then leave to go work elsewhere for higher pay.
- Stephen Fisher stated that ESP employees are leaving the School District.
- Felicia Smith stated that the School District needs to provide incentives for ESP employees to stay.
- John Boyd stated that 700,000 American people have died from Coronavirus/COVID-19 and that affects the shortage of labor in the United States.
- John Boyd stated that it is good to have conversations about how to keep employees.
- Stephen Fisher stated that people got used to receiving money from the Federal Government.
- John Boyd stated that the State of Florida did not get as much money as others.
- Barbara Gleason stated that some administrators do not speak to their subordinate employees.
- Barbara Gleason stated that there needs to be fun things to do to build employee morale.
- Nate Fancher stated that school has to be enjoyable for both students and employees.
- John Boyd stated that the Lavonna Roth training that is scheduled is one way to build relationships and a positive workplace environment.
- John Boyd stated that Management wants to retain ESP employees.
- John Boyd stated that he would share OCEA's requests with Leadership.
- John Boyd stated that the MOU re: Union-Management Meetings (UMMs) in the documents packet for each bargaining team member, and the meetings are scheduled on the calendar.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: **Thursday, November 18, 2021**
4:30 PM – 6:00 PM
SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

Pluses

- Bargaining Leadership Team members complimented and thanked Management for the refreshments.
- John Boyd stated that it is nice to be meeting face-to-face again.
- Bargaining Team members thanked Lauren Haddox for providing the flu and COVID-19 vaccine booster shots.

Deltas

- John Boyd stated that he hopes we can get rid of Coronavirus/Covid-19.

ADJOURNED at 03:36 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Wednesday, November 10, 2021
Location: SDOC Transportation Department, International Room
 401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President/Instructional employees	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input type="checkbox"/>
5	Felicia Smith	Office Aide	Celebration High School	<input checked="" type="checkbox"/>
6	Stephen Fisher	Computer Technician	Information & Technology Division/Gateway High School	<input checked="" type="checkbox"/>
7	VACANCY			<input checked="" type="checkbox"/>
8	VACANCY			<input checked="" type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
6	Yuling Liu	Director	Business & Finance	<input type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Omar Torres Chevres	School Support Services
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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:49 PM

Meeting Protocol	
Mission Statement:	Felicia Smith
Philosophy:	Barbara Gleason
Rationale:	Felicia Smith
Salary and Fringes:	Barbara Gleason
Goals:	Felicia Smith
Guest Protocol:	John Boyd
Speaking Order:	N/A
Time Keeper:	N/A

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

MOU re: Union-Management (UMMs): John Boyd/Barbara Gleason

- John Boyd shared and reviewed the *MOU re: Union-Management Meetings (UMMs)*.
- Anne Calandrino asked Mr. John Boyd if he needed to attend every UMM meeting.
- John Boyd responded that he did not have to be at every meeting.
- John Boyd stated that OCEA could meet with just their team if they would like.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item

Substitute Stipend: John Boyd/Barbara Gleason

- John Boyd shared and reviewed SDOCs counterproposal for Substitute Stipend:

ARTICLE XIII: HOURS OF WORK Section J. Substitute Stipend

When a Professional Support Staff employee is utilized as a substitute teacher, the following daily stipend rates shall apply:

- ~~A total of two (2) to four (4) hours equals a ten dollar (\$10.00) daily stipend.~~
- A total of greater than ~~four (4)~~ two (2) hours equals a twenty dollar (\$20.00) daily stipend.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: November 18, 2021



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that some economists predict that the need for more substitute teachers and instructional employees will subside in January 2022.
- Barbara Gleason stated that some employees are not being paid the substitute stipend when they are assigned to substitute for teachers.
- Barbara Gleason stated that a bookkeeper was told that she may receive her extra pay for 101 hours in November.
- Anne Calandrino stated that she sent an email to a bookkeeper's school principal because the secretary stated that everyone was paid, but some received Board Leave and were not paid the contractual substitute stipend.
- Barbara Gleason stated that some administrators have started paying employees \$20.
- Felicia Smith stated that some employees are not being paid \$20 at all.
- Felicia Smith stated that \$20 is not fair.
- Stephen Fisher stated that instructional employees are receiving full pay.
- Stephen Fisher stated that he agreed that \$30 is unacceptable.
- John Boyd stated that bargaining team members should dismiss the idea of a flat rate idea because it reduces paperwork and expedites payment.
- Stephen Fisher asked Mr. John Boyd why he believed that things would be different in January.
- John Boyd responded that he believed employees will come back to work due to the decrease of Coronavirus/ COVID-19 case numbers and federal benefits running out.
- Barbara Gleason stated that the Coronavirus/COVID-19 numbers were better this month.
- Daryla Bungo stated that she has interviewed 144 people since July 1, 2021.
- Daryla Bungo stated that when she interviews, she shows the candidates their potential pay.
- Daryla Bungo stated that out of the three (3) interviews she had today, two (2) accepted because of benefits.
- Daryla Bungo stated that SDOC is one of the few employees who still offers a pension.
- Daryla Bungo stated that she has had Ms. Diana Martinez from Human Resources talk to her employees/candidates.
- Felicia Smith stated that the positions in Student Services are not starting at \$11 per hour.
- Stephen Fisher stated that Disney employees receive \$17 per hour.
- John Boyd stated that some people believe that if SDOC increases salaries that they would not have any vacancies, but one Florida school district raised bus driver pay to \$19 per hour and still has a shortage of bus drivers.
- Felicia Smith stated that she has met a paraprofessional who has not had a lunch since September, but the instructional employees still take lunch.
- Daryla Bungo stated that she could not believe that some employees do not take a lunch.
- Felicia Smith stated that in the past, an administrator told the employee to work through lunch.
- John Boyd stated that Management cares and wants employees to take the contractual thirty minute duty-free lunch.
- Daryla Bungo state that she agreed with Mr. John Boyd.
- Barbara Gleason stated that ESP employees are not being told to take their lunch.
- Daryla Bungo stated that there should be a standard procedure for who to call when the needs to take lunch.
- John Boyd stated that Principals should communicate to instructional employees that paraprofessionals must take a lunch.
- Daryla Bungo stated that a reminder in the Assistant Superintendents' newsletter is a good start.
- John Boyd stated that he would prepare the reminder for a future newsletter.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: November 18, 2021

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Both parties agreed to recess from 5:22 PM to 5:29 PM.

Vacancies: John Boyd/Barbara Gleason

- John Boyd shared and reviewed Management's response to OCEA's proposed contract language regarding vacancies:

"Management does not consider this proposed change to our existing contract language as necessary at this time for the following reasons:

- Management provides feedback to employees who apply for School District vacancies through its digital employment platform (e.g., BrassRing) and supervising administrator communications.
- Management provides online, on demand support for employees who apply for School District vacancies through its digital employment platform (e.g., BrassRing).
- Management provides employee assistance via phone and e-mail for employees who apply for School District vacancies through its digital employment platform (e.g., BrassRing)."
- Anne Calandrino stated that candidates should be told in writing if they have not been selected.
- John Boyd agreed that it should be in writing if someone got the job or not.
- Felicia Smith stated that administrators either do not know how to use BrassRing or do not know that it is available.
- Barbara Gleason asked if there was a response from Management on the language that OCEA proposed regarding the timeliness of transfers.
- John Boyd apologized that he omitted it and would include it for the next meeting.
- John Boyd stated that he agreed making people wait to transfer for a semester is disrespectful.
- Barbara Gleason stated that BrassRing is not user-friendly.
- Barbara Gleason stated that she knows of an employee who applied to a position, and the next day it was filled, but no one from that facility appeared to know that he applied.
- John Boyd stated that Mr. Peter Thorne would look into that concern and provide retraining if needed.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Retention Incentive Supplement: John Boyd/Barbara Gleason

- John Boyd shared and reviewed SDOCs counterproposal for Retention Incentive Supplement:

"Management does not consider this proposed change to our existing contract as necessary at this time for the following reasons:

- On April 08, 2021, and May 04, 2021, both OCEA and the Osceola County School Board reached tentative agreement upon a three (3) year salaries and benefits package proposal for the 2020-21, 2021-22, and 2022-23 school years.
- On April 21, 2021, and May 04, 2021, both parties respectively ratified this three (3) year salaries and benefits settlement that does not expire until June 30, 2023.
- The terms and conditions of this settlement include the following relevant items:
 - 2020-21 School Year Salary Negotiations

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: November 18, 2021



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- One-time, non-recurring supplement per ESP bargaining unit employee equal to the greater of \$700.00 or three percent (3%) of the employee's annual base salary;
- Two (2) additional paid non-workdays for twelve (12) month employees [e.g., Rodeo Day and one (1) additional day during Spring Break] in appreciation for the diligence of our twelve (12) month employees who have worked throughout the pandemic, including during the spring school closure period;
- 2021-22 School Year Salary Negotiations
 - \$0.30 cents per hour salary increase for each ESP bargaining unit employee;
- 2022-23 School Year Salary Negotiations
 - One-time, non-recurring supplement per ESP bargaining unit employee of \$750.00;
 - One-time, one-paycheck benefits premium deduction holiday per ESP bargaining unit employee
- *Article VI: Negotiations, Section B. Permissive Reopenings, states: "Either party may ask to reopen negotiations at any time on any item, but negotiations shall only be reopened by mutual agreement and then only on those subjects that are mutually agreed upon."*
- Management does not agree to reopen salaries and benefits negotiations (e.g., Retention Incentive Supplement) for the 2021-22 or 2022-23 school years at this time."
- Stephen Fisher stated that he felt strongly that ESP employees have done a lot of work during the pandemic, and Management needs to compensate them with a supplement as a thank you for their hard work.
- Anne Calandrino stated that OCEA's proposal is a one-time supplement, and other employees have received a similar supplement already.
- Stephen Fisher stated that the amount of vacancies is equivalent to \$100,000 per week.
- Stephen Fisher stated that OCEA's proposal would mean everything to their ESP members.
- Barbara Gleason stated that she did not consider this a benefit.
- Barbara Gleason asked where is the compassion and grace that ESPs gave to others.
- Anne Calandrino asked whether employees in Purchasing received \$1,000.
- Tammy Cope-Otterson responded that no, only instructional employees received \$1,000.
- Barbara Gleason asked whether non-bargaining employees received a salary increase.
- Tammy Cope-Otterson responded that yes, non-bargaining employees did receive a three percent (3%) salary increase.
- John Boyd reviewed the 2020-21 through 2022-23 salaries and benefits settlement that both parties ratified last spring.
- Tammy Cope-Otterson stated that administrators would get salary increase depending on their evaluations. Administrators rated "Highly Effective" would receive a two percent (2%) salary increase, and administrators rated "Effective" would receive a one and one-half percent (1.5%) salary increase.
- Lare Allen stated that Teamsters received a three percent (3%) salary increase.
- Barbara Gleason stated that everyone received a three percent (3%) salary increase.
- Barbara Gleason stated that she did not consider a supplement a benefit.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that Management does value ESP employees and ensured that ESP employees kept their jobs and received their paychecks while they were required to stay at home during the height of the pandemic.
- Stephen Fisher stated that the money was already budgeted to pay them during that time.
- John Boyd responded that we still should not take for granted Management's decision to do what Management did because other school districts laid off or furloughed employees without pay.
- Tammy Cope-Otterson stated that twelve (12) month employees worked through the pandemic while their co-workers were at home or doing other things.
- Tammy Cope-Otterson stated that twelve (12) month employees were terrified to come to work at the time because so much was unknown about the virus.
- Tammy Cope-Otterson stated that the School District made sure that their employees would not lose money during that time.
- Felicia Smith stated that if she had been laid off, she would have been eligible to receive \$600 per week which would be more than what she is currently making.
- Tammy Cope-Otterson responded that she could have lost her benefits.
- Felicia Smith asked Ms. Tammy Cope-Otterson what she considers a benefit.
- Tammy Cope-Otterson responded that she considers health-insurance a benefit.
- Daryla Bungo responded that she considers retirement a benefit.
- John Boyd stated that supplements are considered benefits.
- Barbara Gleason stated that ESP employees receive pay at the poverty level.
- Tammy Cope-Otterson stated that she disagreed with Ms. Barbara Gleason.
- Tammy Cope-Otterson stated that our School District helps paraprofessionals become instructional employees.
- Felicia Smith stated that many ESP employees work a second job including herself.
- Felicia Smith stated that a \$0.30 cent salary increase is not enough.
- Felicia Smith stated that many ESP employee are one paycheck away from being homeless.
- Stephen Fisher stated that OCEA is only asking for a one-time supplement.
- April Isaacs stated that many ESP employees called their schools because they wanted to help during the pandemic.
- John Boyd stated that during the height of the pandemic, ESP employees were not allowed to come to work because it was considered unsafe.
- John Boyd stated that what is happening throughout Florida is that employees seem to feel that because instructional employees received a \$1,000 supplement, then all other employees should receive it too, but Management does not share this same idea.
- Felicia Smith stated that not all ESP employees will receive Rodeo Day as an additional benefit this school year.
- Felicia Smith stated that it really was an insult when the School Board did not ratify the first tentative agreement reached last school year.
- Felicia Smith stated that OCEA would never again agree to more than a one-year deal.
- Stephen Fisher agreed that it would never happen again.
- John Boyd stated that both parties reached tentative agreement and ratified the three year settlement.
- Anne Calandrino stated that Management has the money for the supplement, but they just do not want to pay it to ESP employees.
- Stephen Fisher stated that Management needs to give ESP employees an incentive to stay.
- Felicia Smith stated that it is disgusting for Management not to give a retention supplement to employees who have stayed.
- Barbara Gleason stated that it would be good to say to potential employees to come work her because Management makes you feel special.
- Tammy Cope-Otterson stated that she thanks her employees daily for showing up.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: November 18, 2021

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that stay interviews allow for positive conversations and do make employees feel special.
- Tammy Cope-Otterson stated that information gathered from stay interviews can be used to determine what professional development is needed.
- Tammy Cope-Otterson stated that the School District is one of very few school districts that still provides up to a \$1,000 inservice supplement to eligible ESP employees who complete the inservice points required.
- Daryla Bungo stated that administrators and other employees do not receive this supplement.
- Felicia Smith asked when do ESP employees have time to complete training when they work two (2) jobs.
- Felicia Smith stated that the reality is that the inservice supplement is not available to most ESP employees.
- John Boyd stated that the Coronavirus/ COVID-19 pandemic has limited some training opportunities, but many are still available online on demand for all employees.
- John Boyd stated that it is true that administrators have not been able to permit employees to leave campus to attend face to face trainings.
- Felicia Smith responded that Management did not make \$11 per hour during the pandemic.
- Stephen Fisher stated that every year there is money for new programs for instructional employees to help students.
- John Boyd stated that most of the money for instructional employees' programs comes from federal grants and state categorical funds that are earmarked and limited for those purposes.
- John Boyd stated that he will ask Management to consider more training opportunities for ESP employees.
- Barbara Gleason stated that the School District has the money for OCEA's proposed ESP supplement, and it is one opportunity to show gratitude.
- John Boyd stated that Management would like to include paraprofessionals in more instructional employees' trainings.
- Barbara Gleason asked whether OCEA can choose someone to serve on the Professional Development and Safe Driver Plan Committees.
- John Boyd stated that OCEA can contact Ms. Lauren Haddox for the Safe Driver Plan Committee and Ms. Janice Franceschi for the Professional Development Committee.
- John Boyd stated that this bargaining unit has not agreed to an MOU re: Safe Driver Plan.
- John Boyd shared state information regarding pay for school support staff employees.
- John Boyd stated that the School District is two (2) years ahead of schedule by paying ESP employees about \$12 per hour.
- John Boyd stated that state law requires the School District must pay every employee at least \$15 per hour by 2026.
- John Boyd stated that some of the data in the state reports are not apple to apples comparisons due to the number of hours worked or whether lunch is paid time or not.
- John Boyd stated that he would e-mail digital copies of Florida Department of Education (FLDOE) data to ESP bargaining team members.
- Anne Calandrino asked whether OCEA should contact Ms. Lauren Haddox for the Safe Driver Plan Committee and Ms. Janice Franceschi for the Professional Development committee.
- John Boyd responded that he would like both parties to communicate with each other so that OCEA is included on these School District committees.
- John Boyd stated that will communicate OCEA's concerns to School District Leadership.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: November 18, 2021

Page 8 of 9



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: **Thursday, January 20, 2022**
 4:30 PM – 6:00 PM
 SDOC Transportation Department, International Room
 401 Simpson Road, Kissimmee, FL 34744

Pluses

- Bargaining Leadership Team members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 06:32 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, January 20, 2022
Location: SDOC Transportation Department, International Room
 401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President/Instructional employees	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Omar Torres	Computer Technician	Information & Technology Division/School Support Services	<input checked="" type="checkbox"/>
6	Stephen Fisher	Computer Technician	Information & Technology Division/Gateway High School	<input checked="" type="checkbox"/>
7	VACANCY			<input checked="" type="checkbox"/>
8	VACANCY			<input checked="" type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Tammy Otterson	Chief	Human Resources	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Kettly Aime	Boggy Creek Elementary
Luz Baez	Boggy Creek Elementary
Wilmaris Gonzalez	Boggy Creek Elementary
Emily Gorentz	Boggy Creek Elementary
Alexandra Ortiz	Highlands Elementary
Michelle Ortiz	Boggy Creek Elementary
Rachel Randolph	Highlands Elementary
Marilyn Rodriguez	Cypress Elementary
Kristie Rupchand	OCEA
Zairy Saez	Boggy Creek Elementary
Kamla Sankar	Boggy Creek Elementary
Heidi Vanegas	Boggy Creek Elementary
Marysia Vurro	Highlands Elementary



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:47 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	John Boyd
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	Susan Compton
Time Keeper:	Tammy Cope-Otterson

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- John Boyd introduced Omar Torres as a new Bargaining Team Member for the Osceola County Education Association (OCEA).

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together was sent to ESP members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Substitute Stipend: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed SDOC's counter-proposal:
 - When a Professional Support Staff employee is utilized as a substitute teacher, the following daily stipend rate shall apply:
 - A total of two (2) to four (4) hours equals a twenty-five dollar (\$25.00) daily stipend.
 - A total of greater than four (4) hours equals a fifty dollar (\$50.00) daily stipend
- Barbara Gleason stated that OCEA will need to discuss Management's proposal.
- John Boyd stated that it is our past practice that when one party proposes an MOU or contract language, then the other side shall have at least until the next scheduled meeting to review it before a vote.
- Barbara Gleason stated that the lowest pay for Instructional employees is \$33 per hour.
- Barbara Gleason stated that some paraprofessionals are assigned to substitute in auditoriums with three (3) to four (4) classes and are not being paid per class.
- John Boyd clarified that Management has never paid ESP employees to substitute per class and has only paid by the hour for substitute duties.
- Stephen Fisher stated that in other central Florida counties, certified paraprofessionals are paid \$30 for two and half (2 1/2) hours, and the amount is doubled for five (5) hours to \$60 with a maximum of \$90 per day, and uncertified paraprofessionals receive \$10 less.
- Stephen Fisher stated that paraprofessionals have a lot of responsibility, and the paraprofessional job description has not been updated since 2002.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: January 24, 2022

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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Tammy Cope-Otterson stated that job descriptions are generic and state what can happen in the day.
- Barbara Gleason stated that paraprofessionals have been writing their own lesson plans at last minute before subbing a class.
- John Boyd stated that ESP employees have no obligation to write lesson plans, and that duty is the responsibility of a certified Instructional employee only.
- John Boyd stated that ESP employees have a right to inform their supervising administrators whenever they are not provided with a lesson plan.
- Anne Calandrino stated that one of today's guest is an ESOL Paraprofessional but refers to herself as a Substitute Teacher.
- Nate Fancher stated that both OCEA and Management want what is best for our students.
- Nate Fancher stated that he agreed that paraprofessionals do not get paid enough.
- Barbara Gleason asked how many ESP positions are vacant.
- Tammy Cope-Otterson stated that there are 219 vacant support staff positions, but some of those may be Teamsters positions in School Nutrition Services.
- Tammy Cope-Otterson stated that sixty-one (61) paraprofessionals and ten (10) support staff employees have been promoted to Instructional positions.
- Tammy Cope-Otterson stated that these promotions contribute to the shortage of paraprofessionals but help to reduce the shortage of teachers.
- Barbara Gleason stated that a bonus for ESP employees should be considered.
- Stephen Fisher stated that businesses are distributing bonuses to retain their employees.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Vacancies: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed SDOCs counter-proposal for Vacancies:
 - Management does not consider this proposed change to our existing contract language as necessary at this time for the following reasons:
 - Management provides feedback to employees who apply for School District vacancies through its digital employment platform (e.g., BrassRing) and supervising administrator communications.
 - Management provides online, on demand support for employees who apply for School District vacancies through its digital employment platform (e.g., BrassRing).
 - Management provides employee assistance via phone and e-mail for employees who apply for School District vacancies through its digital employment platform (e.g., BrassRing).
- John Boyd stated that Management believes that this agenda item can be addressed without contract language.
- Susan Compton stated that applicants should be notified in writing that the interviewer has hired someone else, and it is frustrating for applicants when they receive no feedback.
- Tammy Cope-Otterson stated that applicants need to go to the Candidate Zone in BrassRing to see the status of their application.
- Tammy Cope-Otterson stated that the Candidate Zone in BrassRing will notify the applicant whether a position has been filled.
- Barbara Gleason asked what the School District was doing to encourage employees to apply for vacant positions.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Tammy Cope-Otterson stated that:
 - Human Resources offers an English/ Spanish class called ‘How To Become a Teacher.’
 - ALCO offers an ESOL class so that people can work on their English.
 - Information and Technology Division is hiring their interns.
- Barbara Gleason stated the Management needs to offer in-house preference.
- Tammy Cope-Otterson clarified the legal requirements for veteran preference.
- Nate Fancher asked Ms. Barbara Gleason if she meant a preference for in-house to be interviewed or be provided a letter that they were not selected for employment.
- Barbara Gleason responded both.
- Barbara Gleason stated that current employees should be offered an interview.
- Nate Fancher stated that he has vacancies in which he has received no applicants.
- John Boyd stated that employees can ask administrators what they can do to improve their skills and chances for being selected and hired.
- Barbara Gleason asked what the School Board policy for returning email is.
- John Boyd responded that it has always been 24 hours.
- Stephen Fisher stated that Mr. John Boyd said in the last meeting that things were going to get better in January and wanted to know if that is still the case.
- John Boyd responded that employee absences are improving, and the COVID-19 infection rate should improve by the end of the month, but it depends upon everyone’s behavior.
- Stephen Fisher stated that providing a bonus would be the answer.
- John Boyd stated that money alone would not solve the problem, and working conditions matter just as much if not more.
- Susan Compton stated that many people are struggling with BrassRing.
- Tammy Cope-Otterson stated that if anyone is having trouble with BrassRing, they should contact Ms. Diana Martinez in Human Resources.
- Susan Compton asked what the absentee rate was for Instructional employees during the first week of January.
- Tammy Cope-Otterson stated that in the first week back of the new year there were 319 Instructional employee absences, which is a 43% increase from last year
- Tammy Cope-Otterson stated that in the last working week of December 2021, there were 471 Instructional employee absences.
- Tammy Cope-Otterson stated that Human Resources continues to recruit and hire substitute teachers.
- Tammy Cope-Otterson stated that people are not applying, and some applicants who receive an interview do not show.
- Stephen Fisher stated that the solution is salary increases.
- John Boyd stated that money is not always the answer, and that the School District did increase substitute pay at the beginning of the current school year.
- Susan Compton stated that many employees are leaving the district because they feel that they will not be promoted.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Transfers: John Boyd/ Barbara Gleason

- John Boyd stated that Management does not consider this proposed change to our existing contract as necessary at this time and commits to working with individual employees who seek to transfer in an efficient and feasible manner.
- John Boyd stated that Management believes two (2) weeks should be enough to complete the transfer process because otherwise, the employee may quit and apply to work at another school or school district.
- John Boyd stated that Human Resources will help transfers happen in a feasible manner.
- Anne Calandrino stated that she believes thirty (30) days is a long time.
- John Boyd stated that he agreed with Ms. Anne Calandrino and that the employee may want the transfer timeframe to be delayed or accelerated.
- Susan Compton asked what the employee can do if the administrator does not want the transfer to take place or delays the transfer.
- John Boyd responded that employees in these situations should contact Human Resources.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Professional Development (PD): John Boyd/ Barbara Gleason

- Susan Compton shared and reviewed OCEAs proposal on Professional Development:
 - *One (1) paid Professional Development Day for bargaining unit eligible Professional Support Staff employees shall be given per year in the month of October. Professional Support Staff will take the professional development of their choice from list provided by the Professional Development Department. The Professional Development Department will provide a minimum of 25 courses that will encompass all ESP job categories (Clerical, Paraprofessionals including ESE and VPK, Information Technology, Nurses and Extended Day).*
- Susan Compton stated that ESPs feel that they have lost their PD Day for two (2) years since it was moved to Pre-Planning, and too few offerings were job-specific.
- Barbara Gleason thanked John Boyd for bringing OCEA's proposals to School District Leadership.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: **Thursday, February 17, 2022**
 4:30 PM – 6:00 PM
 SDOC Transportation Department, International Room
 401 Simpson Road, Kissimmee, FL 34744

Pluses

- Bargaining Leadership Team members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 06:10 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, February 17, 2022
Location: SDOC Transportation Department, International Room
 401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President/Instructional employees	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Stephen Fisher	Computer Technician	Information & Technology Division/Gateway High School	<input checked="" type="checkbox"/>
6	Omar Torres	Computer Technician	Information & Technology Division	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Angela Barner	Director	Business & Finance	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Kim Castro Stevens	Hickory Tree Elementary
Miguel Claussell	Kissimmee Elementary
Jose Gonzalez	Business & Fiscal Services
Emily Gorentz	Boggy Creek Elementary
Dr. Carl Howard	Osceola High School
April Isaacs	St. Cloud High
Janet Moody	Narcoossee Elementary
Zahira Pena Andino	Sunrise Elementary
Karen Pruitt	PATHS
Kristie Rupchand	OCEA



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:39 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	Stephen Fisher
Salary and Fringes:	Stephen Fisher
Goals:	Stephen Fisher
Guest Protocol:	N/A
Speaking Order:	Susan Compton
Time Keeper:	Tammy Cope-Otterson

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- John Boyd introduced Angela Barner as a new Bargaining Team Member for the Osceola County School Board.

Response to School Board's Announcement on Tuesday, February 15, 2022: John Boyd/ Barbara Gleason

- John Boyd stated that the School Board took emergency action on Tuesday, February 15, 2022 to approve the following:
 - \$500 non-recurring supplement to all employees (excluding substitute employees) to be paid out before Spring Break 2022.
 - An increase to the minimum wage for employees to \$15.00 an hour effective July 1, 2022. All ESP and Teamsters bargaining unit employees already making over \$15.00 an hour will receive a \$0.30 an hour recurring salary increase. All non-bargaining support staff already making over \$15.00 an hour will receive a 2% recurring salary increase.
 - The Osceola County School Board and Unions have already agreed to the following in addition for the 2022-2023 fiscal year:
 - Teachers - A non-recurring retention incentive supplement in the amount of \$50 for each year of verified eligible experience will be paid to each instructional employee who has 10 or more years of verified eligible experience. Salary negotiations for the 2022-2023 school year for educators will resume if the Florida Legislature appropriates additional funds for the Teacher Salary Increase Allocation or other similar specific compensation for instructional employees and legislates related terms and conditions.
 - ESP & Teamsters Bargaining Unit Employees - These employees will receive a non-recurring supplement of \$750.
 - Non-Bargaining Support Staff and Administrators - These employees will receive a non-recurring supplement of 3.5%.
- Barbara Gleason stated that the School Board's items were a happy surprise and a good start.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Barbara Gleason stated that OCEA would like to make a counter-proposal to add the following items in addition to the School Board's items:
 - *MOU re: One-Time, Non-Recurring \$1,000 Bonus for All ESP Employees*
 - *MOU re: One-Time Retention Incentive Bonus for All ESP Employees*
 - 15 or more Years of Experience = \$3,000
 - 8 to 14 Years of Experience = \$2,000
 - 1 to 7 Years of Experience = \$1,000
- Barbara Gleason asked whether taxes would be taken out of the \$500 supplement that School Board members has offered to employees.
- John Boyd responded that yes, taxes would be taken out.
- Barbara Gleason asked why the salary increases would be effective July 01, 2022, and not now.
- John Boyd stated that currently, the Florida Senate wants Florida's minimum wage to be \$15 per hour by October 01, 2022, and with our School Board's emergency action, SDOC employees would receive the salary increase three (3) months sooner.
- Stephen Fisher asked how our School Board came up with the \$0.30 per hour salary increase for some employees.
- Stephen Fisher stated that increasing the minimum wage to \$15 per hour is a huge increase for some employees, but the majority of employees will receive the \$0.30 cents per hour salary increase.
- John Boyd stated that the 0.30 cents per hour salary increase matches what both parties ratified and what ESP employees have already received for this school year.
- Barbara Gleason asked why ESP employees were not provided a two percent (2%) raise like non-bargaining employees.
- John Boyd stated that no one bargains for non-bargaining unit employees.
- Tammy Cope-Otterson stated that non-bargaining employees are salaried employees.
- Stephen Fisher stated that he has never seen overtime pay.
- Tammy Cope-Otterson responded to Mr. Fisher that he needed to address that issue with his administrator.
- Susan Compton stated that the salary increase should have been a two percent (2%) raise or \$0.30 cents per hour salary, whichever is higher.
- Stephen Fisher asked how the district is disseminating Title I funds.
- Stephen Fisher stated that many other counties are giving Title I funds directly to their employees.
- Sarah Graber responded that she would be able to provide a response to Mr. Fisher at the next meeting.
- Sarah Graber stated that the Title I Director could come to one of the bargaining meetings to speak on this topic.
- Stephen Fisher stated that other school districts have awarded a \$1,000 one-time supplement to all of their employees.
- John Boyd stated that both parties ratified a three-year salary package or ESP employees.
- John Boyd stated that ESP will receive a one-time, non-recurring supplement of \$750 for the upcoming 2022-23 school year and would receive an additional \$500 supplement for this 2021-22 school year which equals \$1,250.
- Susan Compton stated that those supplements are across two separate school years, and ESP employees want the same \$1,000 supplement amount that Instructional employees received in the same school year.
- Susan Compton stated that OCEA would no longer agree to multi-year contracts in the future because other bargaining groups are able to discuss salary increases and supplements, but ESP employees are turned down.
- Susan Compton stated that OCEA feels that it was left out of the process when our School Board took emergency action on Tuesday, February 15, 2022.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Susan Compton stated that OCEA feels that people look down at ESP employees because of the career they chose.
- Stephen Fisher stated that ESP employees want equity and what is fair.
- Barbara Gleason stated that non-bargaining employees would receive a two percent (2%) salary increase which is not fair to ESP employees because it is a much higher raise.
- Barbara Gleason asked what funds are being used for our School Board's emergency action for salary increases and supplements.
- Sarah Graber responded that the SDOC General Fund was being used.
- Stephen Fisher stated that Management has used funds given to them to buy computers instead of paying employees.
- Stephen Fisher stated that someone may not be budgeting correctly.
- Sarah Graber stated that she disagreed with Mr. Fisher's thought process.
- Sarah Graber stated that our School Board wanted to move the School District to a one (1) student to one (1) computer, and funds were budgeted for that purpose.
- Omar Torres stated that ESP employees feel that the School Board salary increases are not equitable.
- John Boyd stated that the Governor's \$1,000 supplement was limited to classroom instructional employees.
- John Boyd stated that Management made other non-classroom instructional employees whole.
- John Boyd stated that when the pandemic began ESP employees were allowed to stay home for two (2) months with pay while others worked and the average employee received more than \$1,000 in salary at that time.
- John Boyd stated that Management ensured ESP employees did not lose their jobs and were still paid their wages at that time even though they were at home and not working due to COVID-19 restrictions.
- John Boyd stated that with its surprise announcement on February 15, 2022, our School Board has accomplished the goal of paying ESP employees a minimum wage of \$15 per hour.
- John Boyd stated that this announcement needs to be impact bargained.
- Barbara Gleason stated that she hoped OCEA and Management could reach a compromise.
- Barbara Gleason stated that OCEA believes that the new salary increases will recruit and retain employees.
- John Boyd stated that he would take OCEA's counter-proposals to School District Leadership for their consideration.
- Susan Compton stated that Instructional employees received a \$1,000 supplement and would now receive the \$500 supplement while ESP employees would just receive the \$0.30 salary increase and the \$500 supplement.
- Barbara Gleason asked the total amount of the School District's unassigned general fund balance.
- Sarah Graber responded that it was \$88.9 million at the end of the 2020-21 school year.
- John Boyd stated that over ten (10) years ago, he mentioned the term "rainy day fund," and OCEA members showed up to Bill Beck Boulevard to protest with umbrellas.
- John Boyd stated that from now on we need to use the correct term "unassigned fund balance."
- John Boyd stated that the unassigned fund balance is intended for unexpected things.
- John Boyd stated that there is a case where an SDOC employee made a mistake, and now, a relief bill has been filed in the Florida Legislature that would require our School District to pay a student's family \$4.3 million, including attorney fees.
- Barbara Gleason asked what the cost of the School Board's items would be and the number of employees who would be affected.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Sarah Graber stated that:
 - The cost of increasing the salary for employees who are making under \$15 per hour to \$15 per hour will be \$2.6 Million, and this emergency action would affect 922 employees.
 - The cost of increasing the salary by \$0.30 per hour to employees who are already making \$15 per hour is \$344,000, and this emergency action would affect 500 employees.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Substitute Stipend: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's related counter-proposal.

ARTICLE XIII: HOURS OF WORK

Section J. Substitute Stipend

When a Professional Support Staff employee is utilized as a substitute teacher, the following daily stipend rates shall apply:

- *A total of two (2) to four (4) hours equals a \$35 daily stipend.*
 - *A total of greater than four (4) hours equals a \$75 daily stipend.*
- John Boyd stated that he was not authorized to make a counter-proposal higher than what Management had on the table, but he would take OCEA's counter-proposal back to School District Leadership for their consideration.
 - Omar Torres thanked Mr. Boyd and stated that OCEA wanted to ask for a higher amount but did not because OCEA wanted to work together to meet in the middle.
 - Nate Fancher stated that OCEA's counter-proposal is in the spirit of collaborative bargaining.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Transfers: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's counter-proposal for Transfers.
- Barbara Gleason stated that transfers should be completed within thirty (30) days.
- John Boyd stated that he had several situations where he intervened to help employees transfer more quickly than thirty (30) days.
- John Boyd stated that he would take OCEA's counter-proposal to School District Leadership for their consideration.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Vacancies: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's counter-proposal for Vacancies.
- Barbara Gleason stated that bargaining unit employees who are interviewed should be notified in writing if they have not been selected.
- Nate Fancher stated that he believes that is fair and common courtesy.
- Daryla Bungo asked if the communication needs to be in writing or if administrators could call the interviewee instead.
- Susan Compton stated that she understands that a phone call may be a personal touch, but administrators should also send a letter.
- John Boyd stated that he believes it is a shame that their needs to be contract language for this item, but he understands.
- John Boyd stated that he would take OCEA's counter-proposal to School District Leadership for their consideration.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Professional Development (PD): John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's counter-proposal for Professional Development:
- John Boyd stated that there are two (2) Professional Development Councils, one (1) for ESP employees and one (1) for Instructional employees, and Ms. Janice Franceschi, Director of Professional Development, has said that she needs OCEA representation on both.
- John Boyd stated that Management always wants to make sure that professional development is offered for employees to develop their skills.
- Susan Compton stated that in the last two (2) years the Professional Development Day has been absorbed into Pre-Planning.
- John Boyd stated that Coronavirus/ COVID-19 was the reason the School Year Calendars were changed the past two (2) years.
- John Boyd stated that Instructional and ESP PD Days need to be clearly designated and preferably separate dates.
- Susan Compton asked how the Title I funds are utilized.
- John Boyd stated that there is not a lot of flexibility for federal Title I funds.
- Stephen Fisher asked if the person in charge of Title I can come to an ESP meeting to answer OCEA's questions about Title I funds.
- John Boyd responded that yes, he would request for Leslie Campbell to attend the April ESP meeting.
- Stephen Fisher asked whether different departments submit their budgets to Ms. Campbell.
- John Boyd responded that Ms. Campbell works with Ms. Graber to include and allocate Title I funds in the School District budget.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, March 10, 2022
Location: SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President/Instructional employees	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Stephen Fisher	Computer Technician	Information & Technology Division/Gateway High School	<input checked="" type="checkbox"/>
6	Omar Torres Chevres	Computer Technician	Information & Technology Division	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Angela Barner	Director	Business & Finance	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Jose Gonzalez	Business & Fiscal Services
Karen Pruitt	PATHS
Kristie Rupchand	OCEA



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:36 PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	Sarah Graber
Time Keeper:	Susan Compton

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

N/A

MOU re: One-Time, Non-Recurring \$500 Supplement: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's *MOU re: 2022-23 Supplement, Education Staff Professionals Employee*.
- John Boyd stated that the proposed MOU is the same as the document that was e-mailed to ESP Bargaining Team members.
- John Boyd stated that signing this MOU would not limit OCEA from bargaining additional items.
- Susan Compton stated that the MOU is what the School Board agreed to do.
- John Boyd responded that yes, the MOU is what the School Board agreed to do, but the MOU was the beginning of impact bargaining.
- Barbara Gleason stated that OCEA is not upset but did not like how the School Board handled the supplement.
- Barbara Gleason asked whether the supplements were being funded with ESSER funds that require input from OCEA.
- John Boyd stated that the \$500 supplements were being funded from the General Fund due to a greater than normal salary lapse this school year.
- Sarah Graber stated that since the School District has many vacancies this school year, Management can use some of the funds that were originally budgeted for these unfilled positions for supplements.
- Barbara Gleason asked how OCEA could prevent the School Board from adding an emergency agenda item and awarding supplements again.
- Lare Allen asked if the School Board has already decided on the \$15 per hour minimum wage.
- John Boyd responded that yes, the School Board has decided that our School District's minimum wage would increase to \$15 per hour effective July 01, 2022, but both parties can collaboratively bargain the impact of this decision.
- Lare Allen stated that if OCEA signs this MOU, then OCEA would be agreeing with the process the School Board used to make this decision.
- Omar Torres Chevres stated that the intent for the \$500 supplement is good, but the process used cheapens future conversations and diminishes OCEA's power.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: **March 13, 2022**



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Stephen Fisher stated that during the pandemic, sporting events were cancelled, and Management continued to pay supplements to the coaches.
- Stephen Fisher stated that Management should be able to meet OCEA's demands as they did not bother to withdraw supplements.
- Sarah Graber stated that during the pandemic, the State of Florida kept funding the School District, and Management did not want employees to be impacted financially because the pandemic was out of their control.
- John Boyd asked if OCEA would like to vote on this agenda item.
- Lare Allen and Barbara Gleason responded no.
- John Boyd asked for their rationale.
- Lare Allen stated that it does not feel correct to do so, and OCEA disagrees with how things were done.
- Sarah Graber stated that by OCEA not signing this MOU, OCEA is saying that they do not agree.
- Lare Allen stated that that was not what OCEA is saying.
- John Boyd stated that the MOU will not stop the bargaining process.
- Lare Allen stated that OCEA has asked to bargain supplements and salary increases for ESP employees this school year, but Management's response has been that it did not agree to reopen salaries and benefits negotiations for the 2021-22 or 2022-23 school years at this time.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Salary Increases Related to Minimum Wage Increase: John Boyd/ Barbara Gleason

- John Boyd stated that Management intends to impact bargain in good faith the School Board's proposed increase to the new minimum wage of \$15 per hour for ESP employees and \$0.30 cents per hour salary increase for ESP employees who already receive \$15 or more per hour wages.

Substitute Stipend: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's counterproposal for Substitute Stipends.
- John Boyd stated that when a professional support staff employee is utilized as a substitute teacher, the following daily stipend rates shall apply:
 - A total of two (2) to four (4) hours equals a \$30 daily stipend.
 - A total of greater than four (4) hours equals a \$60 daily stipend.
- John Boyd stated that this offer was firm and that the School Board did not agree to a higher amount.
- John Boyd stated that Management's offer is three times more than the current stipend that ESP employees receive now.

ACTION: See below.

Vacancies: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's related counterproposal.
- Stephen Fisher stated that the time period for the notice to the employee is missing.
- John Boyd responded that Management did not want to add two (2) weeks because it is not always feasible.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that Management did not change its position on Transfers or Professional Development language.
- Stephen Fisher stated that three (3) meetings ago he requested Title I information and has not received it.
- John Boyd responded that Mr. Fisher first requested Title I budget information at the prior meeting.
- John Boyd responded that the Title I budget is part of the School District's budget process, and that Mr. Fisher should attend or watch recordings of the School Board's budget workshops and meetings and download and read the available public records for the budget process.
- John Boyd stated that after the prior ESP bargaining meeting, Ms. Anne Calandrino made a Public Records Request.
- Sarah Graber responded that Management can provide Title I information to OCEA.
- Sarah Graber stated that Ms. Leslie Campbell will come to the next ESP bargaining meeting to discuss the Title I budget.

The meeting recessed at 05:03 PM so that OCEA BLT members could meet as a caucus to discuss Management's counterproposals.

The meeting reconvened and resumed at 05:16 PM.

- Barbara Gleason stated that OCEA agreed to Management's Substitute Stipend counterproposal.
- Barbara Gleason stated that OCEA was hesitant but also agreed to Management's vacancy counterproposal.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve these items.

Transfers: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's related counterproposal.
- Barbara Gleason stated that OCEA believes transfers should be completed within thirty (30) days, but some employees have been held for longer periods.
- Susan Compton shared an incident where an administrator recently delayed the transfer of an ESP employee.
- John Boyd stated that if OCEA felt comfortable sharing the employee's name, he would intervene.
- Susan Compton stated that it was resolved in the ESP employee's favor.
- John Boyd stated that Management would rather help an employee transfer promptly than to incur two (2) vacancies if a transfer is delayed.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Professional Development (PD): John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's related counterproposal.
- Susan Compton stated that ESPs did not have an effective Professional Day this school year.
- Barbara Gleason stated that OCEA is not asking for anything unreasonable, and it is what ESP employees want.
- Stephen Fisher responded that it is what ESP employees need.
- Sarah Graber asked OCEA for clarification on their request.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: March 13, 2022



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Barbara Gleason stated that the ESP Professional Development Day could be during the first half of the school year, and it did not have to be in October.
- John Boyd stated that he would consult with School District Leadership and bring back a counterproposal.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed additional bargaining items:
 - Counterproposal for additional \$500 supplement for ESP employees;
 - Counterproposal for retention supplement for ESP employees; and
 - Proposed changes to contract language within Article IV regarding public records requests.

**Next Meeting: Thursday, April 21, 2022
4:30 PM – 6:00 PM
SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744**

Pluses

- Bargaining Leadership Team members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 05:31 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, April 14, 2022
Location: SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President/Instructional employees	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Stephen Fisher	Computer Technician	Information & Technology Division/Gateway High School	<input checked="" type="checkbox"/>
6	Omar Torres Chevres	Computer Technician	Information & Technology Division	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Angela Barner	Director	Business & Finance	<input type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Janet Moody	Narcoossee Elementary School
Jose Gonzalez	Business & Fiscal Services
Kristie Rupchand	OCEA
Leslie Campbell	Special Programs
Trae Simpson	Denn John Middle School



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:40 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	John Boyd
Rationale:	John Boyd
Salary and Fringes:	John Boyd
Goals:	John Boyd
Guest Protocol:	N/A
Speaking Order:	Susan Compton
Time Keeper:	Tammy Cope-Otterson

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

N/A

Title I Budget Information: John Boyd/ Barbara Gleason

- John Boyd stated that Management responded to OCEAs Public Records Request about Title I.
- John Boyd introduced Ms. Leslie Campbell, Director of Special Programs, who spoke about the School District's Title I budget and related services.
- Leslie Campbell shared informational brochures that parents receive at the beginning of the school year.
- Leslie Campbell stated that there are twenty-eight (28) private schools that participate in Title I services.
- Leslie Campbell stated that there are four (4) different meetings held to receive stakeholder input on Title I.
- Leslie Campbell stated that Title I is a federal grant and is calculated based on the US Census data.
- Leslie Campbell stated that Title I is the oldest grant program in the United States.
- Leslie Campbell stated that she has overseen the Title I fund for SDOC for twelve (12) years now.
- Leslie Campbell stated that Osceola's Title I fund has \$20,622,019.65 this year.
- Leslie Campbell stated that Title I is for the education of students ages five (5) to seventeen (17).
- Leslie Campbell stated that schools are ranked annually by determining the percentage of the students receiving free and reduced lunch and are given priority on the basis of the percentage of students from low-income families.
- Leslie Campbell stated that in SDOC, schools that have the free and reduced lunch percentage at or above 70% obtain school-wide status.
- Leslie Campbell stated that when a school gets their allocation, the school principal decides what to do with the money within state and federal requirements.
- Leslie Campbell stated that this year the money was spent on personnel like paraprofessionals, classroom interventionists, and academic coaches.
- Leslie Campbell stated that Title I funds cannot be used to purchase core instructional employees but can be used to purchase supplementary personnel.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: April 22, 2022

Page 3 of 6



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Leslie Campbell stated that Title I funds can be spent on licenses, phonics, and early learning classroom support, for example.
- Leslie Campbell stated that Title I funds cannot be spent to buy books for a library.
- Leslie Campbell stated that the Florida Department of Education has been very strict and has been denying the use of Title I funds for field trips.
- Stephen Fisher asked whether Title I funds can be used to pay for employee salaries and raises.
- Leslie Campbell responded that it cannot be used to pay salaries for core instructional employees.
- Leslie Campbell stated that the State of Florida and the School District submit separate applications to declare what they would like to do with Title I funds. However, everything comes down to priority.
- Stephen Fisher asked what happens with unspent Title I funds.
- Leslie Campbell explained what roll over funds are and how they may work.
- Leslie Campbell explained the Title I Family Engagement:
 - “The Title I Family Engagement Department offers several free, year-round programs to the community of Osceola County. Our focus is to help increase family educational success and parent leadership in the home and community. Using firsthand interactive activities, parents are provided the tools needed to introduce their children to early literacy and establish a love for learning. Free programs include Footsteps2Brilliance, Mommy and Me activities (Ages 3-4) and Learn2Read (Ages 0-2). Footsteps2Brilliance is a free mobile application for all electronic devices that promotes early literacy. Mommy and Me and Learn2Read are parent training classes that develop a love for reading in infants and toddlers.”
- Leslie Campbell stated that Title I funds the School District’s Charter and Choice Fair.
- Leslie Campbell stated that:
 - \$1.2 million funds non-core instructional employees’ salaries at the District-level.
 - \$12.9 million funds non-core instructional employees’ salaries at schools.
 - \$108,000 funds instructional employees at the county jail for incarcerated students.
 - \$800,000 funds the twenty (20) employees in Special Programs.
- Stephen Fisher thanked Ms. Campbell for stopping by and providing information on Title I.
- Leslie Campbell stated that the maximum amount that can be rolled over to the next school year is 15%, and she has never lost any money.
- Stephen Fisher asked whether Title I funds classroom instructional employees.
- Leslie Campbell stated that Title I funds supplemental instructional employees, academic coaches, paraprofessionals, and interventionists, but not core instructional employees.
- Leslie Campbell stated that as administrations change at Florida’s Department of Education, guidance varies on how Title I funds may be spent.
- Leslie Campbell stated that about six (6) years ago the School Districts purchased smartboards but currently that is no longer permitted.
- Stephen Fisher asked whether the census that Title I was based upon was local.
- Leslie Campbell stated that it is based on the federal US Census.
- Leslie Campbell stated that SDOC received only \$250,000 more since the last US Census.
- Stephen Fisher thanked Ms. Campbell and asked whether OCEA could get copies of the School District’s Title I budgets for the last five (5) years.
- Leslie Campbell responded yes and stated that this grant is for economically disadvantaged students.
- Leslie Campbell stated that Title II is for professional development.
- Leslie Campbell stated that Title III is for English Speakers of Other Languages (ESOL).
- Leslie Campbell stated that Title IV handles what Title I does not.
- Leslie Campbell stated that she meets with other people in her same position from other school districts about three (3) times per year.
- Leslie Campbell stated that Title I funds after-school and summer enrichment programs.
- Barbara Gleason asked whether other school districts must follow the same rules.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Leslie Campbell responded that yes, every district must.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

One-Time, Non-Recurring Supplement: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's related MOU re: One-Time, Non-Recurring \$500 Supplement.
- John Boyd stated that ESP employees had already received \$500 supplement from the School Board this school year, and this proposed MOU would be in addition to that one, which would equal the \$1,000 supplement that Instructional employees received.
- John Boyd stated that Management will continue to honor three (3) year contractual agreement.
- Anne Calandrino asked whether the additional \$500 supplement was tax-free.
- John Boyd stated that it was not tax-free.

Transfers: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's related counter-proposal for this item.
- John Boyd stated that Management agreed to OCEA's most recent counter-proposal for this item.

Professional Development (PD): John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's related counter-proposal for this item.
- John Boyd stated that Management would like for ESPs to have their own separate Professional Development Day as well.

The meeting recessed at 05:26 PM in order for OCEA Bargaining Leadership Team (BLT) members to caucus and discuss Management's counter-proposals.

The meeting reconvened and resumed at 05:48 PM.

- Susan Compton stated that OCEA agreed to accept Management's *MOU re: One-Time Non-Recurring \$500 Supplement*.
- Omar Torres Chevres stated that Management's process for the first \$500 supplement was improper.
- John Boyd stated that he understood OCEA's position.
- Susan Compton stated that OCEA also agreed to accept Management's counter-proposal regarding contract language about transfers.
- Susan Compton stated that OCEA would still like to see contract language that ensures that Management provides a variety of courses, adequate sessions, and locations for ESP employees.
- John Boyd stated that he would share OCEA's concerns with School District Leadership.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve the following items:

- **MOU re: One-Time, Non-Recurring \$500 Supplement; and**
- **Transfers**



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

However, no action was taken on the item for Professional Development at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: **Thursday, May 19, 2022**
4:30 PM – 6:00 PM
SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

Pluses

- Bargaining Leadership Team members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 06:04 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, May 19, 2022
Location: SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President/Instructional employees	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV Director	OCEA	<input type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Stephen Fisher	Computer Technician	Information & Technology Division/Gateway High School	<input checked="" type="checkbox"/>
6	Omar Torres Chevres	Computer Technician	Information & Technology Division	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input type="checkbox"/>
6	Angela Barner	Director	Business & Finance	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Kristie Rupchand	OCEA
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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 02:12 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Barbara Gleason
Rationale:	Stephen Fisher
Salary and Fringes:	Susan Compton
Goals:	Tammy Cope-Otterson
Guest Protocol:	N/A
Speaking Order:	N/A
Time Keeper:	N/A

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

N/A

Salaries and Benefits Package: John Boyd/ Barbara Gleason

- John Boyd shared and briefly reviewed Management’s Salaries and Benefits package with bargaining team members.
- Barbara Gleason stated that OCEA prepared a counterproposal.
- Barbara Gleason stated that OCEA had concerns about making the package fair and equitable and retaining employees with a living wage.
- Barbara Gleason stated that out of 740 employees, only 498 are making less than \$15.00 per hour.
- Barbara Gleason stated that ESPs who have 24 years of service have been making \$13.86 per hour.
- Barbara Gleason stated that it is hard on our veteran ESPs that they will now be getting \$15.00 per hour.
- Barbara Gleason stated that longevity must matter and be valued more than a retirement video.
- Barbara Gleason stated that morale is low because Central Florida has the highest cost of living.
- Barbara Gleason shared and reviewed OCEA’s salary counterproposal:

Years of Service	Number of Employees	Proposed Salary Increase (per hour)
0-5 years	740	\$15.00
6-10 years	234	\$15.50
11-15 years	142	\$16.00
16-20 years	175	\$16.50
21 plus years	180	\$17.00

- John Boyd asked Mr. Jose Gonzalez if he could calculate how much more it could be if they agreed to OCEAs proposal.
- Barbara Gleason apologized because OCEA was not able to provide a proposed cost in time for the meeting.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: May 22, 2022



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that their will always be winners and losers in any proposal because there is only so much money in the budget.
- Susan Compton stated that there is one (1) Paraprofessional that has been with SDOC for over twenty (20) years and is making only \$14.00 per hour.
- Susan Compton stated that it is not fair for experienced employees to make little more than new hires.
- John Boyd thanked OCEA for their creativity within their counterproposal to address salary compression for experienced employees.
- John Boyd stated that there is nothing in the law prohibiting longevity pay for support staff, unlike the new law for teachers.
- Jose Gonzalez stated that he will have the differences in costs by the next meeting on Wednesday, May 25, 2022.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Contract Language: John Boyd/ Barbara Gleason

- Susan Compton shared and briefly reviewed OCEA's counterproposal for contract language regarding professional development with bargaining team members.
- John Boyd stated that the Professional Development item was the only outstanding piece of contract language.
- John Boyd stated that if bargaining team members agreed on salaries, Management would not let contract language be an obstacle to tentative agreement overall.
- Susan Compton stated that OCEA would like professional development to be in the first semester so that employees could apply the training during the rest of the school year.
- Susan Compton stated that OCEA would like to ensure that there are enough courses for ESP employees to take.
- Susan Compton stated that professional development courses offered on Professional Development Day or an alternative date should last six (6) to seven (7) hours.
- Daryla Bungo stated that she liked the idea of hours for nurses.
- Susan Compton stated that OCEA did not want employees to be required to take two (2) courses but to have at least two (2) choices.
- John Boyd suggested that the contract language should be written as two (2) courses or six (6) inservice hours.
- John Boyd stated that he is not worried about professional development for nurses, because Ms. Daryla Bungo ensures that they take training all year long.
- John Boyd stated that he believed it is doable, and that ESP employees could have two (2) three (3) hour courses in the same day.
- John Boyd clarified that Management's proposed language states that either the employee's administrator/ supervisor or Professional Development could offer courses so that the responsibility is shared districtwide and relieves the Professional Development Department.
- John Boyd stated that originally the contract language stated one (1) Professional Development day but now it would state two (2) courses or six (6) inservice hours.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Computer Technician Supplement: John Boyd/ Barbara Gleason

- Stephen Fisher shared and reviewed OCEA's proposal for Computer Technician supplements.
- Stephen Fisher stated that he has had discussions with the Information Technology Department, and the workload for Computer Technicians is different at different school levels, but the pay is the same.
- Stephen Fisher stated that other school districts are offering Computer Technicians more money based on the number of computers that they service.
- John Boyd asked if OCEA would consider the negotiation of this proposal for new supplements separately from the current negotiations for salaries and benefits for the 2022-23 school year.
- Stephen Fisher stated that he agreed that this proposal could be negotiated during the next school year and just wanted pay to be fair for everyone.
- John Boyd stated that with our School District's one-to-one computer initiative, school enrollment could be considered as a factor for supplements too.
- Stephen Fisher stated that this proposal asks for adjustments to pay twice per year.
- John Boyd stated that he liked the detail and thought in OCEA's proposal.
- John Boyd stated that he would share OCEA's proposal with School District Leadership.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

**Next Meeting: Thursday, May 25, 2022
4:30 PM – 6:00 PM
SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744**

Pluses

- Bargaining Leadership Team members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 02:55 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Wednesday, May 25, 2022
Location: SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President/Instructional employees	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	UNI-SERV Director	OCEA	<input type="checkbox"/>
3	Barbara Gleason	Student Records	OCEA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Stephen Fisher	Computer Technician	Information & Technology Division/Gateway High School	<input checked="" type="checkbox"/>
6	Omar Torres Chevres	Computer Technician	Information & Technology Division	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
5	Sarah Graber	Chief	Business & Finance	<input checked="" type="checkbox"/>
6	Angela Barner	Director	Business & Finance	<input checked="" type="checkbox"/>
7	Tammy Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Kristie Rupchand	OCEA
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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:38 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Barbara Gleason
Rationale:	John Boyd
Salary and Fringes:	Susan Compton
Goals:	John Boyd
Guest Protocol:	John Boyd
Speaking Order:	N/A
Time Keeper:	N/A

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

N/A

Salaries and Benefits Package: John Boyd/Barbara Gleason

- John Boyd shared and reviewed Management's Salaries and Benefits package with bargaining team members.
- John Boyd stated that Management accepts OCEA's terms.
- John Boyd asked OCEA if they would like to take a vote.
- Tammy Cope-Otterson asked why Management's counterproposal stated "Years of Service" and not "Steps."
- Tammy Cope-Otterson asked how a salary schedule would be done.
- John Boyd suggested to change the term "Years of Service" to "Steps."
- Susan Compton stated that Mr. Jose Gonzalez would look at the numbers.

The meeting recessed at 04:46 PM.

The meeting reconvened and resumed at 04:52 PM.

- Tammy Cope-Otterson asked Ms. Kristie Rupchand if the file that was provided to Management came from the Salary Verification file.
- Kristie Rupchand responded that yes, she used the Salary Verification file.
- Kristie Rupchand stated that she looked at the District Hire Date field.
- Barbara Gleason stated that after Ms. Rupchand provided them the list, her team looked at how many employees were below 15 years of experience.
- Barbara Gleason stated that with the information provided, OCEA came up with the following salary proposal:



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Years of Service	Number of Employees at each level	Proposed Salary Increase (per hour)
0-5 yrs.	740	\$15.00
6-10 yrs.	234	\$15.50
11-15 yrs.	142	\$16.00
16-20 yrs.	175	\$16.50
21 plus yrs.	180	\$17.00

- Jose Gonzalez stated that he looked at the “Steps” to calculate the cost of Management’s counterproposal.
- Tammy Cope-Otterson stated that the file that OCEA gets states “Steps.”
- Susan Compton stated that OCEA was looking at how long an employee worked for the district, not at their current job.
- Barbara Gleason stated that there is no reward for continuing to work for SDOC.
- Tammy Cope-Otterson stated that OCEA should help in rewarding retirees.
- Sarah Graber stated that she understands OCEA’s point of view.
- Sarah Graber stated that Management looked at “Steps” and would need to recalculate.
- Stephen Fisher stated that Computer Technicians do not get Steps.
- Tammy Cope-Otterson stated she would provide Mr. Fisher with proof that they do.
- Tammy Cope-Otterson stated that Instructional employees get “Levels” on their contractual salary schedule, and ESP employees get “Steps” on theirs.
- Susan Compton stated that OCEA’s proposal was meant to reward years of experience.
- Susan Compton stated that Management’s proposal looked at job category and steps.
- Kristie Rupchand stated that Mrs. Cope-Otterson and her were looking in different fields in the same file.
- John Boyd stated that Management’s proposal is rewarding steps and is still honoring years of experience.
- Susan Compton asked how many employees are affected.
- Jose Gonzalez stated that he would be able to provide that number but not easily.
- Sarah Graber stated that Management would need more time to provide that number.

The meeting recessed at 05:07 PM.

The meeting reconvened and resumed at 05:19 PM.

- Barbara Gleason asked what the estimated cost of Management’s proposal was.
- Sarah Graber stated that based on salary steps, the cost is \$4,169,000.
- Barbara Gleason stated that if we reached tentative agreement, OCEA does not have enough time to notify their members to take a vote on ratification before the end of the school year.
- John Boyd stated that Management would assist OCEA with paying postage for an early summer ratification vote.
- Sarah Graber stated that Management would like to have ratification completed before July.
- Susan Compton stated that some of their members may not be able to vote if they are on summer vacation.
- John Boyd stated that he would put the ESP employees’ ratification packet together so that it could be shared with ESP employees quickly, and he would do the same for the Instructional employees’ ratification packet.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that he knows OCEA must give their members fourteen (14) days' notice.
- Lare Allen stated that communication with employees is an ongoing concern.
- John Boyd stated that OCEA is dependent upon the address Management has on file for the employee.
- John Boyd asked whether OCEA was ready to take a vote on Management's counterproposal.
- Barbara Gleason stated that OCEA was ready to take a vote.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item.

Computer Technician Supplement: John Boyd/ Barbara Gleason

- Stephen Fisher asked if Management had discussed OCEA's proposal for Computer Technician supplements.
- John Boyd stated that over the Summer, Management would discuss ideas with the IT department.
- John Boyd stated that he would add this item on the agenda for our first meeting.
- Stephen Fisher stated that he spoke to many individuals.
- John Boyd stated that he agreed that Management should review workloads, but Management has to cost out OCEA's proposal.
- John Boyd thanked OCEA for being flexible.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.

Next Meeting: TBD

Pluses

- Bargaining Leadership Team members complimented and thanked Management for the refreshments.
- John Boyd wished everyone a great Summer Break.
- Susan Compton thanked everyone for answering questions.

Deltas

- N/A

ADJOURNED at 05:30 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, September 15, 2022
Location: SDOC Transportation Department, International Room
 401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	OCEA Chief Negotiator/ Student Records Clerk	Osceola Virtual Secondary Schools/ OCSA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input type="checkbox"/>
5	Amy Jacob	Other Routing Employee	Transportation	<input type="checkbox"/>
6	Danielle Worrell-James	Paraprofessional	Pleasant Hill Elementary School	<input type="checkbox"/>
7	Veronica Williams-Moore	Paraprofessional, ESE	Narcoossee Elementary School	<input type="checkbox"/>
8	LaShanna Ward	Paraprofessional	St. Cloud Middle School	<input checked="" type="checkbox"/>
9	VACANCY			
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Fiscal Services	<input checked="" type="checkbox"/>
6	Angela Barner	Director	Finance	<input checked="" type="checkbox"/>
7	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Jose Gonzalez	Budget
Kristie Rupchand	OCEA



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:39 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Barbara Gleason
Rationale:	Tammy Cope-Otterson
Salary and Fringes:	Sarah Graber
Goals:	John Boyd
Guest Protocol:	N/A
Speaking Order:	Anne Calandrino
Time Keeper:	Tammy Cope-Otterson

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- LaShanna Ward introduced herself as a new bargaining team member for OCEA.

Work Hours: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's related proposal with bargaining team members.
- Barbara Gleason stated that OCEA used the same related language that is in our Instructional Employees' Contract.
- Barbara Gleason stated that some paraprofessionals must arrive to school early and leave later than their contractual workday in order to assist with bus duty.
- Anne Calandrino stated that paraprofessionals who are required to arrive early and leave later than their contractual workday are entitled to compensation.
- Barbara Gleason stated that no employee would like their name highlighted for not signing in/ out in a timely manner when they are required to be on duty early or later than their regularly scheduled hours.
- Tammy Cope-Otterson stated that she believes all non-exempt employees should be signing in/ out.
- Tammy Cope-Otterson stated that if an employee recalls the time they left, they can sign out the following day.
- Sarah Graber stated that overtime must be pre-approved by the employee's administrator.
- Nate Fancher asked whether some paraprofessionals are staying late due to being at bus duty.
- LaShanna Ward stated that at some schools, paraprofessionals, especially ESE paraprofessionals, are being asked to stay past their regular workday.
- Nate Fancher stated that it is an administrator's job to ensure students are supervised after the regular workday.
- Barbara Gleason stated that sign in/ out procedures are different at each school.
- Daryla Bungo stated that at her department, they bought iPads for all nurses so that they can sign in/ out when they are off worksite.
- Anne Calandrino stated that ESP employees would like to avoid walking from bus duty to the front office to sign out at the end of the day because they want to go home.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- LaShanna Ward stated that Kronos may become an issue for all St. Cloud schools due to traffic and the parking lot being full.
- Sarah Graber stated that Management is required by law to document all hours worked for non-exempt employees.
- Sarah Graber stated that payroll secretaries need to have the data of hours worked for each non-exempt employee.
- Daryla Bungo stated that administrators need to know what employees are out in order to manage the appropriate coverage for student safety and supervision.
- Sarah Graber stated that if an employee is going to be out of work, the employee must follow the correct procedures and communicate with their administrator.
- Tammy Cope-Otterson stated that these procedures let the administrator know whether a wellness check is needed and to account for employees in the event of an emergency such as an active shooter.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Bereavement Leave: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's related proposal with bargaining team members.
- Barbara Gleason stated that ESP employees have to use sick leave if a family member dies.
- Sarah Graber asked whether OCEA wants to add up to three (3) days of bereavement leave.
- Barbara Gleason responded yes, OCEA was proposing up to three (3) days of bereavement leave for each ESP employee.
- Sarah Graber stated that employees can donate sick leave to each other.
- John Boyd stated that it is possible for employees to donate to each other if they do not have any leave available.
- Nate Fancher stated that OCEA's proposal for bereavement leave was fantastic.
- John Boyd stated that other Central Florida school districts have bereavement leave already.
- John Boyd stated that he liked that OCEA's proposal was specific and limited to immediate family members.
- John Boyd stated that the employee could bring proof of an obituary.
- Barbara Gleason added that the employee could also bring a funeral program.
- LaShanna Ward stated that the employee could ask the funeral home director for a death note to excuse the employee's absence from work.
- Tammy Cope-Otterson stated that many people are not publishing obituaries or having a funeral service and could bring in a death certificate as proof instead.
- John Boyd stated that language could include examples of what proof was acceptable.
- John Boyd stated that administrators might not want to ask for proof but proof is necessary so that it is a benefit instead of a liability if abused.
- Sarah Graber stated that the School Board also must decide whether the existing Pallbearer Leave policy should be revised.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Work Area: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's related proposal with bargaining team members.
- Barbara Gleason stated that paraprofessionals need to be assigned a work area.
- Barbara Gleason stated that paraprofessionals should be told where they can store their items.
- LaShanna Ward stated that OCEA believes all paraprofessionals should be able to have a laptop to complete trainings, check and respond to their email, and assist with student testing.
- Sarah Graber stated that she was unsure of what is appropriate for each employee job.
- LaShanna Ward stated that some ESP employees do not have desktop or laptop computers assigned to them individually.
- Anne Calandrino stated that each ESP employee should have a laptop.
- LaShanna Ward stated that some ESP employees use their personal cell phone to access work email but do not always receive a good signal to do so.
- LaShanna Ward stated that as a paraprofessional you should be able to email your assigned teacher during the workday.
- John Boyd stated that he likes the idea of laptops, however, he is unsure whether assigning a laptop to every paraprofessional is feasible.
- John Boyd stated that when an employee receives a laptop, the employee must sign a terms of use agreement.
- John Boyd stated that it could be possible for each school to have a set number of laptops available for paraprofessionals to check out on a temporary basis.
- Anne Calandrino stated that OCEA would appreciate School District Leadership's suggestions.
- Sarah Graber stated that it may not be feasible to give each paraprofessional a laptop.
- Barbara Gleason stated that OCEA would like laptops to be available at each school for paraprofessionals.
- Sarah Graber asked if OCEA would consider a set number of laptops accessible at each school for paraprofessionals instead of one for every paraprofessional.
- Barbara Gleason responded yes, OCEA would consider that.
- Anne Calandrino responded that OCEA is open to negotiations.
- Tammy Cope-Otterson stated that she estimated a total cost of \$422,000 for a \$600 laptop for each paraprofessional.
- Tammy Cope-Otterson stated that if someone is going to be a substitute, they should be allowed to check out a laptop.
- Anne Calandrino asked if someone from Information Technology would be able to attend a bargaining meeting.
- John Boyd responded yes, he would ask whether Peter Thorne would be available to attend a future meeting.
- Anne Calandrino stated that OCEA could survey ESP members to see who does not have an assigned laptop.
- Tammy Cope-Otterson stated that paraprofessionals are likely the only ESP employees who do not have an assigned laptop.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Substitute Teachers and Safety: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed OCEA's related proposal with bargaining team members.
- Barbara Gleason stated that many students are still being put in the auditorium or cafeteria for supervision by paraprofessionals who are serving as substitute teachers, but these paraprofessionals are not getting the contractual substitute pay stipend because the administrator states that is their job all day.
- Barbara Gleason stated that some paraprofessionals are by themselves with two (2) or more classes of students at a time, and some have reported as many as eleven (11) classes of students at a time.
- Barbara Gleason stated that some paraprofessionals would like training on how to write lesson plans and behavior management.
- Barbara Gleason stated some paraprofessionals are being asked to cover the front office on a regular basis.
- Tammy Cope-Otterson stated that a paraprofessional assigned to the front office would lose money if their position was changed to an office aide,
- Tammy Cope-Otterson stated that the Kelly Services substitute fill rate for Monday, September 12, 2022, was 71% for teachers, which is 22% better than last year.
- Tammy Cope-Otterson stated that no school should have eleven (11) classes of students in one place.
- Anne Calandrino stated that Kelly Services tells ESE paraprofessionals not to touch students.
- Tammy Cope-Otterson stated that Kelly Services trains substitute teachers for serving in ESE classrooms.
- Anne Calandrino asked how many substitute teachers have been trained.
- Tammy Cope-Otterson stated that she could ask whether Kelly Services could provide that data.
- Tammy Cope-Otterson stated that Kelly Services has six hundred (600) employees in their Osceola substitute pool at present and has hired four hundred (400) more.
- Tammy Cope-Otterson stated that Human Resources has hired 1,300 employees in three (3) months.
- John Boyd stated that Management does not ask substitute teachers to restrain students.
- Anne Calandrino stated that Kelly Services substitute teachers will not change an ESE student's diapers.
- Tammy Cope-Otterson stated that it is correct that substitute teachers are not asked to change an ESE student's diapers.
- Anne Calandrino stated that some paraprofessionals wonder why some individuals decide to become substitute teachers.
- John Boyd stated that it is a liability for a substitute teacher to change an ESE student's diapers if the substitute has not received appropriate training, so Management does not want substitute teachers doing anything unsafe with students.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.
- Responses from Management to the agenda items from this meeting

Next Meeting: Thursday, October 20, 2022
Location: SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

Pluses

- Bargaining Leadership Team members complimented and thanked Management for the refreshments.
- Bargaining Leadership Team members thanked LaShanna Ward for joining the team.
- Bargaining Leadership Team members stated that all ESP employees currently working will get the \$750 supplement on September 30, 2022.

Deltas

- N/A

ADJOURNED at 06:03 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, October 20, 2022
Location: SDOC Transportation Department, International Room
 401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
2	Barbara Gleason	OCEA Chief Negotiator/ Student Records Clerk	Osceola Virtual Secondary Schools/OCSA	<input checked="" type="checkbox"/>
3	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
4	Danielle Worrell-James	Paraprofessional	Pleasant Hill Elementary School	<input checked="" type="checkbox"/>
5	LaShanna Ward	Paraprofessional	St. Cloud Middle School	<input checked="" type="checkbox"/>
6	VACANCY			<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Lare Allen	President	OCEA	<input checked="" type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Fiscal Services	<input checked="" type="checkbox"/>
6	Angela Barner	Director	Finance	<input checked="" type="checkbox"/>
7	Tammy Cope-Otterson	Chief	Human Resources	<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Kristie Rupchand	OCEA
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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:11 PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	N/A
Time Keeper:	N/A

John Boyd reminded bargaining team members that the Meeting Protocol is posted on the [Bargaining Meetings Protocol webpage](#) of the [School District's public website](#).

Introduction of New Bargaining Team Members

- Danielle Worrell-James introduced herself as a new bargaining team member for OCEA.

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail, and thanked bargaining team members for their collaboration.

Employee Laptop Computers: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's response to OCEA's proposal.
- John Boyd stated that Management committed to make a small number of laptops available for check out on a temporary basis by Education Staff Professionals employees.
- John Boyd stated that he would request from an administrator from Information Services to be available to answer questions at a future meeting.
- Susan Compton asked whether laptops that become surplus could be used.
- Sarah Graber stated that if a laptop can be used, then they are not designated surplus.
- Nate's Fancher stated that he has computers set up in safe spaces for ESP employee use only.
- Anne Calandrino asked for clarification on how many laptops would be available.
- John Boyd stated that Management does not have a specific number.
- Sarah Graber stated that it should not be an arbitrary number but instead should be based on needs.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Sign In/ Out Procedures: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's response to OCEA's proposal.
- John Boyd stated that federal law requires Management to document time worked for non-exempt employees.
- Susan Compton asked why school employees are required to use sign-in-sheets, and District-level employees are required to use Kronos.
- Sarah Graber reviewed the current expectations for Kronos and the plans for future expansion of Kronos for all employees.
- Anne Calandrino stated that employees who have bus duty might work overtime because they need to walk from the buses to the Kronos clock.
- Sarah Graber stated that employees can note at what time they left and let their payroll clerk know the next workday.
- John Boyd stated that no employee should be reprimanded because they worked overtime when they were assigned to a duty post where student safety and supervision required them to work overtime.
- John Boyd stated that Management will communicate with administrators and secretaries to clarify expectations about sign out procedures and bus duty.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Bereavement Leave: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's response to OCEA's proposal.
- John Boyd stated that the School District permits employees up to six (6) Personal Charged to Sick Leave days, and not all school districts have this same employee benefit.
- John Boyd stated that the School District has the Compassionate Sick Leave Donation Program and Sick Leave Bank Program too, and other school districts do not.
- Barbara Gleason stated that many employees ask why the School District does not offer specifically Bereavement Leave.
- Susan Compton asked whether Pallbearer Leave is charged to the employee's Sick Leave balance.
- John Boyd responded that it was not.
- Anne Calandrino asked why the School District offers six (6) Personal Charged to Sick Leave days.
- John Boyd responded that it is precedent and has not been changed.
- John Boyd asked OCEA to clarify if they are requesting three (3) Bereavement Leave days in addition to the existing up to six (6) Personal Charged to Sick Leave days.
- Barbara Gleason responded, yes, OCEA is requesting three (3) Bereavement Leave days as an additional employee benefit.
- Barbara Gleason shared that one employee was told that he had to use Sick Leave to attend a family member's funeral.
- LaShanna Ward shared that she exhausted her available Sick Leave days to travel to and from an immediate family member's death and funeral.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Information and Reports: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's response to OCEA's proposal.
- John Boyd stated that the report that Tammy Otterson shares an employee data file with OCEA quarterly.
- Susan Compton stated that OCEA would like the report monthly.
- Anne Calandrino stated that the contract says annually.
- Sarah Graber stated that it takes considerable time for Tammy Otterson to create the file for OCEA because it does not exist as a stand-alone public record already and comes from multiple sources.
- Nate Fancher stated that OCEA can access the employee action report attached to the Board Meeting agenda twice per month.
- Susan Compton stated that the report in the Board Meeting agenda is not always accurate.
- Barbara Gleason requested available data on ESP employee participation on Professional Development Day.
- Barbara Gleason stated that employees were not aware of the trainings offered on Professional Development Day until the prior week.
- Daryla Bungo stated that due to the hurricane, we lost a week of work, so employees were notified at a later time.
- Anne Calandrino asked what Cognia charges the School District for accreditation.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar that is posted on the [Public Notices of Collective Bargaining webpage](#) of the [School District's public website](#).
- In accordance with *Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes*, and *Section 447.605 – Public meetings and records law; exemptions and compliance, Florida Statutes*, meeting minutes are posted on the [Bargaining Meetings Minutes webpage](#) of the [School District's public website](#).

Next Meeting: Thursday, November 17, 2022, 03:00 - 04:30 PM
Location: SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

Pluses

- John Boyd stated that OCEA has a new bargaining team member.
- John Boyd stated that Bargaining Team Members are closer to agreeing on some items.
- Susan Compton stated that she appreciates everyone listening to employee concerns.

Deltas

- N/A

ADJOURNED at 04:23 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, November 17, 2022
Location: SDOC Transportation Department, International Room
 401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
2	Barbara Gleason	OCEA Chief Negotiator/ Student Records Clerk	Osceola Virtual Secondary Schools/OCSA	<input checked="" type="checkbox"/>
3	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
4	Danielle Worrell-James	Paraprofessional	Pleasant Hill Elementary School	<input type="checkbox"/>
5	LaShanna Ward	Paraprofessional	St. Cloud Middle School	<input checked="" type="checkbox"/>
6	VACANCY			<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Lare Allen	President	OCEA	<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Fiscal Services	<input type="checkbox"/>
6	Angela Barner	Director	Finance	<input checked="" type="checkbox"/>
7	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Kristie Rupchand	OCEA
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Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:30 PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	N/A
Time Keeper:	N/A

John Boyd reminded bargaining team members that the Meeting Protocol is posted on the [Bargaining Meetings Protocol webpage](#) of the [School District's public website](#).

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail, and thanked bargaining team members for their collaboration.

Employee Laptop Computers: John Boyd/ Barbara Gleason

- John Boyd stated that Mr. Peter Thorne is collaborating with each school to ensure laptops are available for ESPs to check out and use.
- Daryla Bungo stated that Management and OCEA should do a survey to see how many laptops are needed since some schools may need less laptops than others.
- Barbara Gleason stated that OCEA did a survey to all of their bargaining unit, and some members responded that they already had a laptop.
- Susan Compton states that computer technicians may not know the need for laptops at their schools.
- LaShanna Ward suggested that a survey should be sent out to administrators to see how many laptops their school needs.
- LaShanna Ward asked if there is a limit on how many laptops a school can request.
- John Boyd stated that the number would be flexible to reflect the unique needs at different schools.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Sign In/ Sign Out Procedures: John Boyd/ Barbara Gleason

- John Boyd stated that all employees due overtime must have documentation of time worked.
- Anne Calandrino asked for clarification if a Paraprofessional is on bus duty and cannot sign out.
- John Boyd stated that non-exempt employees should not be penalized for not signing in or out at a specific time if they are assigned duties that require them to supervise students.
- Susan Compton stated that the majority of employees sign in on a sheet.
- Daryla Bungo stated that her staff clocks in and out on their computer.
- Tammy Cope-Otterson stated that a future computer application will permit employees sign in and out from their cell phones.
- Tammy Cope-Otterson stated that Kronos will eventually be used in our School District for all non-exempt employees to sign in and out.
- Anne Calandrino asked if District Nurses are required to go back to their worksite after being at a school to sign out.
- Daryla Bungo responded no, District Nurses may sign out from their laptops or cell phones.
- Susan Compton stated that if an employee misses a punch there is a form that they need to complete.
- Nate Fancher stated that in the past he has allowed employees to go home early, then he tells his secretary so that she can make changes in Kronos and in the employee portal to reflect that.
- John Boyd stated that there should be a period of grace.
- Susan Compton stated that there is.
- John Boyd stated that he will work on a counterproposal for a future bargaining meeting.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Bereavement Leave: John Boyd/ Barbara Gleason

- John Boyd stated that Management's position is that employees receive Sick Leave that can be used as Bereavement Leave, and the School District also has Sick Leave Donation and Sick Leave Bank policies to assist eligible employees in specific situations.
- Barbara Gleason stated that OCEA sent out a survey to their bargaining unit and one of the questions they had was the number of sick days an employee can earn.
- Tammy Cope-Otterson stated that it depends on the employee's job classification:
 - Nine (9) month employees earn nine (9) days,
 - Ten (10) month employees earn ten (10) days,
 - Eleven (11) month employees earn eleven (11) days,
 - Twelve (12) month employees earn twelve (12) days,
- Nate Fancher stated that an employee earns one (1) Sick Leave day per one (1) month worked.
- Barbara Gleason stated that not everyone is generous or has leave to donate.
- Barbara Gleason stated that some employees are being docked for taking time to attend funerals of family members.
- John Boyd stated that the Pallbearer Leave language in School Board Rules is very old.
- Anne Calandrino stated that pallbearer language is also in our contract.
- Nate Fancher stated that any employee could say they are a pallbearer and abuse the system.
- Susan Compton stated that the employee could use Board Leave for up to half a day.
- John Boyd stated that he would share OCEA's additional concerns with School District Leadership.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Information and Reports: John Boyd/ Barbara Gleason

- Anne Calandrino stated that Ms. Kristie Rupchand looks at Board documents and cannot pull information on employee's name.
- Anne Calandrino stated that receiving a report annually is too late.
- Anne Calandrino stated that OCEA would like press releases to be collaborative.
- Susan Compton asked if Management needs to pull information from several places to do a report.
- Tammy Cope-Otterson responded that Ms. Compton is correct, and when she creates the report for OCEA, she must pull several data files.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

MOU re: COLA: John Boyd/ Barbara Gleason

- Anne Calandrino stated that OCEA researched and talked about this before they came up with this proposed MOU.
- Barbara Gleason stated that an example needs to be made since the School District is the top employer in the county.
- Barbara Gleason stated that the top family issues are childcare, utilities, rent and mortgage, and some household purchases have gone up 120%.
- Barbara Gleason stated that Social Security raised their COLA 8.7%.
- Barbara Gleason stated that Osceola County may lose employees to Orange County due to higher salaries there.
- Barbara Gleason stated that Management saw in the Board meeting that employees are living paycheck to paycheck.
- Barbara Gleason stated that we need District Leaders to lobby for education.
- Tammy Cope-Otterson stated that she does not like dealing with turnover rates.
- Tammy Cope-Otterson stated that other districts have discretionary taxes that provide revenues that may be used for employee salaries.
- Tammy Cope-Otterson stated that Management agrees with OCEA that we need to address employee salaries.
- Anne Calandrino stated that in Pinellas County Management and the union worked together on a discretionary tax referendum.
- John Boyd stated that he believes there may be an opportunity for our School Board to consider asking the community for a discretionary tax referendum that could be used for employee salaries.
- Susan Compton stated that every year costs increase, and it is difficult for employees to pay rent and buy food.
- LaShanna Ward stated that during summer, she had two (2) or three (3) OPS contracts in order to make more money to make ends meet.
- Nate Fancher stated that OCEA has requested an 8.7% COLA raise for both Instructional and ESP employees.
- John Boyd stated that Management agrees that both parties must agree to do something for our employees, but our new School Board needs the opportunity to have an Executive Session to decide.
- John Boyd stated that Management believes an 8.7% COLA is too large to sustain for all employees for future years.
- John Boyd stated that the worst thing both parties could do would be to ratify a salary increase that could not be sustained because salaries are a commitment to our employees.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that Management does not want employees to face a reduction in force or cuts in pay as a result of an unsustainable salary increase.
- John Boyd stated that inflation affects all employees.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar that is posted on the [Public Notices of Collective Bargaining webpage](#) of the [School District's public website](#).
- In accordance with *Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes*, and *Section 447.605 – Public meetings and records law; exemptions and compliance, Florida Statutes*, meeting minutes are posted on the [Bargaining Meetings Minutes webpage](#) of the [School District's public website](#).

Next Meeting: Date: Thursday, January 19, 2023
Time: 04:30 – 06:00 PM

Location: SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

Pluses

- Bargaining Leadership Team members complimented and thanked Management for the refreshments.

Deltas

- N/A

ADJOURNED at 05:30 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, January 19, 2023

Location: SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	OCEA Chief Negotiator/Student Records Clerk	Osceola Virtual Secondary Schools/OCSA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Danielle Worrell-James	Paraprofessional	Pleasant Hill Elementary School	<input type="checkbox"/>
6	LaShanna Ward	Paraprofessional	St. Cloud Middle School	<input checked="" type="checkbox"/>
7	Stella Gil	Bookkeeper	Boggy Creek Elementary School	<input type="checkbox"/>
8	VACANCY			<input checked="" type="checkbox"/>
9	VACANCY			
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Sarah Graber	Chief	Business & Fiscal Services	<input type="checkbox"/>
6	Angela Barner	Director	Finance	<input checked="" type="checkbox"/>
7	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Jose Gonzalez	Business & Fiscal Services
Emily Gorentz	East Lake Elementary School
Zahira Pena-Andino	Sunrise Elementary
Kristie Rupchand	OCEA



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 04:35 PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	LaShanna Ward
Time Keeper:	Jose Gonzalez

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Employee Laptop Computers: John Boyd/ Barbara Gleason

- John Boyd stated that Management has not changed their position on this item.
- John Boyd stated that Mr. Peter Thorne is assessing the needs of schools.
- Barbara Gleason requested to know the specific number of laptops that Management will provide to the schools.
- Barbara Gleason requested for Mr. Peter Thorne to come to February's bargaining meeting.
- John Boyd stated he will let Mr. Peter Thorne know OCEA's requests.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Sign In/ Out Procedures: John Boyd/ Barbara Gleason

- John Boyd stated that bargaining team members would work together on agreeable contract language.
- John Boyd stated that employees should not be penalized for working beyond the contractual day if the supervising administrator has assigned them to a duty post to ensure student safety and supervision.
- Susan Compton stated that sometimes you employees may need to work late and could receive Board Leave.
- John Boyd stated that it is important to get compensated by earning Board Leave or the employee's rate of pay.
- John Boyd stated that Management will always default to the safety and supervision of students.
- Barbara Gleason stated that OCEA entered a Public Records Request requesting the number of non-exempt employees who have received overtime pay.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- John Boyd stated that it may take time if it is not an existing record, but Management would provide the record to OCEA.
- John Boyd stated that he would bring back a counterproposal that includes the language to protect employees in duty assignments that extend beyond the contractual workday and that are on the side of the school campus opposite from the sign out sheet or equipment.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Bereavement Leave: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's revised counter-proposal.
- Susan Compton asked if the proposed contract language would allow the employee to take a day off without using their sick leave.
- John Boyd stated that the proposed contract language would permit that at the discretion of the principal.
- John Boyd stated that there is no set number of days to allow flexibility.
- Barbara Gleason stated that OCEA would take it back to their bargaining team members.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Information & Reports: John Boyd/ Barbara Gleason

- Barbara Gleason stated that OCEA agreed with receiving the reports quarterly.
- John Boyd stated that Management's proposed contract language reflects state law.

ACTION: Following a fist of five vote, BLT members agreed to approve this item.

Simplified ESP Salary Schedule: John Boyd/ Barbara Gleason

- Tammy Cope-Otterson stated that Management is committed to work on a revised and simplified salary schedule.
- Susan Compton stated that there are ten (10) different levels receiving the same rate of pay, and some employees do not understand why they are not making more money than others.
- Tammy Cope-Otterson stated that Management is working on a revised simplified salary schedule that would differentiate salary among employees to address compression as a result of Florida's new minimum wage of \$15 per hour with adjustments that may grandfather some employees.
- Tammy Cope-Otterson stated that she is hoping to have the new salary schedule by the next bargaining meeting.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

ESE Paraprofessional Salary: John Boyd/ Barbara Gleason

- John Boyd stated that there has been much discussion and clarification since the last School Board meeting.
- John Boyd shared and reviewed Management's proposed *Memorandum of Understanding re: Supplement*.
- John Boyd stated that Management proposes a \$500.00 one-time, non-recurring supplement for each current employee in the ESP bargaining unit.
- John Boyd stated that Management wanted to treat all bargaining groups equitably.
- Barbara Gleason stated that OCEA would take this to their bargaining team members for review and feedback.
- Anne Calandrino stated that this is a good starting point.
- John Boyd stated that Management knew the proposed supplement would be a starting point for negotiations for both bargaining groups.
- John Boyd shared and reviewed the proposed Health Benefits Plan.
- Susan Compton stated that the cost for a visit to an urgent care will drop from \$100.00 to \$40.00, but premiums will increase.
- Susan Compton stated that the School Board contribution is being raised \$7,686.00 because it has to put extra monies in the Health Benefits Plan reserve.
- John Boyd stated that there will still be a wellness points incentive with a new company, not Healics.
- John Boyd stated that completion of the Youth Mental Health First Aid Training will be added to the list of items that earn wellness points.
- John Boyd stated that the Youth Health Training must be completed once every three (3) years.
- John Boyd stated that Management is aware that there is no difference in pay for ESE and regular paraprofessionals and will address that in the revised simplified salary schedule.
- Barbara Gleason stated that OCEA is excited to see the changes in the salary schedule.
- John Boyd stated that Management's goal is to incentivize ESP employees to stay and boost morale.
- LaShanna Ward asked whether ESE paraprofessionals would get a differential in pay.
- John Boyd stated that the revised simplified salary schedule would address compression.
- Anne Calandrino asked whether principals could request an allocation.
- Tammy Cope-Otterson responded that no, allocations in the School District's funding model are based upon according to student population.
- Anne Calandrino asked if school principals could keep unspent funds in their budgets.
- Jose Gonzalez responded that school principals could roll 5% of their unspent funds into the next school year's budget, but positions are still allocated according to the model.
- John Boyd stated that he reserved Wednesday, February 01, 2023, 3:00 - 7:00 PM, with the Federal Mediation and Conciliation Services (FMCS) for a four (4) hour, face-to-face Collaborative Bargaining training.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar.
- Anne Calandrino requested to add contract Language in *Article IV: Association Rights*.

Next Meeting: Thursday, February 16, 2023; 3:00 PM – 4:30 PM
Location: SDOC Transportation Department, International Room
401 Simpson Road, Kissimmee, FL 34744

Pluses

- Bargaining Team Members complimented and thanked SDOC for the refreshments.
- John Boyd stated that it is always great to collaborate.

Deltas

- N/A

ADJOURNED at 05:33 PM



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Date: Thursday, February 16, 2023
Location: SDOC Transportation Department, International Room
 401 Simpson Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	OCEA Chief Negotiator/Student Records Clerk	Osceola Virtual Secondary Schools/OCSA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Danielle Worrell-James	Paraprofessional	Pleasant Hill Elementary School	<input type="checkbox"/>
6	LaShanna Ward	Paraprofessional	St. Cloud Middle School	<input checked="" type="checkbox"/>
7	Stella Gil	Bookkeeper	Boggy Creek Elementary School	<input type="checkbox"/>
8	VACANCY			<input checked="" type="checkbox"/>
9	VACANCY			
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Daryla Bungo	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
5	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
6	Angela Barner	Director	Finance	<input checked="" type="checkbox"/>
7	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

GUEST(S):

Kristie Rupchand	OCEA
Peter Thorne	School Support Services



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

COMMENCED at 03:17 PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	Susan Compton
Time Keeper:	Jose Gonzalez

John Boyd reminded bargaining team members that the Meeting Protocol is posted on the [Bargaining Meetings Protocol webpage](#) of the [School District's public website](#).

Introduction of New Bargaining Team Members

- N/A.

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.

Employee Laptop Computers: John Boyd/ Barbara Gleason

- John Boyd stated that OCEA asked for laptop computers for each ESP employee.
- Barbara Gleason stated that Mr. Boyd was correct.
- Barbara Gleason stated that OCEA completed a survey of their members and shared the results with Management.
- Barbara Gleason stated that the survey results show that many ESP employees have laptops.
- Peter Thorne stated that it varies by site.
- Barbara Gleason stated that Celebration High School is having issues with ESP employees checking their emails because the ESP employees do not have access to a computer.
- Peter Thorne stated that the School District's computer refresh used to be every twenty-four (24) years.
- Peter Thorne stated that student laptop computers could last seven (7) years.
- Peter Thorne stated that the School District's resources go to students first.
- Peter Thorne stated that the School District went one-to-one with laptop computers for students, and each student should have a laptop computer to use.
- Peter Thorne stated that it is up to each school how funds are spent for refreshing laptop computers.
- Peter Thorne stated that he monitors schools very closely to ensure that the money is being spent on students rather than employees.
- Susan Compton stated that when the media center shuts down, ESP employees cannot check their emails.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Susan Compton stated that some instructional employees may not allow paraprofessionals to sign into their classroom devices.
- Peter Thorne stated that there should be approximately ten (10) to fifteen (15) computers in each school's media center for anyone to use.
- Anne Calandrino asked Mr. Thorne why the School District did not want employees to use laptop computers after seven (7) years.
- Peter Thorne responded that it is not that the School District does not want employees to use the laptop computers, but that the laptop computers are not usable after seven (7) years in a school setting for multiple reasons, including software updates.
- LaShanna Ward stated that ESE paraprofessionals use what is available in their assigned classrooms.
- LaShanna Ward stated that some students will throw or break laptop computers, and the School District keeps purchasing new ones for students.
- Peter Thorne stated that currently, 80,000 laptop computers have been sent to surplus, 56,000 laptop computers are available to students, and 19,000 laptop computers have been lost or stolen.
- Peter Thorne stated that the schools should proceed with student discipline when students deliberately damage their assigned laptop computers.
- Daryla Bungo stated that it is called "malicious destruction" in the School District's Code of Student Conduct.
- John Boyd stated that laptop computers have become a digital textbook and are more costly.
- Peter Thorne stated that there are three (3) forms that students sign.
- Anne Calandrino asked if it is just age that causes devices to be sent to surplus.
- Peter Thorne responded that it is age and condition, for example leaving your laptop in a hot car.
- Anne Calandrino asked how bargaining team members could get more devices to ESP employees who do not have them, especially paraprofessionals.
- Anne Calandrino stated that some employees who have access to a device would like to have an individual one.
- John Boyd stated that OCEA and Management's mutual interest is accessibility.
- John Boyd stated that their needs to be a work-around when employees are denied access to the media center during events, training, or testing.
- LaShanna Ward stated that ESP employees should not have to come before work or stay after work to check their emails on unpaid time.
- LaShanna Ward stated that not all cell phone carrier services work well in the School District.
- Barbara Gleason stated that the Faculty Handbook states that employees should check their emails twice a day.
- Barbara Gleason asked whether computer technicians are getting a new job description.
- Peter Thorne stated that the changes in the job description for computer technicians are in the early stages.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Sign In/ Sign Out Procedures: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's counter-proposal.
- John Boyd stated that the School District would require consistent sign in and sign out procedures for employees to document time worked for employee compensation in compliance with applicable federal and state laws.
- John Boyd stated that if an administrator assigns an employee to a duty location at the end of the workday that is not near the location for the employee to sign out, then the employee could leave work from that duty location but should send an electronic communication to the employee's supervising administrator (or the supervising administrator's designee) upon leaving and complete formal sign out procedures on the next regularly scheduled workday.
- John Boyd stated that if an administrator assigns an employee to a duty location, and the need to ensure the safety and supervision of students causes the employee to remain on the work site beyond the contractual workday, then the employee would be compensated with Board Leave or provided a flexible schedule on the following workday, and the employee would not be subject to progressive discipline for working beyond the contractual workday. However, both the employee and the administrator should work together on solutions to reduce the occurrence of such situations.
- Susan Compton stated that there is a form for the employee to fill out and provide to their site secretary so that they may enter the employee's punch.
- John Boyd stated that employees can sign out from their digital devices at home too.
- Barbara Gleason stated that OCEA will take Management's proposal back to their team for further discussion.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

Bereavement Leave: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed Management's revised counterproposal for "Pallbearer/ Bereavement Leave."
- LaShanna Ward asked whether the principal had the authority to approve requests as long as it is an immediate family member.
- John Boyd responded that yes, it would be the same as the current pallbearer leave and could include travel time to and from the funeral.
- John Boyd stated that this is meant for immediate family members and could include someone who lives in the employee's immediate household.

ACTION: Following a fist of five vote, BLT members agreed to approve this item.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

Simplified ESP Salary Schedule: John Boyd/ Barbara Gleason

- Tammy Cope-Otterson shared and reviewed Management's proposed Simplified ESP Salary Schedule.
- Tammy Cope-Otterson stated that this proposed new salary schedule would be one (1) page as opposed to the current salary schedule that is six (6) pages.
- Tammy Cope-Otterson stated that with this item, Management proposes a tiered system salary schedule and professional/ technical degree incentives.
- Tammy Cope-Otterson stated that there is a protech degree incentive which is for employees who have a higher degree than their position requires.
- Tammy Cope-Otterson stated that there are 31 employees who currently qualify for the ProTech degree incentive, and it is for anyone with a pay level 10D or above.
- Tammy Cope-Otterson provided an example: If an employee's position requires an Associate's degree, and the employee has a Bachelor's degree, then the employee would get the ProTech Incentive of an additional \$0.45 per hour.
- Tammy Cope-Otterson stated that since ESE paraprofessionals currently make the same thing as Paraprofessionals, the proposed salary schedule would place them at pay level 'F.'
- Tammy Cope-Otterson stated that the proposed Simplified ESP Salary Schedule would put employees in a tiered system.
- Tammy Cope-Otterson stated that pay level 10 would make \$19.15 per hour and pay level 16 would make \$19.95 per hour.
- Tammy Cope-Otterson stated that employees would be able to bring in ten (10) years of experience instead of five (5).
- Tammy Cope-Otterson stated that ESE Paraprofessionals would get a 20% salary increase and higher level ESP employees would get 7% to 10% salary increase.
- Tammy Cope-Otterson stated that employees would not cap out and would still get raises.
- Tammy Cope-Otterson stated that in the future, bargaining team members could agree to collapse tiers of five (5) years to tiers of three (3) years.
- John Boyd stated that the proposed new salary schedule would include a salary increase for all ESP employees for the 2023-24 school year.
- Anne Calandrino requested for the proposed new salary schedule to have a key for the job descriptions in each pay level.
- John Boyd asked whether OCEA would like definitions for the pay levels and codes in this new proposed salary schedule.
- Anne Calandrino responded that yes, she would like definitions.
- Barbara Gleason also requested a key.
- Tammy Cope-Otterson stated that the information is provided in the job descriptions, and she is in the process of updating job descriptions.
- Susan Compton asked if an employee is on pay level three (3), will they go to pay level four (4).
- Tammy Cope-Otterson responded that yes, if they are on pay level three (3), they will go on to pay level four (4).
- John Boyd asked OCEA if they would still like a key.
- Barbara Gleason responded that Ms. Cope-Otterson stated that the information is in the job descriptions, which is easy to find.
- LaShanna Ward stated that if it was not explained to her, then she would not understand, and that some employees do not know their pay types.
- Tammy Cope-Otterson stated that the district is in the process of doing how-to videos.
- John Boyd stated that he understood Ms. Calandrino, and Management will work on something that provides more information.



Education Staff Professionals (ESP) Meeting Minutes, Professional Support Staff Employees

- Tammy Cope-Otterson stated that she would recommend that School District Leadership remove the number of inservice points required for level upgrades in each job description.
- Tammy Cope-Otterson stated that the proposed changes to the salary schedule started with OCEA.
- John Boyd stated that the new proposed salary schedule streamlines everything.
- Tammy Cope-Otterson stated that 3,000 salary slots would be reduced to 300.
- Susan Compton stated that OCEA appreciates Management's and Ms. Cope-Otterson's hard work.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.

ESE Paraprofessional Salary: John Boyd/ Barbara Gleason

- John Boyd stated that Ms. Cope-Otterson has addressed this item within the new proposed salary schedule.
- John Boyd shared and reviewed the revised *MOU re: One-Time, Non-Recurring Supplement*.
- John Boyd stated that he has added item numbers four (4) and five (5) to the MOU to add a retention incentive.
- Susan Compton asked if Management proposes for ESP employees to get \$500 now and \$500 next year.
- John Boyd responded that she is correct.
- Barbara Gleason stated that OCEA was going to counter with COLA, but Management gave them something new to consider.

ACTION: No action was taken on this item at this time, and this item will be brought back to a future meeting.



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

Date: Thursday, April 20, 2023, 3:00 PM
Location: Transportation Department, International Room,
 401 Simpson Road, Kissimmee, Florida 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
3	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
4	Stella Gil	Bookkeeper	Boggy Creek Elementary School	<input type="checkbox"/>
5	Barbara Gleason	OCEA Chief Negotiator/Student Records Clerk	Osceola Virtual Secondary Schools/OCSA	<input checked="" type="checkbox"/>
6	Danielle Worrell-James	Paraprofessional	Pleasant Hill Elementary School	<input checked="" type="checkbox"/>
7	LaShanna Ward	Paraprofessional	St. Cloud Middle School	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	Angela Barner	Director	Finance	<input checked="" type="checkbox"/>
2	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
3	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
4	Hilary DeLuca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
5	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
6	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
7	Rhonda McMahon	Director	Student Services	<input type="checkbox"/>
8	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

GUEST(S):

<i>Rupchand, Kristie</i>	<i>OCEA</i>
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Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

Helpful School District Public Website Resources about the Collective Bargaining Process	
<u>Labor Relations Webpages</u>	https://www.osceolaschools.net/Page/2552
• Union Contracts	https://www.osceolaschools.net/Page/2552
• Public Notices of Collective Bargaining	https://www.osceolaschools.net/Page/2554
• Bargaining Meetings Minutes	https://www.osceolaschools.net/Page/7244
• Salaries and Benefits Proposals	https://www.osceolaschools.net/Page/8004
• Tentative Agreements and Ratification Documents	https://www.osceolaschools.net/Page/6812
• Bargaining Teams Information	https://www.osceolaschools.net/Page/6332
• Bargaining Leadership Teams' Summaries of Collaborative Work, 2014-15 to Present	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=12843&dataid=69393&FileName=Bargaining%20Leadership%20Teams%20Summaries%20of%20Collaborative%20Work%202014-15%20to%20Present.pdf
• Bargaining Meetings Protocol	https://www.osceolaschools.net/Page/6810
• Policies Related to Civility at Bargaining Meetings	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=13900&dataid=71534&FileName=Policies%20Related%20to%20Civility%20at%20Bargaining%20Meetings%20Binder.pdf
• General Collective Bargaining Information	https://www.osceolaschools.net/Page/2551
• What Is Collaborative Bargaining?	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30089&FileName=What%20Is%20Collaborative%20Bargaining.pdf
• A Primer for Collective Bargaining and Employee Relations	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30256&FileName=A%20Primer%20for%20Collective%20Bargaining%20and%20Employee%20Relations.pdf
• Bargaining Units/ Employee Groups Defined	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30250&FileName=BARGAINING%20UNITS%20-%20EMPLOYEE%20GROUPS%20DEFINED%20062122.pdf
• Subjects/ Topics of Bargaining	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30253&FileName=Subjects%20of%20Bargaining.pdf
• Salaries and Supplements Schedules	https://www.osceolaschools.net/Page/293



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

COMMENCED at 03:07 PM

Meeting Protocol	
Mission Statement:	• Bargaining Meetings Protocol
Philosophy:	• Bargaining Meetings Protocol
Rationale:	• Bargaining Meetings Protocol
Salary and Fringes:	• Bargaining Meetings Protocol
Goals:	• Bargaining Meetings Protocol
Guest Protocol:	• Bargaining Meetings Protocol
Speaking Order:	LaShanna Ward
Time Keeper:	Jose Gonzalez

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- Barbara Gleason introduced Amy Jacob, Computer Routing Technician, Transportation, as a new member of our Bargaining Leadership Team.

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that the minutes of collective bargaining meetings are public records available to all who request to see them and that these minutes are posted promptly after each collective bargaining meeting on the appropriate webpage of the [School District's public website](#).
 - [Bargaining Meetings Minutes](#)
 - [<https://www.osceolaschools.net/Page/7244>]



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

Simplified ESP Salary Schedule: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed the *MOU re: One-Time, Non-Recurring Inflation Supplement*.
- John Boyd stated that Management proposes a one-time, non-recurring supplement of \$1,000.
- John Boyd stated that Management proposes that instead of splitting the amount over two (2) years, ESPs would receive the whole amount of \$1,000 at one (1) time.
- John Boyd stated that if OCEA agreed at this meeting, ESPs would receive the supplement in May 2023.
- LaShanna Ward asked if Instructional employees received \$2,000, why would Management offer ESPs \$500, and now \$1,000.
- John Boyd stated that Instructional employees have always received a larger supplement amount.
- Susan Compton asked why ESPs are worth less than Instructional employees.
- John Boyd stated that ESPs are not worth less than Instructional employees, but each employee group has different levels of salaries for each job.
- Barbara Gleason asked if Management would be able to offer something different for ESP employees.
- John Boyd stated that Instructional employees are the largest group of employees, and as a result, Management prioritized Instructional employees.
- Anne Calandrino stated that this supplement is not about salaries.
- John Boyd responded that he understood Ms. Calandrino's point, but this item is compensation and placed under the "Salaries and Benefits" for negotiation.
- LaShanna Ward stated that when classroom Instructional employees are absent, administrators assign ESP employees, especially paraprofessionals, to serve as substitute teachers.
- LaShanna Ward stated that Management should offer ESPs \$1,500 to \$1,700.
- LaShanna Ward stated that ESP employees cover many roles and do not get paid for them all.
- Barbara Gleason asked what Management was planning to offer to the Teamsters and Non-Bargaining employees.
- John Boyd stated that Management is going to offer the same \$1,000 to Non-Bargaining employees.
- Tammy Cope-Otterson stated that Management is going to offer Teamsters \$1,000.
- John Boyd stated that money has been prioritized for all employees that are not administrators.
- Susan Compton asked whether Management set \$2,000 for Instructional employees and \$1,000 for all other employees.
- Jose Gonzalez stated that Ms. Susan Compton was correct.
- Anne Calandrino asked whether Management would be able to provide OCEA how much is available in the ESSER-ARP funds.
- John Boyd responded that he believed Management did respond to a public records request from OCEA [Mrs. Janet Moody] about ESSER-ARP funds.
- Jose Gonzalez stated that the public records request for the currently available ESSER-ARP funds would need to go to Dr. Diane La Mar, Director of Special Programs.
- John Boyd stated that Management is using available ESSER-ARP funds for the proposed one-time non-recurring inflation supplement for ESP employees.
- John Boyd stated that he understands that OCEA would like a higher supplement.
- Susan Compton stated that OCEA members are requesting a higher supplement.
- Amy Jacobs stated that ESPs and Instructional employees always get the same amount in supplements.
- John Boyd responded that both bargaining units do not always get the same amounts.
- John Boyd stated that the proposed supplement for ESP employees would be delayed because tentative agreement was not made tonight, and OCEA would have to let their members know.
- Susan Compton asked whether the supplement would be taxed.



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

- John Boyd stated that the supplement would be taxed at regular rate, not the rumored higher rate.
- Susan Compton stated that some employees are saying that Instructional employees will be receiving \$2,000 after tax.
- John Boyd thanked Ms. Compton for sharing that information with Management and stated that those rumors were incorrect.
- Lashanna Ward stated that ESP employees need a better offer since the proposed offer includes taxes.
- Jose Gonzalez stated that if School District Leadership offers ESP employees more, it will affect what Non-Bargaining and Teamsters employees receive.
- John Boyd shared and reviewed Management's proposed Simplified ESP Salary Schedule and the key for each pay level code that OCEA requested.
- John Boyd stated that the salary rates were the same as the proposal that Management shared at the prior bargaining meeting.
- John Boyd stated that Management would have to update the key for pay level codes each year.
- Tammy Cope-Otterson stated that this information is in the data file OCEA receives each quarter.
- Barbara Gleason stated that not everyone sees that file.
- Tammy Cope-Otterson stated that a pivot table could be done using this data file to obtain this information.
- Susan Compton asked for clarification about how the tiers were organized.
- Tammy Cope-Otterson stated that this proposal was built upon what OCEA provided for the negotiations of salaries for the current 2022-23 school year.
- Barbara Gleason stated that the proposal looked good.
- Amy Jacobs stated that ESP employees need inservice points to move to the next pay level.
- Tammy Cope-Otterson responded that ESP employees would no longer need inservice points to move to the next pay level.
- Tammy Cope-Otterson stated that Board members approved revisions to the *Employee Handbook* that require employees to be in their position for one (1) year and to receive the recommendation from their supervising administrator to move to the next pay level.
- Tammy Cope-Otterson stated that if the proposed salary schedule is adopted, Bargaining Team Members have to negotiate how to place ESP employees on it and future salary increases.
- John Boyd stated that it would be Management's intention to meet each school year to bargain in good faith and negotiate salaries and benefits pending any unforeseen economic crisis.

ACTION: No action was taken on these items at this time, and these items will be brought back to a future meeting.

Note: All proposal documents are posted on the [Salaries and Benefits Proposals webpage](#) of the [School District's public website](#).

Employee Laptop Computers: John Boyd/ Barbara Gleason

- John Boyd stated that Management has not changed its position on this item.
- Danielle Worrell-James stated that ESP employees do not have laptop computers available to them and cannot complete job duties or trainings such as the SDOC Employee Orientation.
- John Boyd stated that every facility is supposed to make laptops available in the school media center or for check out to employees that do not have one assigned to them.
- John Boyd stated that the School District has committed to one laptop for each student, and that is the present priority.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: April 28, 2023

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Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

- John Boyd stated that he understands the reasons why OCEA is asking that all ESP employees be assigned laptop computers.
- John Boyd stated that no one should require ESP employees to check their emails on their personal cell phones.
- John Boyd stated that teachers do not have a right to require paraprofessionals to check their emails.
- John Boyd stated that he would love for all ESP employees to have a laptop computer, but Mr. Peter Thorne expressed the reasons why the School District is not able to do so at present.
- John Boyd asked for the name of the schools that are not offering laptop computers in media centers or for check out to ESP employees.
- Danielle Worrell-James stated that Pleasant Hill Elementary does not.
- Barbara Gleason stated that Celebration High School was the other school that does not.
- Danielle Worrell-James stated that Pleasant Hill Elementary took the laptop computers out of its school media center.
- John Boyd asked Ms. Worrell-James whether she had spoken to her school principal.
- Danielle Worrell-James stated that she had not but would speak to her.
- Barbara Gleason stated that she was under the impression that Mr. Peter Throne was supposed to return to a bargaining meeting.
- Anne Calandrino stated that she believed Mr. Thorne was supposed to find a way to get more laptop computers for check out for ESP employees.
- Anne Calandrino asked if there are any ESSER-ARP funds for laptop computers for ESP employees.
- John Boyd stated that ESSER-ARP funds are already committed for other purposes including the one-time, non-recurring inflation supplements for Instructional and ESP employees.

ACTION: No action was taken on these items at this time, and these items will be brought back to a future meeting.

Note: All proposal documents are posted on the [Salaries and Benefits Proposals webpage](#) of the [School District's public website](#).

Sign In/ Sign Out Procedures: John Boyd/ Barbara Gleason

- John Boyd stated that Management has not changed its position on this item.
- John Boyd stated that at the last bargaining meeting OCEA stated that they were going to look at the School District's proposed language and bring a response to this meeting.
- Barbara Gleason stated that OCEA has made a Public Records Request.
- Jose Gonzalez stated that they have received the Public Records Request, and the report requested is not readily available, so the School District will need time to create it in good faith for bargaining although state law does not require public records that do not readily exist to be created in response to a public records request.

**The meeting recessed at 03:47 PM for OCEA members to caucus about the proposal.
The meeting resumed at 04:10 PM.**

- Barbara Gleason stated that OCEA would like to counter-offer a one-time non-recurring supplement of \$1,500 and to meet next Thursday, April 27, 2023.
- John Boyd stated that he would bring OCEA's request to School District Leadership.
- LaShanna Ward asked if Management made that decision or the School Board.
- Barbara Gleason stated that OCEA would like to reach tentative agreement tonight.
- John Boyd stated that School District Leadership must approve all bargaining proposals.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: April 28, 2023



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

- John Boyd stated that if School District Leadership agreed to OCEA's counteroffer, then it would affect the funds available for supplements for employees in other employee groups.
- Barbara Gleason stated that OCEA would like to receive Management's best offer and a different amount.
- Jose Gonzalez stated that what is available is what was offered.
- Jose Gonzalez stated that Management heard employees' concerns and requests to address salary compression and inflation, and that the School District asked the Florida Department of Education (FLDOE) whether the ESSER-ARP funds could be used for supplements for employees, and FLDOE approved the School District's plans.
- Anne Calandrino stated that the United State Department of Education (USED) wanted the use of ESSER-ARP funds to be bargained.
- John Boyd stated that the USED stated that school districts should provide the opportunity for the unions' input.
- John Boyd stated that he would email OCEA tomorrow April 21, 2023, about the next meeting date.
- OCEA asked to caucus for a second time.

**The meeting recessed at 04:17 PM for OCEA members to caucus about the proposal.
The meeting resumed at 04:27 PM.**

- Susan Compton stated that OCEA would like to meet next week.
- John Boyd stated that he understood that OCEA would like the amount of the proposed one-time, nonrecurring inflation supplement to be \$1,500 and to meet next week.

ACTION: No action was taken on these items at this time, and these items will be brought back to a future meeting.

Note: All proposal documents are posted on the [Salaries and Benefits Proposals webpage](#) of the [School District's public website](#).

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Barbara Gleason shared and reviewed proposed contract language for Article IX: Right of Representation.
- John Boyd asked if OCEA wanted to have a representative at each meeting regardless of its purpose.
- Barbara Gleason responded that John Boyd was correct.
- Barbara Gleason asked whether bargaining meetings could be live-streamed.
- John Boyd stated that Management does not agree to live-stream bargaining meetings at this time.
- John Boyd stated that all bargaining meetings are open to the public to attend, and all bargaining meetings are included on the Bargaining Calendar that is posted on the [Public Notices of Collective Bargaining webpage](#) of the [School District's public website](#).
- John Boyd stated that if meetings were live-streamed, the flow of the bargaining meeting would change, and members of both parties would be less likely to speak openly.
- John Boyd stated that the bargaining meeting minutes are thorough, and he has been flexible in the past when OCEA has made requests for additions to the meeting minutes.
- Barbara Gleason stated that OCEA missed the last Union-Management (UMM) virtual meeting.
- Anne Calandrino asked whether the UMMs could be face-to-face since turnout has been low for virtual meetings.
- John Boyd stated that would be possible and asked OCEA to host the face-to-face UMMs at their union hall.



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

Date: Thursday, April 27, 2023, 3:00 PM
Location: Transportation Department, International Room,
 401 Simpson Road, Kissimmee, Florida 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President	OCEA	<input checked="" type="checkbox"/>
2	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	OCEA Chief Negotiator/Student Records Clerk	Osceola Virtual Secondary Schools/OCSSA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Danielle Worrell-James	Paraprofessional	Pleasant Hill Elementary School	<input type="checkbox"/>
6	LaShanna Ward	Paraprofessional	St. Cloud Middle School	<input checked="" type="checkbox"/>
7	Stella Gil	Bookkeeper	Boggy Creek Elementary School	<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
3	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
4	Rhonda McMahon	Director	Student Services	<input checked="" type="checkbox"/>
5	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
6	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
7	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
8	Angela Barner	Director	Finance	<input checked="" type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

GUEST(S):

<i>D'Addio, Salvatore</i>	<i>New Beginnings Education Center</i>
<i>Smith, Felicia</i>	<i>Celebration High School</i>



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

Helpful School District Public Website Resources about the Collective Bargaining Process	
<u>Labor Relations Webpages</u>	https://www.osceolaschools.net/Page/2552
• Union Contracts	https://www.osceolaschools.net/Page/2552
• Public Notices of Collective Bargaining	https://www.osceolaschools.net/Page/2554
• Bargaining Meetings Minutes	https://www.osceolaschools.net/Page/7244
• Salaries and Benefits Proposals	https://www.osceolaschools.net/Page/8004
• Tentative Agreements and Ratification Documents	https://www.osceolaschools.net/Page/6812
• Bargaining Teams Information	https://www.osceolaschools.net/Page/6332
• Bargaining Leadership Teams' Summaries of Collaborative Work, 2014-15 to Present	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=12843&dataid=69393&FileName=Bargaining%20Leadership%20Teams%20Summaries%20of%20Collaborative%20Work%202014-15%20to%20Present.pdf
• Bargaining Meetings Protocol	https://www.osceolaschools.net/Page/6810
• Policies Related to Civility at Bargaining Meetings	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=13900&dataid=71534&FileName=Policies%20Related%20to%20Civility%20at%20Bargaining%20Meetings%20Binder.pdf
• General Collective Bargaining Information	https://www.osceolaschools.net/Page/2551
• What Is Collaborative Bargaining?	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30089&FileName=What%20Is%20Collaborative%20Bargaining.pdf
• A Primer for Collective Bargaining and Employee Relations	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30256&FileName=A%20Primer%20for%20Collective%20Bargaining%20and%20Employee%20Relations.pdf
• Bargaining Units/ Employee Groups Defined	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30250&FileName=BARGAINING%20UNITS%20-%20EMPLOYEE%20GROUPS%20DEFINED%20062122.pdf
• Subjects/ Topics of Bargaining	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30253&FileName=Subjects%20of%20Bargaining.pdf
• Salaries and Supplements Schedules	https://www.osceolaschools.net/Page/293



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

COMMENCED at 03:17 PM

Meeting Protocol	
Mission Statement:	• Bargaining Meetings Protocol
Philosophy:	• Bargaining Meetings Protocol
Rationale:	• Bargaining Meetings Protocol
Salary and Fringes:	• Bargaining Meetings Protocol
Goals:	• Bargaining Meetings Protocol
Guest Protocol:	• Bargaining Meetings Protocol
Speaking Order:	N/A
Time Keeper:	N/A

John Boyd requested that review of the above protocols be suspended for this meeting.

Introduction of New Bargaining Team Members

- John Boyd introduced Rhonda McMahon, Director, Student Services, as a new member of our Bargaining Leadership Team.

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that the minutes of collective bargaining meetings are public records available to all who request to see them and that these minutes are posted promptly after each collective bargaining meeting on the appropriate webpage of the [School District's public website](#).
 - [Bargaining Meetings Minutes](#)
 - [<https://www.osceolaschools.net/Page/7244>]



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

MOU Re: One-Time, Non-Recurring Inflation Supplement: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed the *MOU re: One-Time, Non-Recurring Inflation Supplement*.
- John Boyd stated that:
 - To comply early with the new higher required minimum wage of \$15.00 per hour, the 2022-23 Salary Settlement for ESP employees included:
 - a salary increase of at least 2% of the employee's minimum base salary in which some employees received as much as a 30% salary increase; and a
 - one-time, non-recurring supplement per ESP bargaining unit employee of \$750.00
 - The proposed MOU would provide a one-time, non-recurring supplement of \$1,000, which reflects 4% of the average salary for an ESP employee. The same method was used to determine the amount of the supplement for other employee groups.
 - If OCEA ESP agrees to this MOU tonight, then the supplement shall be paid to ESP employees in the same paycheck as the Instructional employees.
 - The \$1,000 amount is the School Board's firm and final best offer.
- Jose Gonzalez stated that it would be paid on May 15, 2023.
- Anne Calandrino asked if both parties are collaborative.
- John Boyd responded that yes, he believed both parties do make an effort.
- Anne Calandrino stated that Management and OCEA should have made an announcement together.
- Anne Calandrino stated that Susan Compton sent out a survey.
- John Boyd stated that he appreciated Ms. Calandrino's comment and understood.
- LaShanna Ward stated that Management offered \$1,000, OCEA counteroffered with \$1,500, and the School Board said no.
- John Boyd stated that she is correct, and \$1,000 is a firm and final offer.
- Amy Jacob asked if Mr. Boyd stated that the supplement was for the current 2022-23 school year.
- John Boyd responded that yes, if both parties did not agree tonight, then the supplement would not be offered next year since the funds from this grant are non-recurring.

**The meeting recessed at 03:26 PM for OCEA members to caucus about the proposal.
The meeting resumed at 04:02 PM.**

- Barbara Gleason asked if there is any possibility that the grant would change.
- John Boyd stated that the ESSER-ARP grant document shared does not reflect what was spent.
- LaShanna Ward stated that Ms. Janet Moody's name should not be on the document.
- John Boyd responded that she is correct.
- Barbara Gleason stated that ESPs need the money because of living conditions and property expenses.
- Barbara Gleason stated that Ms. Compton was correct to say in the last meeting, that the price of eggs is the same for everyone.
- Susan Compton stated that OCEA knows that Management understands.
- Susan Compton stated that OCEA understands when Management says that due to salaries, ESPs are offered half.



Bargaining Leadership Team (BLT) Meeting Minutes, Education Staff Professionals Employees

- Susan Compton stated that Management states this is an inflation supplement but has offered ESPs half of what was offered to the Instructional unit.
- LaShanna Ward asked how much administrators were going to receive.
- Tammy Cope-Otterson stated that administrators were not going to receive an inflation supplement.
- John Boyd stated that the inflation supplement is for all employees, excluding administrators.
- Tammy Cope-Otterson shared several examples of how the work expectations are greater for administrators
- Tammy Cope-Otterson stated that some Instructional employees have said administrators do not deserve a raise.
- Tammy Cope-Otterson stated that on average, Administrators make \$14 per hour more than Instructional employees.
- LaShanna Ward apologized for asking and stated that Management did not need to share.
- LaShanna Ward stated that she was late to today's meeting because a student did not want to comply with anyone (including Administration) but her.
- Anne Calandrino stated that Management did not take any of OCEA's language into consideration for the MOU.
- Barbara Gleason stated that in order to get the money into the hands of ESPs, they will accept.
- Susan Compton stated that both parties agree to continue salaries and benefits negotiations for next school year.
- Barbara Gleason requested that the School District's press release be matter of fact and not include flowery language.
- John Boyd stated that he appreciated and understood OCEA's request, and that he would call Dr. Debra Pace to share that request.
- Anna Calandrino asked for clarification on who "Management" was.
- John Boyd stated that it is the School Board first and the School District Leadership team.
- John Boyd called for a fist of five vote on whether to approve the MOU.
- Bargaining Leadership Team Members voted and agreed to approve this item.
- Susan Compton asked what happens when during a fist of five vote, someone votes with a one.
- John Boyd stated that any vote less than a three (3) means that discussion needs to continue.
- Susan Compton stated that Ms. Ward held up a one (1).
- John Boyd and Barbara Gleason asked Ms. Ward to speak.
- LaShanna Ward stated that she said everything at the School Board meeting.
- LaShanna Ward asked what would happen if the School District lost all ESP employees.
- John Boyd stated that ESPs are valued, and the School District does not want to lose them.
- John Boyd stated that Bargaining Leadership Team Members worked together on salaries last school year to help retain ESP employees, and that both parties would work on that again for the coming school year too.
- Tammy Otterson shared that the proposed new salary schedule is simpler and provides a salary increase for ESP employees for the 2023-24 school year.
- John Boyd asked Ms. Ward if that information would help to bring her vote up to a three (3).
- LaShanna Ward stated yes, it would.

ACTION: Following a fist of five vote, BLT members agreed to approve this item.

Note: All proposal documents are posted on the [Salaries and Benefits Proposals webpage](#) of the [School District's public website](#)



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Date: Thursday, May 18, 2023, 12:00 AM
Location: Transportation Department, International Room,
401 Simpson Road, Kissimmee, Florida 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Lare Allen	President	OCEA	<input type="checkbox"/>
2	Anne Calandrino	Unified Service Director	OCEA	<input checked="" type="checkbox"/>
3	Barbara Gleason	OCEA Chief Negotiator/Student Records Clerk	Osceola Virtual Secondary Schools/OCOSA	<input checked="" type="checkbox"/>
4	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
5	Salvatore D'Addio	Computer Technician	Information and Technology Division	<input checked="" type="checkbox"/>
6	Stella Gil	Bookkeeper	Boggy Creek Elementary School	<input type="checkbox"/>
7	Danielle Worrell-James	Paraprofessional	Pleasant Hill Elementary School	<input type="checkbox"/>
8	LaShanna Ward	Paraprofessional	St. Cloud Middle School	<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Tammy Cope-Otterson	Chief	Human Resources	<input checked="" type="checkbox"/>
3	Daryla Bungo	Director	Student Services	<input type="checkbox"/>
4	Rhonda McMahon	Director	Student Services	<input type="checkbox"/>
5	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
6	Nate Fancher	Principal	St. Cloud High School	<input type="checkbox"/>
7	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
8	Angela Barner	Director	Finance	<input checked="" type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

GUEST(S):

<i>Castro Stevens, Kim</i>	<i>Hickory Tree Elementary School</i>
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Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Helpful School District Public Website Resources about the Collective Bargaining Process	
<u>Labor Relations Webpages</u>	https://www.osceolaschools.net/Page/2552
• <u>Union Contracts</u>	https://www.osceolaschools.net/Page/2552
• <u>Public Notices of Collective Bargaining</u>	https://www.osceolaschools.net/Page/2554
• <u>Bargaining Meetings Minutes</u>	https://www.osceolaschools.net/Page/7244
• <u>Salaries and Benefits Proposals</u>	https://www.osceolaschools.net/Page/8004
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• <u>Bargaining Teams Information</u>	https://www.osceolaschools.net/Page/6332
• <u>Bargaining Leadership Teams' Summaries of Collaborative Work, 2014-15 to Present</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=12843&dataid=69393&FileName=Bargaining%20Leadership%20Teams%20Summaries%20of%20Collaborative%20Work%202014-15%20to%20Present.pdf
• <u>Bargaining Meetings Protocol</u>	https://www.osceolaschools.net/Page/6810
• <u>Policies Related to Civility at Bargaining Meetings</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=13900&dataid=71534&FileName=Policies%20Related%20to%20Civility%20at%20Bargaining%20Meetings%20Binder.pdf
• <u>General Collective Bargaining Information</u>	https://www.osceolaschools.net/Page/2551
• <u>What Is Collaborative Bargaining?</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30089&FileName=What%20Is%20Collaborative%20Bargaining.pdf
• <u>A Primer for Collective Bargaining and Employee Relations</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30256&FileName=A%20Primer%20for%20Collective%20Bargaining%20and%20Employee%20Relations.pdf
• <u>Bargaining Units/ Employee Groups Defined</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30250&FileName=BARGAINING%20UNITS%20-%20EMPLOYEE%20GROUPS%20DEFINED%20062122.pdf
• <u>Subjects/ Topics of Bargaining</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30253&FileName=Subjects%20of%20Bargaining.pdf
• <u>Salaries and Supplements Schedules</u>	https://www.osceolaschools.net/Page/293



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

COMMENCED at 03:09 PM

Meeting Protocol	
Mission Statement:	• Bargaining Meetings Protocol
Philosophy:	• Bargaining Meetings Protocol
Rationale:	• Bargaining Meetings Protocol
Salary and Fringes:	• Bargaining Meetings Protocol
Goals:	• Bargaining Meetings Protocol
Guest Protocol:	• Bargaining Meetings Protocol
Speaking Order:	Tammy Cope-Otterson & Barbara Gleason
Time Keeper:	Susan Compton

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- Barbara Gleason introduced Amy Jacob, Rachel Randolph, and Salvatore D'Addio, as a new member of our Bargaining Leadership Team.

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that the minutes of collective bargaining meetings are public records available to all who request to see them and that these minutes are posted promptly after each collective bargaining meeting on the appropriate webpage of the [School District's public website](#).
 - [Bargaining Meetings Minutes](#)
 - [<https://www.osceolaschools.net/Page/7244>]



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Salaries & Benefits Package: John Boyd/ Barbara Gleason

- John Boyd shared and reviewed the *Salaries and Benefits package* with bargaining team members.
- Anne Calandrino has asked whether the School Board had voted on this proposal.
- John Boyd responded that they have not, but they gave their consent to this offer.
- Susan Compton briefly reviewed the differences among the three (3) proposed plan options.
- John Boyd stated that this package offers a Flexible Spending Account (FSA).
- John Boyd stated that if OCEA does not see a benefit to the FSA, Management would consider not offering it.
- Susan Compton stated that OCEA suggests that the district not donate \$250 to employees FSA accounts so that the money can be saved for salaries.
- John Boyd stated that not many employees participate in the FSA, and it does not cost the plan much, but it might be seen as a negative if it is taken away.
- John Boyd highlighted the proposed salary schedule.
- Susan Compton asked what a specialist degree is.
- John Boyd responded that it is a degree between a master's and doctorate degree.
- Tammy Cope-Otterson stated that there are Paraprofessionals who have a master's degree.
- Tammy Cope-Otterson stated that in order to be a Paraprofessional, you need to have:
 - Sixty (60) undergraduate semester hours,
 - A bachelor's degree or higher, or
 - Complete a preparatory program.
- Tammy Cope-Otterson stated that SDOC had a grant-funded program to help applicants pass the Paraprofessionals test.
- Tammy Cope-Otterson stated that if they have an associate degree, they could get an additional \$0.57 per hour pay.
- Tammy Cope-Otterson stated that pay levels that are 10 D or higher would be eligible for the Professional Technical Degree Incentive.
- Tammy Cope-Otterson stated that Paraprofessionals are within pay levels 10 D, E, or F of the proposed pay schedule.
- Susan Compton asked about Computer Techs because they have many certifications.
- Tammy Cope-Otterson stated that Computer Techs would not be eligible for the Professional/ Technical Degree Incentive.
- Salvatore D'Addio stated that Computer Techs are at pay level 9.
- Tammy Cope-Otterson stated that non-bargaining employees would receive an incentive if they have a bachelor's degree.
- Susan Compton asked if this was for all pay levels.
- Tammy Cope-Otterson stated that it is for Professional/ Technical employees who are at pay level 10 or above.
- Tammy Cope-Otterson stated that OCEA could propose a degree incentive for all of their members.
- Tammy Cope-Otterson stated that in April, she requested and the School Board approved removing the requirement of inservice points for an upgrade from all job descriptions.
- Tammy Cope-Otterson stated that now the employee just needs to complete one (1) year in their position and receive a recommendation from their supervisor for an upgrade.
- Amy Jacob asked when this was passed.
- Tammy Cope-Otterson stated that it was approved by the School Board on or around April 25, 2023.
- Tammy Cope-Otterson stated that changing job descriptions is management's right.
- Tammy Cope-Otterson stated that this was a great benefit to all employees.
- Barbara Gleason asked if all job descriptions have been updated.



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

- Tammy Cope-Otterson stated that it would take a lot of time to update all job descriptions.
- Amy Jacob stated that some job descriptions that have been updated have not been posted on the School District webpage.
- Tammy Cope-Otterson stated that updated job descriptions should be posted on the School District's webpage and if they are not, please email Ms. Rachelle Fougere at Human Resources.
- Tammy Cope-Otterson stated that when the School District changed website management companies, Human Resources had to update job descriptions to be compliant with requirements within the Americans with Disabilities Act (ADA).
- Susan Compton stated that last year most employees were raised to \$15.00 per hour, and with Management's proposal, all employees would get a raise.
- Tammy Cope-Otterson stated that Management's proposal is built off of what OCEA proposed.
- John Boyd stated that page three (3) of the proposal document, shows that ESP employees would receive an average salary increase of 3.25%.
- Tammy Cope-Otterson stated that the term "Years of Experience," needs to be changed to "Steps."
- Susan Compton asked whether an ESP employee with 27 years of experience would make more money if OCEA agrees to this proposal.
- Tammy Cope-Otterson stated that yes, there is a step for 21 and above, and OCEA could also negotiate a specific salary increase for employees who have topped out each year.
- Tammy Cope-Otterson stated that in Management's current proposal, these employees would be grandfathered in and then receive no less than a 2% salary increase.
- Tammy Cope-Otterson stated that the schedule allows employees to increase their pay levels more quickly.
- Tammy Cope-Otterson stated that there are many things you can do with this schedule.
- John Boyd stated that it allows flexibility.
- Anne Calandrino asked if ESP employees had to complete a special form to receive a level upgrade.
- Amy Jacob stated that the ESP employee just sends an email to the ESP employee's supervisor.
- Anne Calandrino asked for clarification about why job descriptions were changed for ADA reasons.
- Tammy Cope-Otterson stated that the new SDOC website had to be ADA compliant, and job descriptions had to be in a specific format.
- Anne Calandrino stated that LPNs are Nurses and want their ID badges to state that.
- Tammy Cope-Otterson stated that the badges have a new format and will not have the employee's position or title on them anymore.
- Tammy Cope-Otterson stated that badges cost \$5.00 and now we will be saving the School District money and taxpayer dollars.
- Tammy Cope-Otterson stated that Management is hoping to get everyone on the schedule to simplify the current salary schedule.
- Salvatore D'Addio stated that Computer Technicians are not classified as a technical position in the proposed salary schedule but may be misclassified.
- Tammy Cope-Otterson stated that pay levels 10D and above are Professional/ Technical positions.
- Salvatore D'Addio stated that Computer Technicians should be at least a pay level 10.

The meeting recessed at 03:46 PM for OCEA members to caucus.

The meeting resumed at 03:57 PM.



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

- Barbara Gleason shared and reviewed OCEA's counter-proposal.
- John Boyd stated that OCEA's proposal costs more money than Management's with an additional .30 cents per hour salary increase.
- John Boyd stated that the School Board's offer is a firm offer.
- John Boyd stated that Management could not agree to OCEA's offer tonight.
- John Boyd stated that he would share OCEA's proposal with School District Leadership.
- Susan Compton stated that she wondered whether Management was bargaining in good faith.
- John Boyd stated that Management must bargain within budgetary constraints.
- Jose Gonzalez stated that Management's proposal costs \$1.4 million.
- John Boyd stated that Management would consider a counter-proposal within the cost of \$1.4 million.
- Susan Compton stated that OCEA added Tier 6 so that these employees would not be frozen.
- Tammy Cope-Otterson stated that in Management's proposal, these employees would be grandfathered in and then receive no less than a 2% salary increase.
- Jose Gonzalez asked whether OCEA's proposal offers a degree incentive for employees at all pay levels.
- Susan Compton responded that yes, that it does offer a degree incentive for all employees.

No action was taken on these items at this time, and these items will be brought back to a future meeting.

Note: All proposal documents are posted on the [Salaries and Benefits Proposals webpage](#) of the [School District's public website](#)

Sign In/ Sign Out Procedures: John Boyd/ Barbara Gleason

- Barbara Gleason asked whether Kronos would be expanded to ESP employees next school year.
- Jose Gonzalez stated that the next phase for Kronos is to include Bus Drivers and Bus Attendants.
- Jose Gonzalez stated that school staff are not clocking into Kronos yet.
- Jose Gonzalez stated that Computer Technicians are department employees.
- Jose Gonzalez stated that custodians are using Kronos.
- Susan Compton stated that Kronos does not show clock out punches when it pulls the leave from the employee portal.

ACTION: No action was taken on these items at this time, and these items will be brought back to a future meeting.

Note: All proposal documents are posted on the [Salaries and Benefits Proposals webpage](#) of the [School District's public website](#)



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Employee Laptops: John Boyd/ Barbara Gleason

- John Boyd stated that Mr. Peter Thorne could not attend today's meeting.
- John Boyd stated that while it is not feasible to make changes for this school year, Management has a plan to make laptops available for employees to check out next school year.
- Susan Compton asked if this would be in writing.
- John Boyd stated that Management wants to bring a plan but not contract language.
- John Boyd shared and reviewed the ESE Advisory Committee Response document as evidence that Management is acting upon employee concerns.
- John Boyd stated that this document would become part of the Stock Take process for the ESE Department.
- Salvatore D'Addio stated that four (4) teachers have left New Beginnings Education Center because of students hitting them.
- Susan Compton asked if all Paraprofessionals are required to complete CPI training.
- John Boyd responded that he understood that it is recommended but not required.
- Anne Calandrino stated that CPI trainers used to come to the school.
- John Boyd stated that there is flexibility with training, but it is better to train a whole team at a school.
- Salvatore D'Addio stated that when he took it, employees could do the hold with each other.
- John Boyd stated they prefer to train a team.
- Anne Calandrino asked whether ESE staff are relocating to support the new ESE hubs.
- Tammy Cope-Otterson stated that it will improve the delivery of ESE services to area schools within each hub.
- John Boyd stated that Management will analyze the cost of OCEA's counter-proposal and will post the proposals of both parties on the School District's webpage.
- John Boyd stated that he will share OCEA's proposal with School District Leadership.
- John Boyd stated that Management is open to schedule bargaining meetings during the summer.

No action was taken on these items at this time, and these items will be brought back to a future meeting.

Note: All proposal documents are posted on the [Salaries and Benefits Proposals webpage](#) of the [School District's public website](#)



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar that is posted on the [Public Notices of Collective Bargaining webpage](#) of the [School District's public website](#).
- In accordance with *Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes*, and *Section 447.605 – Public meetings and records law; exemptions and compliance, Florida Statutes*, meeting minutes are posted on the [Bargaining Meetings Minutes webpage](#) of the [School District's public website](#).

Next Meeting: **TBA**
 Transportation Department
 International Room
 401 Simpson Road
 Kissimmee, Florida 34744

Pluses

- Bargaining Leadership Team members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 04:32 PM



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Date: Wednesday, June 28, 2023, 3:04 PM
Location: Transportation Department, International Room,
 401 Simpson Road, Kissimmee, Florida 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	President	OCEA	<input checked="" type="checkbox"/>
2	Barbara Gleason	OCEA Chief Negotiator/Student Records Clerk	Osceola Virtual Secondary Schools/OCSEA	<input checked="" type="checkbox"/>
3	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
4	Danielle Worrell-James	Paraprofessional	Pleasant Hill Elementary School	<input type="checkbox"/>
5	LaShanna Ward	Paraprofessional	St. Cloud Middle School	<input checked="" type="checkbox"/>
6	Stella Gil	Bookkeeper	Boggy Creek Elementary School	<input type="checkbox"/>
7	Salvatore D'Addio	Computer Tech	Information and Technology Division	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Rhonda McMahon	Director	Student Services	<input checked="" type="checkbox"/>
3	Hilary De Luca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
6	Angela Barner	Director	Finance	<input checked="" type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

GUEST(S):

<i>Castro Stevens, Kim</i>	<i>Hickory Tree Elementary School</i>
<i>Pruitt, Karen</i>	<i>oTECH</i>
<i>Reinsel, Dylan</i>	<i>St. Cloud High School</i>



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

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• <u>Salaries and Supplements Schedules</u>	https://www.osceolaschools.net/Page/293



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

COMMENCED at 03:04 PM

Meeting Protocol	
Mission Statement:	• Bargaining Meetings Protocol
Philosophy:	• Bargaining Meetings Protocol
Rationale:	• Bargaining Meetings Protocol
Salary and Fringes:	• Bargaining Meetings Protocol
Goals:	• Bargaining Meetings Protocol
Guest Protocol:	• Bargaining Meetings Protocol
Speaking Order:	Tammy Cope-Otterson & Barbara Gleason
Time Keeper:	Susan Compton

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- Barbara Gleason introduced Amy Jacob, Rachel Randolph, and Salvatore D'Addio, as a new member of our Bargaining Leadership Team.

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that the minutes of collective bargaining meetings are public records available to all who request to see them and that these minutes are posted promptly after each collective bargaining meeting on the appropriate webpage of the [School District's public website](#).
 - [Bargaining Meetings Minutes](#)
 - [<https://www.osceolaschools.net/Page/7244>]



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Salaries & Benefits Package: John Boyd/ Barbara Gleason

- Janet Moody shared and reviewed OCEA's proposed Salaries & Benefits package.
- John Boyd stated that Management would like to keep contract language for pallbearer/ bereavement leave consistent across both OCEA contracts.
- John Boyd asked OCEA if they like the new salary schedule.
- Janet Moody responded that OCEA does like the new salary schedule and wants an additional salary increase within it for bargaining unit employees.
- Nate Fancher asked OCEA if they were requesting \$0.50 or 3% raise.
- Janet Moody responded that they are requesting whichever is higher for the employee.
- Jose Gonzalez stated that Mrs. Cope-Otterson's salary schedule has a 3% raise built into it.
- Jose Gonzalez asked OCEA if they are asking for 6%.
- Janet Moody responded that he was correct.
- Janet Moody stated that the Instructional Bargaining Leadership Team reached tentative agreement on a Center for Employee Health additional Health Insurance Benefits Plan Option.

The meeting recessed at 03:22 PM for OCEA members to caucus.

The meeting resumed at 03:37 PM.

- Janet Moody stated that OCEA agreed to the Center for Employee Health additional Health Insurance Benefits Plan Option. However, OCEA does not agree to any increased premiums or costs for instructional employees.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item.

Note: The tentative agreement document is posted on [Tentative Agreements and Ratification Documents webpage](#) of the [School District's public website](#).

- Janet Moody stated that the Professional/ Technical Degree salary increase should apply to everyone.
- Susan Compton stated that position levels from 10C to 10D must have a degree.
- John Boyd stated that there is a Paraprofessional who has doctorate.
- Janet Moody asked what position in the School District has the highest turnover.
- John Boyd stated that he believes the ESE Paraprofessionals have the highest turnover.
- Janet Moody stated that Registered Behavior Technicians (RBTs) can receive \$2.00 more per hour.
- Nate Fancher stated that ESE used to have behavioral technicians.
- Janet Moody stated that too many employees have been injured this year, and there can be no education if there are safety issues.
- Janet Moody stated that the district would be investing in their employees if there is more CPI training.
- John Boyd stated that he agreed.
- Barbara Gleason stated that there would be training in October 2023.
- John Boyd stated that at present, there is no difference in salary for an ESE paraprofessional and a regular paraprofessional since the salary increase to address the new minimum wage requirement.
- Janet Moody stated that there is high turnover for computer technicians too, and they are needed every day.
- Janet Moody stated that there are field trip issues.
- John Boyd stated that this would be the last week of summer program field trips.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: July 12, 2023

Page 5 of 6



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

- Rhonda McMahon stated that every week in the summer, summer programs have taken students to theme parks.
- John Boyd stated that they made sure that there are adequate numbers of chaperones.
- John Boyd stated that several of his peers have been drafted as no one wants the children to be hurt or left behind.
- John Boyd stated that he sent an email to share OCEA's concerns.

ACTION: No action was taken on these items at this time, and these items will be brought back to a future meeting.

Note: The tentative agreement document is posted on [Tentative Agreements and Ratification Documents webpage](#) of the [School District's public website](#).

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar that is posted on the [Public Notices of Collective Bargaining webpage](#) of the [School District's public website](#).
- In accordance with *Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes*, and *Section 447.605 – Public meetings and records law; exemptions and compliance, Florida Statutes*, meeting minutes are posted on the [Bargaining Meetings Minutes webpage](#) of the [School District's public website](#).

Next Meeting: TBD

Pluses

- Bargaining Leadership Team members complimented and thanked OCEA for the refreshments.

Deltas

- N/A

ADJOURNED at 04:07 PM



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Date: Wednesday, July 12, 2023, 1:00 PM
Location: NeoCity Academy, Mixer Room
195 NeoCity Way, Kissimmee, Florida 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Anne Calandrino	Uni-Serv Director	OCEA	<input type="checkbox"/>
2	Barbara Gleason	OCEA Chief Negotiator/Student Records Clerk	Osceola Virtual Secondary Schools/OCSEA	<input checked="" type="checkbox"/>
3	Susan Compton	Bookkeeper	Centralized Custodial Department	<input checked="" type="checkbox"/>
4	Salvatore D'Addio	Computer Tech	Information and Technology Division	<input checked="" type="checkbox"/>
5	Stella Gil	Bookkeeper	Boggy Creek Elementary School	<input type="checkbox"/>
6	Danielle Worrell-James	Paraprofessional	Pleasant Hill Elementary School	<input type="checkbox"/>
7	Janet Moody	President	OCEA	<input checked="" type="checkbox"/>
8	LaShanna Ward	Paraprofessional	St. Cloud Middle School	<input checked="" type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	Angela Barner	Director	Finance	<input checked="" type="checkbox"/>
2	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
3	Hilary Deluca	Director	Exceptional Student Education (ESE)	<input type="checkbox"/>
4	Nate Fancher	Principal	St. Cloud High School	<input checked="" type="checkbox"/>
5	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
6	Rhonda McMahon	Director	Student Services	<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
9	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

GUEST(S):

<i>Rupchand, Kristie</i>	<i>OCEA</i>
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Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

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• <u>Bargaining Meetings Protocol</u>	https://www.osceolaschools.net/Page/6810
• <u>Policies Related to Civility at Bargaining Meetings</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=13900&dataid=71534&FileName=Policies%20Related%20to%20Civility%20at%20Bargaining%20Meetings%20Binder.pdf
• <u>General Collective Bargaining Information</u>	https://www.osceolaschools.net/Page/2551
• <u>What Is Collaborative Bargaining?</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30089&FileName=What%20Is%20Collaborative%20Bargaining.pdf
• <u>A Primer for Collective Bargaining and Employee Relations</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30256&FileName=A%20Primer%20for%20Collective%20Bargaining%20and%20Employee%20Relations.pdf
• <u>Bargaining Units/ Employee Groups Defined</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30250&FileName=BARGAINING%20UNITS%20-%20EMPLOYEE%20GROUPS%20DEFINED%20062122.pdf
• <u>Subjects/ Topics of Bargaining</u>	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30253&FileName=Subjects%20of%20Bargaining.pdf
• <u>Salaries and Supplements Schedules</u>	https://www.osceolaschools.net/Page/293



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

COMMENCED at 03:01 PM

Meeting Protocol	
Mission Statement:	• Bargaining Meetings Protocol
Philosophy:	• Bargaining Meetings Protocol
Rationale:	• Bargaining Meetings Protocol
Salary and Fringes:	• Bargaining Meetings Protocol
Goals:	• Bargaining Meetings Protocol
Guest Protocol:	• Bargaining Meetings Protocol
Speaking Order:	Tammy Cope-Otterson & Barbara Gleason
Time Keeper:	Susan Compton

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- Barbara Gleason introduced Amy Jacob, Rachel Randolph, and Salvatore D'Addio, as a new member of our Bargaining Leadership Team.

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that the minutes of collective bargaining meetings are public records available to all who request to see them and that these minutes are posted promptly after each collective bargaining meeting on the appropriate webpage of the [School District's public website](#).
 - [Bargaining Meetings Minutes](#)
 - [<https://www.osceolaschools.net/Page/7244>]



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Salaries & Benefits Package: John Boyd/ Barbara Gleason

- John Boyd stated that shared and reviewed Management's proposed *Salaries and Benefits Package Proposal* document with bargaining leadership team members.
- John Boyd stated that our School Board and Dr. Mark Shanoff, our new Superintendent, wanted to re-prioritize our School District budget to address employee compensation.
- John Boyd stated that Management wanted to honor and respect OCEA's proposal.
- John Boyd stated that this proposal includes the largest salary increase in the thirteen (13) years he has been a Chief Negotiator.
- John Boyd stated that Management is offering a 5% Cost-of-Living Adjustment (COLA) as a salary increase for all ESP employees.
- John Boyd stated that Management had only one request in return for tentative agreement and that was to proceed with the Health Insurance Benefit Plan design changes that Management had already proposed.
- John Boyd stated that our School District's proposed premiums rank among the lowest in the Central Florida region.
- John Boyd stated that ESP bargaining leadership team members led the way on negotiating contract language for Pallbearer/ Bereavement Leave.
- John Boyd stated that Pallbearer/ Bereavement Leave would be in addition to sick leave.
- Susan Compton asked if it would be three (3) days in addition to sick leave.
- John Boyd stated that Pallbearer/ Bereavement Leave would still be at the discretion of the employee's supervisor/ administrator.
- Nate Fancher asked if any leave days were attached to it.
- John Boyd stated that Management is concerned about how this leave could affect instructional time for students and would like to proceed cautiously in order to make certain it is feasible for schools to implement.
- John Boyd stated that Management would like procedures for Pallbearer/ Bereavement Leave to be consistent throughout the School District.
- John Boyd stated that procedures would be drafted to permit one (1) day for the funeral and one (1) day for travel if beyond two hundred miles from the employee's home.
- Salvatore D'Addio stated that asked if OCEA proposed a 6% salary increase, and Management counter-offered a 5% COLA.
- John Boyd responded that he was correct.
- Susan Compton asked if this was on the current salary schedule or the proposed salary schedule.
- John Boyd responded that it was on the current salary schedule.

**The meeting recessed at 03:10 PM for OCEA members to caucus.
The meeting resumed at 03:28 PM.**



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

- Lashanna Ward asked if there will be an increase to stipends for workshops.
- John Boyd stated that yes, the in-service beyond the regular duty day will be compensated at a minimum of \$70 for three (3) hours and \$140 for six (6) hours where funding is available.
- Susan Compton clarified that it would be for Professional Development that offer stipends.
- John Boyd stated that if the training is in the summer or after work hours, then the employee would get a stipend.
- John Boyd stated that when he told Dr. Shanoff that it had been \$100 since 1995, he agreed that we should accept OCEA's proposal.
- Lashanna Ward stated that she agreed with him.
- John Boyd stated that this proposal includes the largest salary increase in the thirteen (13) years he has been a Chief Negotiator.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item.

Note: The tentative agreement document is posted on [Tentative Agreements and Ratification Documents webpage](#) of the [School District's public website](#).

Note: All proposal documents are posted on the [Salaries and Benefits Proposals webpage](#) of the [School District's public website](#).

Agenda Items for Next Meeting: John Boyd/ Barbara Gleason

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar that is posted on the [Public Notices of Collective Bargaining webpage](#) of the [School District's public website](#).
- In accordance with *Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes*, and *Section 447.605 – Public meetings and records law; exemptions and compliance, Florida Statutes*, meeting minutes are posted on the [Bargaining Meetings Minutes webpage](#) of the [School District's public website](#).

Next Meeting: TBD

Pluses

- Bargaining Leadership Team members complimented and thanked OCEA for the refreshments.
- John Boyd stated that it was a joy to work with everyone.
- John Boyd stated that bargaining team members all have employees' best interest at heart.
- John Boyd stated that the ESP bargaining group set the example for other bargaining leadership teams.

Deltas

- N/A

ADJOURNED at 03:37 PM



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Date: Thursday, September 7, 2023, 2:30 PM
Location: School Nutrition Services Conference Room
 2320 New Beginnings Road, Kissimmee, FL 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Darcy Conley	School Nurse	Narcoossee Elementary School	<input type="checkbox"/>
2	Salvatore D'Addio	Computer Technician	Information and Technology	<input checked="" type="checkbox"/>
3	Stella Gil	Bookkeeper	Boggy Creek Elementary School	<input type="checkbox"/>
4	Amy Jacob	Computer Technician	Transportation	<input type="checkbox"/>
5	Janet Moody	President	OCEA	<input checked="" type="checkbox"/>
6	Rachel Randolph	Paraprofessional	Highlands Elementary School	<input checked="" type="checkbox"/>
7	LaShanna Ward	Student Records Clerk/ Chief Negotiator	Denn John Middle School	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	Angela Barner	Director	Business & Fiscal Services	<input type="checkbox"/>
2	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
3	Hilary Deluca	Director	Exceptional Student Education	<input checked="" type="checkbox"/>
4	Dr. Chundra Evens	Assistant Superintendent	High School Curriculum & Instruction	<input checked="" type="checkbox"/>
5	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
6	Dr. Karyle Green	Chief Officer	Human Resources	<input checked="" type="checkbox"/>
7	Dr. Francisco Rivera Mieles	Principal	Narcoossee Middle School	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Jennifer Gomez	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

GUEST(S):

N/A	
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Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Helpful School District Public Website Resources about the Collective Bargaining Process	
<u>Labor Relations Webpages</u>	https://www.osceolaschools.net/Page/2552
• Union Contracts	https://www.osceolaschools.net/Page/2552
• Public Notices of Collective Bargaining	https://www.osceolaschools.net/Page/2554
• Bargaining Meetings Minutes	https://www.osceolaschools.net/Page/7244
• Salaries and Benefits Proposals	https://www.osceolaschools.net/Page/8004
• Tentative Agreements and Ratification Documents	https://www.osceolaschools.net/Page/6812
• Bargaining Teams Information	https://www.osceolaschools.net/Page/6332
• Bargaining Leadership Teams' Summaries of Collaborative Work, 2014-15 to Present	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=12843&dataid=69393&FileName=Bargaining%20Leadership%20Teams%20Summaries%20of%20Collaborative%20Work%202014-15%20to%20Present.pdf
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• Subjects/ Topics of Bargaining	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30253&FileName=Subjects%20of%20Bargaining.pdf
• Salaries and Supplements Schedules	https://www.osceolaschools.net/Page/293



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

COMMENCED at 02:33 PM

Meeting Protocol	
Mission Statement:	John Boyd
Philosophy:	Felicia Smith
Rationale:	Rachel Randolph
Salary and Fringes:	Salvatore D'Addio
Goals:	Janet Moody
Guest Protocol:	N/A
Speaking Order:	LaShanna Ward
Time Keeper:	N/A

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- John Boyd introduced Dr. Karyle Green, Dr Chundra Evens, Dr. Francisco Rivera Mieles, as a new member of our Bargaining Leadership Team.

Reflection on Our Progress Together: John Boyd/ Barbara Gleason

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that the minutes of collective bargaining meetings are public records available to all who request to see them and that these minutes are posted promptly after each collective bargaining meeting on the appropriate webpage of the [School District's public website](#).
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 - [<https://www.osceolaschools.net/Page/7244>]



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

MOU re: Early Learning CRRSA Grant Impact: John Boyd

- John Boyd shared and reviewed Management's proposed *MOU re: Early Learning Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Grant Impact*.
- Janet Moody asked how many employees does this MOU affect.
- John Boyd stated that he was not certain but would find out the number.
[Note: As of 09-01-23, the number of VPK Leads is fifty-two (52).]
- John Boyd stated that Mr. Jose Gonzalez, Director of Budget, completed the cost analysis.
- John Boyd stated that Management decided to pay the supplement at the end of each semester over two (2) school years for the purpose of retention.
- LaShanna Ward asked that if the employee leaves in December, would they receive \$1,500.
- John Boyd responded yes.
- LaShanna Ward asked Extended Day Leads would receive this supplement.
- John Boyd responded that the grant was specific to Early Learning, and Extended Day was not eligible.
- Felicia Smith asked whether substitutes would be eligible for this supplement.
- John Boyd responded that the supplement was for full-time VPK Leads on active status.
- Janet Moody asked whether other VPK paraprofessionals would get this supplement as well.
- John Boyd stated that the supplement was specific to VPK Leads only.
- LaShanna Ward asked whether the supplement would be retroactive.
- Janet Moody and John Boyd stated that it was a one-time supplement.
- Janet Moody asked whether the supplement could be paid in a separate check to avoid higher taxes.
- Jose Gonzalez stated that if a separate check is done, it would get taxed at the higher rate.
- Felicia Smith asked whether the School Board would have to approve the use of these funds.
- John Boyd responded that the School Board has been made aware of the grant funds as part of the prior School District budget and would vote upon the MOU as part of the next salaries and benefits ratification packet.

ACTION: Following a fist of five vote, BLT members tentatively agreed to approve this item.

Note: The tentative agreement document is posted on [Tentative Agreements and Ratification Documents webpage](#) of the [School District's public website](#).

Note: All proposal documents are posted on the [Salaries and Benefits Proposals webpage](#) of the [School District's public website](#).



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Other Discussion Items: LaShanna Ward

- John Boyd noted that the previous item was the only one on the formal agenda and welcomed OCEA to share items of concern.
- **ESP Employees Working Beyond the Contractual Workday**
 - LaShanna Ward stated that some ESPs work during their lunch time and after school to supervise students.
 - Janet Moody stated that some computer technicians clock out and stay on campus to work because they cannot work overtime without prior authorization.
 - Felicia Smith stated that In-School Suspension (ISS) employees do not get a lunch and are never given a break.
 - Janet Moody stated that some schools only have one (1) guidance secretary to enroll students despite large and growing enrollment.
 - Dr. Chundra Evens stated that high schools receive allocations for additional staff due to higher enrollment, and Management could look at elementary schools with higher enrollments too.
 - Janet Moody stated that this item needs to be addressed across the district to ensure that employees are being paid for all time worked.
- **Live-Streaming of Bargaining Meetings**
 - Salvatore D'Addio stated that OCEA would like to live stream meetings.
 - John Boyd stated that Management does not consent to live-streaming of bargaining meetings or the arrangement and use of live-streaming equipment.
 - John Boyd stated that Management takes minutes that are published on the SDOC public website.
 - John Boyd stated that bargaining meetings are public meetings, and visitors are welcome to attend.
 - John Boyd stated that some bargaining leadership team members might not be comfortable with being live-streamed for different personal reasons.
 - John Boyd stated that Management cannot stop a visitor from recording a public meeting.
 - John Boyd stated that he would like to ask Dr. Shanoff for his opinion on live-streaming of bargaining meetings.
 - John Boyd stated that not all school districts live-stream or record their bargaining meetings.
- **Computer Technician II Positions**
 - Salvatore D'Addio stated that the funding for promoting Computer Technician I to Computer Technician II is not available.
 - John Boyd stated that for each new job description, funds must be allocated within the School District budget before employees could be hired to fill these new positions, and the budget for this school year has been approved.
 - Janet Moody stated that she does not believe the School Board members know that this is happening.
 - John Boyd stated that the process may not be immediate, but it would occur.
 - John Boyd stated that he would share OCEA's message with Mr. Peter Throne, Chief Information and Technology Officer.
 - Salvatore D'Addio stated that Cathy Hiers told computer technicians that they would be promoted in phases.
 - John Boyd stated that the point was to create a career path for computer technicians in order to retain them.



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

- Janet Moody stated that it may be time for computer technicians to make public comments at the next School Board meeting.
- John Boyd stated that the best speakers should make public comments at the School Board meetings.
- John Boyd asked OCEA to provide Mr. Peter Thorne an opportunity to communicate with computer technicians prior to the next School Board meeting.
- **ESE Paraprofessionals Pay**
 - LaShanna Ward stated that ESE Instructional employees are receiving a \$1,500 supplement, but ESE Paraprofessionals are not receiving any additional supplements.
 - John Boyd stated that due to compression as a result of paying the new state minimum wage, there is no longer a difference in pay between regular paraprofessionals and ESE paraprofessionals.
 - Janet Moody stated that OCEA would like to request a difference in pay for regular and ESE paraprofessionals, and that OCEA will bring something in writing for the next meeting.
 - Janet Moody stated that SDOC cannot afford to lose even one (1) paraprofessional.
 - LaShanna Ward stated that SDOC receives money for ESE students.
 - Rachel Randolph stated that her school has vacancies for ESE teachers, and regular paraprofessionals are being used to cover their classrooms but are not trained in toileting procedures for ESE students.
 - Janet Moody stated that she is uncomfortable hearing that ESPs are doing diaper changes without being trained because they can injure a child and may then have to be disciplined.
 - LaShanna Ward stated that some regular paraprofessionals refuse to do it, but it is a liability of compliance for the School District, and ESE students cannot sit in dirty diapers.
 - Janet Moody stated that SDOC could face legal issues.
- **Professional Development Day**
 - LaShanna Ward stated that October 13, 2023, is the ESP Professional Development Day.
 - LaShanna Ward asked for a list of all of the professional development offerings scheduled on this day for ESP employees.

ACTION: No action was taken on these items at this time, and these items will be brought back to a future meeting.



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Date: Thursday, October 19, 2023, 4:30 PM
Location: Transportation Department International Room
401 Simpson Road, Kissimmee, Florida 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Darcy Conley	School Nurse	Narcoossee Elementary School	<input type="checkbox"/>
2	Salvatore D'Addio	Computer Technician	Information and Technology	<input checked="" type="checkbox"/>
3	Stella Gil	Bookkeeper	Boggy Creek Elementary School	<input type="checkbox"/>
4	Amy Jacob	Computer Technician	Transportation	<input type="checkbox"/>
5	Janet Moody	President	OCEA	<input checked="" type="checkbox"/>
6	Rachel Randolph	Paraprofessional	Highlands Elementary School	<input checked="" type="checkbox"/>
7	Felicia Smith	Office Assistant	Tohopekaliga High School	<input checked="" type="checkbox"/>
8	LaShanna Ward	Student Records Clerk/ Chief Negotiator	Denn John Middle School	<input checked="" type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	Angela Barner	Director	Business & Fiscal Services	<input checked="" type="checkbox"/>
2	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
3	Hilary Deluca	Director	Exceptional Student Education	<input checked="" type="checkbox"/>
4	Dr. Chundra Evens	Assistant Superintendent	High School Curriculum & Instruction	<input checked="" type="checkbox"/>
5	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
6	Dr. Karyle Green	Chief Officer	Human Resources	<input checked="" type="checkbox"/>
7	Dr. Francisco Rivera Mieles	Principal	Narcoossee Middle School	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Gladys Maxwell	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

GUEST(S):

<i>Kristie Rupchand</i>	<i>OCEA Secretary</i>
<i>Patricia Mathews</i>	<i>Media Specialist, New Beginnings Education Center</i>
<i>Jamila Taylor</i>	<i>Teacher, Flora Ridge Elementary School</i>
<i>Nadia Sargent</i>	<i>Paraprofessional, Flora Ridge Elementary School</i>
<i>Grace Hayes</i>	<i>Teacher, Gateway High School</i>
<i>Jake Kay</i>	<i>Paraprofessional, Flora Ridge Elementary School</i>



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Helpful School District Public Website Resources about the Collective Bargaining Process	
<u>Labor Relations Webpages</u>	https://www.osceolaschools.net/Page/2552
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• Public Notices of Collective Bargaining	https://www.osceolaschools.net/Page/2554
• Bargaining Meetings Minutes	https://www.osceolaschools.net/Page/7244
• Salaries and Benefits Proposals	https://www.osceolaschools.net/Page/8004
• Tentative Agreements and Ratification Documents	https://www.osceolaschools.net/Page/6812
• Bargaining Teams Information	https://www.osceolaschools.net/Page/6332
• Bargaining Leadership Teams' Summaries of Collaborative Work, 2014-15 to Present	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=12843&dataid=69393&FileName=Bargaining%20Leadership%20Teams%20Summaries%20of%20Collaborative%20Work%202014-15%20to%20Present.pdf
• Bargaining Meetings Protocol	https://www.osceolaschools.net/Page/6810
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• Subjects/ Topics of Bargaining	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30253&FileName=Subjects%20of%20Bargaining.pdf
• Salaries and Supplements Schedules	https://www.osceolaschools.net/Page/293



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

COMMENCED at 04:38 PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	Francisco Rivera
Time Keeper:	Janet Moody

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ LaShanna Ward

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that the minutes of collective bargaining meetings are public records available to all who request to see them and that these minutes are posted promptly after each collective bargaining meeting on the appropriate webpage of the [School District's public website](#).
 - [Bargaining Meetings Minutes](#)
 - [<https://www.osceolaschools.net/Page/7244>]

ESP Employees Working Beyond the Contractual Workday: John Boyd/ LaShanna Ward

- John Boyd stated employees must request and receive approval for all overtime should in advance, and employees who work beyond the contractual workday without approval may be subject to progressive discipline if it is a pattern.
- Janet Moody stated that OCEA's concern includes employees who have to work beyond the contractual workday to get their work done, not for student supervision.
- Janet Moody stated that OCEA would like allocations for more employees to share the workload at worksites that have increased student enrollment.



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Computer Technician II: John Boyd/ LaShanna Ward

- John Boyd clarified that the new job descriptions for Computer Technician II positions that the School Board approved do not mean that the positions would be automatic promotions for employees in Computer Technician I positions.
- John Boyd stated that job allocations must be created for these new positions, these positions must then be advertised, employees in Computer Technician I positions may apply for these new positions, and then the School District would interview qualified applicants.
- Janet Moody stated that OCEA does not understand why new allocations have to be made for employees who are already in Computer Technician I positions.
- Janet Moody stated that employees in Computer Technician I positions have waited seven (7) months for the opportunity to be promoted, and they are frustrated.
- John Boyd stated Information and Technology Services Department is working on the new allocations.

ESE Paraprofessionals in Self-Contained ESE Classrooms: John Boyd/ LaShanna Ward

- Janet Moody shared and reviewed OCEA's proposal for a pay differential for Exceptional Student Education (ESE) Paraprofessionals assigned to self-contained ESE classrooms.
- Janet Moody stated that the School District has 114 ESE Paraprofessionals in self-contained ESE classrooms.
- Janet Moody stated that she is not opposed to them receiving the Substitute Stipend in addition to OCEA's proposal.
- Janet Moody stated that these ESE paraprofessionals in self-contained ESE classrooms are being expected to attend meetings and prepare lesson plans like a regular classroom teacher.
- Hillary DeLuca asks Janet to please let her know if these ESE paraprofessionals are attending Individual Education Plan (IEP) meetings.
- Janet Moody stated they are not attending IEP meetings, but they are attending teacher planning meetings.
- John Boyd stated that he understands the concern, and no paraprofessional should write lesson plans because they are not a certified teacher.
- John Boyd clarified that paraprofessionals may be given lesson plans to follow in the capacity of a substitute teacher.
- Janet Moody stated that OCEA will share the names of school principals who require paraprofessionals to write and submit lesson plans.
- John Boyd stated that the School District agrees with OCEA that there should be a pay differential between regular and ESE paraprofessionals and had proposed to do that in a new salary schedule last school year, but both parties agreed to a cost-of-living adjustment instead.
- Janet Moody stated that OCEA does want to address a new salary schedule but does not want to wait on some form of compensation now for ESE paraprofessionals in self-contained classrooms to retain them.

ACTION: No action was taken on these items at this time, and this item will be brought back to a future meeting.



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Payroll Deduction for Car Insurance: John Boyd/ LaShanna Ward

- Janet Moody stated that OCEA is still preparing a formal proposal for this item for both bargaining units that would establish a payroll deduction for car and home insurance through Liberty Mutual.
- Janet Moody stated that OCEA members would receive a discount and employees who are not union members could receive a smaller discount.
- Janet Moody stated that other school districts already participate.
- John Boyd requested a formal proposal so that the School District could review it and respond.

ACTION: No action was taken on these items at this time, and this item will be brought back to a future meeting.

Miscellaneous New Items: LaShanna Ward/ Janet Moody

Non-Discrimination Statement

- Janet Moody shared and reviewed OCEA's proposal to add the Non-Discrimination Statement to the ESP contract.
- John Boyd stated it is in the back of the Instructional employees' contract.
- Dr. Karyle Green stated that she would like to check with Risk and Benefits on this proposed item.

ACTION: No action was taken on these items at this time, and this item will be brought back to a future meeting.

Outsourcing ESP Positions

- Janet Moody stated she found out that the county is outsourcing nurse positions and that should not be happening without going through the bargaining unit first.
- John Boyd stated he would seek more information about OCEA's concern.
- Janet Moody stated she heard that outsourcing may be coming for other employee positions as well.
- John Boyd stated he does not think outsourcing was the goal, but filling vacancies was.
- Felicia Smith stated nursing positions are not even posted on-line.
- Dr. Karyle Green stated Dr. Allen was interviewing for nurses yesterday.
- Janet Moody asked Dr. Karyle Green to check on whether the positions were posted first.

Note: Dr. Karyle Green shared an e-mail with Janet Moody on October 20, 2023, that verified that the part-time nurse positions were posted prior to interviews.

Paychecks

- LaShanna Ward stated a School District e-mail went to some employees about retroactive pay for OPS contracts, and some employees are not certain they received the retroactive pay because paychecks are not clear.
- John Boyd stated that the employee's paycheck stub would list "Adjustments," and the retroactive pay would be listed under that heading.
- John Boyd stated that Business and Fiscal Services has already been working with Information and Technology on the same things that OCEA has requested for the paycheck.
- Dr. Karyle Green stated that TERMS would be replaced by 2028.
- John stated that TERMS would be replaced with a new Enterprise Resource Program (ERP).



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Duty-Free Lunch Times

- Felicia Smith stated that paraprofessionals are not receiving their duty-free lunch times, especially when they are assigned to In-School Suspension (ISS) classrooms in high schools, and they are required to eat with the students.
- John Boyd asked OCEA to send him a list of employees and their job locations so that he can address this concern with school principals.

Union-Management Meetings

- Felicia Smith asked whether Union-Management Meetings had been discontinued.
- John Boyd stated that the MOU was not renewed for this school year, and employee attendance had been low whether it had been face-to-face or virtual meetings.
- John Boyd stated that OCEA can have their own meetings with ESP employee groups and may bring proposals to the bargaining table to address concerns that may be shared with OCEA in their own meetings.

Next Meeting Date

- John Boyd stated the Choice Fair is on November 16, 2023, which is the same day of our next bargaining meeting.
- Janet Moody stated that it would still be fine for both parties to meet.

Agenda Items for Next Meeting: John Boyd/ LaShanna Ward

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar that is posted on the [Public Notices of Collective Bargaining webpage](#) of the [School District's public website](#).
- In accordance with *Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes*, and *Section 447.605 – Public meetings and records law; exemptions and compliance, Florida Statutes*, meeting minutes are posted on the [Bargaining Meetings Minutes webpage](#) of the [School District's public website](#).

Next Meeting: Thursday, November 16, 2023, 4:30 PM
Transportation Department
International Room
401 Simpson Road
Kissimmee, Florida 34744

Pluses

- Bargaining Leadership Team members complimented and thanked Management for the refreshments.

Deltas

- N/A

ADJOURNED at 5:25 PM



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Date: Thursday, November 16, 2023, 4:30 PM
Location: Transportation Department International Room
 401 Simpson Road, Kissimmee, Florida 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Darcy Conley	School Nurse	Narcoossee Elementary School	<input checked="" type="checkbox"/>
2	Salvatore D'Addio	Computer Technician	Information and Technology	<input checked="" type="checkbox"/>
3	Stella Gil	Bookkeeper	Boggy Creek Elementary School	<input type="checkbox"/>
4	Amy Jacob	Computer Technician	Transportation	<input type="checkbox"/>
5	Janet Moody	President	OCEA	<input checked="" type="checkbox"/>
6	Rachel Randolph	Paraprofessional	Highlands Elementary School	<input checked="" type="checkbox"/>
7	Felicia Smith	Office Assistant	Tohopekaliga High School	<input checked="" type="checkbox"/>
8	LaShanna Ward	Student Records Clerk/ Chief Negotiator	Denn John Middle School	<input checked="" type="checkbox"/>
N/A	Kristie Rupchand	Recording Secretary	OCEA	<input checked="" type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
2	Hilary Deluca	Director	Exceptional Student Education	<input type="checkbox"/>
3	Mari Espinal	Director	Business & Fiscal Services	<input checked="" type="checkbox"/>
4	Dr. Chundra Evens	Assistant Superintendent	High School Curriculum & Instruction	<input checked="" type="checkbox"/>
5	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
6	Dr. Karyle Green	Chief Officer	Human Resources	<input checked="" type="checkbox"/>
7	Dr. Francisco Rivera Mieles	Principal	Narcoossee Middle School	<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Gladys Maxwell	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

GUEST(S):

N/A	N/A
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Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Helpful School District Public Website Resources about the Collective Bargaining Process	
<u>Labor Relations Webpages</u>	https://www.osceolaschools.net/Page/2552
• Union Contracts	https://www.osceolaschools.net/Page/2552
• Public Notices of Collective Bargaining	https://www.osceolaschools.net/Page/2554
• Bargaining Meetings Minutes	https://www.osceolaschools.net/Page/7244
• Salaries and Benefits Proposals	https://www.osceolaschools.net/Page/8004
• Tentative Agreements and Ratification Documents	https://www.osceolaschools.net/Page/6812
• Bargaining Teams Information	https://www.osceolaschools.net/Page/6332
• Bargaining Leadership Teams' Summaries of Collaborative Work, 2014-15 to Present	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=12843&dataid=69393&FileName=Bargaining%20Leadership%20Teams%20Summaries%20of%20Collaborative%20Work%202014-15%20to%20Present.pdf
• Bargaining Meetings Protocol	https://www.osceolaschools.net/Page/6810
• Policies Related to Civility at Bargaining Meetings	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=13900&dataid=71534&FileName=Policies%20Related%20to%20Civility%20at%20Bargaining%20Meetings%20Binder.pdf
• General Collective Bargaining Information	https://www.osceolaschools.net/Page/2551
• What Is Collaborative Bargaining?	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30089&FileName=What%20Is%20Collaborative%20Bargaining.pdf
• A Primer for Collective Bargaining and Employee Relations	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30256&FileName=A%20Primer%20for%20Collective%20Bargaining%20and%20Employee%20Relations.pdf
• Bargaining Units/ Employee Groups Defined	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30250&FileName=BARGAINING%20UNITS%20-%20EMPLOYEE%20GROUPS%20DEFINED%20062122.pdf
• Subjects/ Topics of Bargaining	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30253&FileName=Subjects%20of%20Bargaining.pdf
• Salaries and Supplements Schedules	https://www.osceolaschools.net/Page/293



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

COMMENCED at 04:35 PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	LaShanna Ward
Time Keeper:	Dr. Karyle Green

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ LaShanna Ward

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that the minutes of collective bargaining meetings are public records available to all who request to see them and that these minutes are posted promptly after each collective bargaining meeting on the appropriate webpage of the [School District's public website](#).
 - [Bargaining Meetings Minutes](#)
 - [<https://www.osceolaschools.net/Page/7244>]

ESP Employees Working Beyond the Contractual Workday: John Boyd/ LaShanna Ward

- Janet Moody stated that OCEA wants ESP employees to clock in and out so that OCEA can track their time worked.
- Janet Moody asked whether all schools have the Kronos clock machines.
- Dr. Karyle Green stated that each school has the Kronos clock machines.
- Jose Gonzalez stated that the School District is planning to include ESP employees in the Kronos clock system.
- Salvatore D'Addio stated that employees in some schools do not have access to the Kronos clock machine because it is in the custodian's office.
- LaShanna Ward asked how many Kronos clock machines are in the schools.

Prepared by: John Boyd, Director of Government & Labor Relations, Department of Human Resources

Revised: **November 17, 2023**

Page 4 of 7



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

- Jose Gonzalez stated currently, each school has two (2) Kronos clock machines – one in the lunchroom kitchen and one in the custodian's office.
- LaShanna Ward stated that the Kronos clock machines should be where every employee signs in near the principal's secretary.
- LaShanna Ward asked which employees would be required to use the Kronos clock machines to record their time worked.
- John Boyd stated that non-exempt employees would be required to use the Kronos clock machines.

Computer Technician II: John Boyd/ LaShanna Ward

- Janet Moody stated that OCEA will not be pursuing this item.

ACTION: No action was taken on these items at this time, and this item is tabled.

ESP Employees Serving as Long-Term Substitutes in Self-Contained ESE Classrooms: John Boyd/ LaShanna Ward

- John Boyd shared and reviewed the School District's proposal for a pay differential for ESP employees who serve as long-term substitutes in self-contained Exceptional Student Education (ESE) classrooms.
- Janet Moody stated that OCEA could not accept this proposal because ESP employees would be paid less money without the Substitute Stipend included.
- John Boyd stated that he would share OCEA's feedback with the School District Leadership Team.

ACTION: No action was taken on these items at this time, and this item will be brought back to a future meeting.

Payroll Deduction for Car Insurance: Agenda Item Contact

- Janet Moody stated that OCEA will not be pursuing this item.

ACTION: No action was taken on these items at this time, and this item is tabled.

Miscellaneous New Items: LaShanna Ward/ Janet Moody

Payment of Substitute Stipends

- Janet Moody stated that school secretaries are not paying ESP employees the Substitute Stipend correctly.
- John Boyd asked for OCEA to share the schools where this is occurring so that he can clarify the contractual requirement with school secretaries.
- Janet Moody stated that paraprofessionals are leaving to work for Kelly Services because they are not required to perform toileting or feeding tube duties.
- Dr. Karyle Green asked whether Kelly Services paid insurance or retirement benefits.
- Janet Moody stated that she did not know.
- Felicia Smith stated that outsourced LPNs are paid \$30 per hour and RNs are paid \$40 per hour.
- Dr. Karyle Green clarified that the rate of pay for outsourced nurses is higher because temporary employees do not receive insurance or retirement benefits from the School District.



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

- Dr. Karyle Green stated that the School District has to outsource school nurses because nurses are not applying for these jobs.
- John Boyd stated temporary employees are not guaranteed work hours or holidays that our full-time positions have.
- Jose Gonzalez stated that we need to be careful about our message because the School District is not outsourcing positions.
- Jose Gonzalez stated that the School District is using Kelly Services to fill the vacant positions, not because the positions are not available.

Pallbearer/ Bereavement Leave

- LaShanna Ward stated that OCEA proposes new contract language because the current contract language excludes family members.
- John Boyd clarified that if a deceased relative that is not listed in the current contract language lives in the same household, then the employee can receive Pallbearer/ Bereavement Leave.
- Janet Moody stated that aunts and uncles are immediate family.
- Dr. Karyle Green stated that she disagreed, and that aunts and uncles are extended family.
- LaShanna Ward stated that aunts and uncles may have raised some employees as parents.
- Janet Moody stated that this proposal is the same language that OCEA brought to the table last year and purposely uses the same language as Sick Leave.
- Janet Moody stated that employees need up to three (3) leave days, depending upon the degree of relationship to the deceased.
- John Boyd stated that we could consider new contract language that uses the list of relatives in the Sick Leave policy.
- Dr. Karyle Green asked whether OCEA was requesting three (3) additional leave days.
- Janet Moody stated that employees receive one (1) day of Pallbearer/ Bereavement Leave and two (2) if out of town travel is required.

Duty-Free Lunch Times

- LaShanna Ward asked why the work day is longer for some employees if they receive an hour for their duty-free lunch time.
- John Boyd stated that duty-free lunch time is unpaid for ESP employees, and if the employee has a 7.5 hour workday and receives an hour for lunch, then the employee's workday may end a half hour later.
- Janet Moody asked who determines the employee's work schedule with a one hour or half hour duty-free lunch time.
- John Boyd stated that the employee's supervising administrator does.
- Janet Moody stated that some employees are choosing to work through their duty-free lunch times because they cannot get to lunch and back to work in a half hour.
- LaShanna Ward stated that often employees do not have a place to go for their duty-free lunch where they will not be asked about work-related items.
- Lashanna Ward stated that when employees work through their duty-free lunch, they are not permitted to leave early.
- Lashanna Ward stated that paraprofessionals are asked to supervise students and eat their lunch with students.
- Felicia Smith stated that schools with staggered start times for employees can often avoid these concerns.
- Dr. Chundra Evens stated that as a high school principal, she did stagger employee start times so that there was coverage throughout the workday.



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

- Dr. Chundra Evens stated that School District Leadership could address staggered employee start times with school principals at administrators meetings.
- Janet Moody stated that staggered schedules help employees with coverage during duty-free lunch times.

Agenda Items for Next Meeting: John Boyd/ LaShanna Ward

- Agenda items for the next meeting may be sent to John Boyd via e-mail by the deadline established in the Bargaining Calendar that is posted on the [Public Notices of Collective Bargaining webpage](#) of the [School District's public website](#).
- In accordance with *Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes*, and *Section 447.605 – Public meetings and records law; exemptions and compliance, Florida Statutes*, meeting minutes are posted on the [Bargaining Meetings Minutes webpage](#) of the [School District's public website](#).

Next Meeting: Thursday, January 18, 2024, 4:30 PM
Transportation Department
International Room
401 Simpson Road
Kissimmee, Florida 34744

Pluses

- Bargaining Leadership Team members complimented and thanked Management for the refreshments.

Deltas

- N/A

ADJOURNED at 5:20 PM



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Date: Thursday, January 18, 2024, 4:30 PM

Location: Transportation Department, International Room
401 Simpson Road; Kissimmee, Florida 34744

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS ATTENDANCE				
1	Darcy Conley	School Nurse	Narcoossee Elementary School	<input checked="" type="checkbox"/>
2	Salvatore D'Addio	Computer Technician	Information and Technology	<input checked="" type="checkbox"/>
3	Janet Moody	President	OCEA	<input checked="" type="checkbox"/>
4	Rachel Randolph	Paraprofessional	Highlands Elementary School	<input checked="" type="checkbox"/>
5	LaShanna Ward	Student Records Clerk/ Chief Negotiator	Denn John Middle School	<input checked="" type="checkbox"/>
6	VACANCY			<input type="checkbox"/>
7	VACANCY			<input type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Kristie Rupchand	Recording Secretary	OCEA	<input checked="" type="checkbox"/>
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB) ATTENDANCE				
1	Mari Espinal	Director	Business & Fiscal Services	<input checked="" type="checkbox"/>
2	John Boyd	Director/ Chief Negotiator	Government & Labor Relations (Human Resources)	<input checked="" type="checkbox"/>
3	Hilary Deluca	Director	Exceptional Student Education	<input checked="" type="checkbox"/>
4	Dr. Chundra Evens	Assistant Superintendent	High School Curriculum & Instruction	<input checked="" type="checkbox"/>
5	Jose Gonzalez	Director	Budget	<input checked="" type="checkbox"/>
6	Dr. Karyle Green	Chief Officer	Human Resources	<input checked="" type="checkbox"/>
7	Dr. Francisco Rivera Mieles	Principal	Narcoossee Middle School	<input checked="" type="checkbox"/>
8	VACANCY			<input type="checkbox"/>
N/A	Gladys Maxwell	Recording Secretary	Human Resources	<input checked="" type="checkbox"/>



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

GUEST(S):

<i>Samantha Maxwell</i>	<i>Clerk Typist, ESE</i>
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Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

Helpful School District Public Website Resources about the Collective Bargaining Process	
<u>Labor Relations Webpages</u>	https://www.osceolaschools.net/Page/2552
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• Salaries and Benefits Proposals	https://www.osceolaschools.net/Page/8004
• Tentative Agreements and Ratification Documents	https://www.osceolaschools.net/Page/6812
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• Bargaining Leadership Teams' Summaries of Collaborative Work, 2014-15 to Present	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=12843&dataid=69393&FileName=Bargaining%20Leadership%20Teams%20Summaries%20of%20Collaborative%20Work%202014-15%20to%20Present.pdf
• Bargaining Meetings Protocol	https://www.osceolaschools.net/Page/6810
• Policies Related to Civility at Bargaining Meetings	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=13900&dataid=71534&FileName=Policies%20Related%20to%20Civility%20at%20Bargaining%20Meetings%20Binder.pdf
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• What Is Collaborative Bargaining?	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30089&FileName=What%20Is%20Collaborative%20Bargaining.pdf
• A Primer for Collective Bargaining and Employee Relations	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30256&FileName=A%20Primer%20for%20Collective%20Bargaining%20and%20Employee%20Relations.pdf
• Bargaining Units/ Employee Groups Defined	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30250&FileName=BARGAINING%20UNITS%20-%20EMPLOYEE%20GROUPS%20DEFINED%20062122.pdf
• Subjects/ Topics of Bargaining	https://www.osceolaschools.net/site/handlers/filedownload.ashx?moduleinstanceid=3833&dataid=30253&FileName=Subjects%20of%20Bargaining.pdf
• Salaries and Supplements Schedules	https://www.osceolaschools.net/Page/293



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

COMMENCED at 04:34 PM

Meeting Protocol	
Mission Statement:	N/A
Philosophy:	N/A
Rationale:	N/A
Salary and Fringes:	N/A
Goals:	N/A
Guest Protocol:	N/A
Speaking Order:	
Time Keeper:	

John Boyd reviewed the Meeting Protocol.

Introduction of New Bargaining Team Members

- N/A

Reflection on Our Progress Together: John Boyd/ Janet Moody

- John Boyd stated that a summary of our work together is posted on the [Bargaining Teams Information webpage](#) of the [School District's public website](#), was sent to bargaining team members in the meeting announcement e-mail and thanked bargaining team members for their collaboration.
- John Boyd stated that the minutes of collective bargaining meetings are public records available to all who request to see them and that these minutes are posted promptly after each collective bargaining meeting on the appropriate webpage of the [School District's public website](#).
 - [Bargaining Meetings Minutes](#)
 - [<https://www.osceolaschools.net/Page/7244>]



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

MOU re: OCEA Leave: Janet Moody

- Janet Moody shared and reviewed the proposed *MOU re: OCEA Leave*.
- Janet Moody stated that state law requires that the union needed sixty percent (60%) membership density to avoid decertification.
- Janet Moody stated that OCEA was asking for a temporary amendment to existing contract language so that OCEA could have one-hundred fifty (150) additional OCEA Leave days for OCEA members to assist with membership forms and signature cards.
- Janet Moody stated that the MOU would expire on May 03, 2024, and OCEA would cover the cost of any substitutes needed for their members from Kelly Services.
- John Boyd stated that School Board Counsel had reviewed the draft of the proposed MOU and requested an opinion from the Florida Attorney General that permitted the School District to agree to and sign the MOU.
- Janet Moody asked when the School District would receive an answer.
- John Boyd stated that the School District could not predict when the Florida Attorney General would issue an opinion.
- Janet Moody stated OCEA needed the MOU approved before February 01, 2024.
- Janet Moody asked how other school districts were able to move forward with the same language in an MOU.
- Dr. Karyle Green stated that other school districts had School Board Counsel with different legal advice.
- Janet Moody stated that other school districts have contract language that permits them to use union leave days in other ways, such as Polk County.
- Janet Moody stated that the Florida Education Association (FEA) would push people in if she could not get her own members available to assist.
- Janet Moody stated that February is the perfect time because there is not much testing.
- John Boyd stated that School Board Counsel had advised the School District not to move forward with the MOU as it is written at this time.

ACTION: No action was taken on these items at this time, and these items will be brought back to a future meeting.

Exceptional Student Education (ESE) Paraprofessionals in Self-Contained Classrooms: John Boyd/ Janet Moody

- John Boyd stated that the School District withdraws its proposal that was shared at the prior bargaining meeting.
- John Boyd stated that the School District's response is that the Substitute Stipend in existing contract language compensates Esp employees who serve as substitute teachers on a short-term or long-term basis.
- Janet Moody clarified that OCEA's proposal addressed both long-term substitutes and a pay differential for ESE Paraprofessionals.
- LaShanna Ward stated that she disagreed with the School District's response and that ESE Paraprofessionals have to deal with toileting and feeding tubes on a daily basis that other ESP employees do not.
- Janet Moody asked whether students go without their diapers being changed.
- Dr. Karyle Green stated that that occurrence would be reported to DCF as neglect.
- Rachel Randolph asked whether school nurses have the option of changing student's diapers.
- Dr. Karyle Green stated that the School District would have to check the nurse's job description.



Bargaining Leadership Team (ESP) Meeting Minutes, Education Staff Professionals Employees

- Rachel Randolph stated that a paraprofessional at her school did not feel comfortable to change a diaper, so she went to ask the nurse, and the nurse refused.
- Janet Moody stated ESE paraprofessionals have been trained to change diapers, but ESOL paraprofessionals have not been trained to change diapers.
- Janet Moody stated that untrained ESP employees should not be assigned to ESE classrooms.
- Janet Moody stated that Kelly Services does not let their substitutes change diapers.
- LaShanna Ward asked what the School District's proposal was to address the pay of ESE paraprofessionals.
- John Boyd stated that last year, both parties agreed to the Cost of Living Adjustment (COLA) instead of the School District's proposal for a new ESP salary schedule that included a pay differential for ESE paraprofessionals.
- Janet Moody asked whether the School District would propose the same again for next year.
- Dr. Karyle Green stated she would work with John Boyd to review the proposal from last year.
- John Boyd stated that the cost of that proposal would need to be reviewed again.
- Janet Moody stated last year's proposal was not terrible, but there needed to be some tweaks.
- John Boyd asked Janet Moody to send him a list of those concerns.
- John Boyd stated that last year's proposal included a pay differential between regular and ESE paraprofessionals.
- Felicia Smith asked whether Pallbearer-Bereavement Leave was discussed at the prior bargaining meeting.
- John Boyd stated that it was and that the School District was holding firm to the related contract language that was ratified.
- Felicia Smith stated that three (3) leave days is not enough time to travel to a funeral or memorial out of state.
- Dr. Karyle Green stated that Pallbearer-Bereavement Leave is a benefit to address when an immediate family member passes.
- Felicia Smith asked whether there could be local and out of state Pallbearer-Bereavement Leave.
- LaShanna Ward asked whether the language that defines family members could be revised.
- John Boyd stated that the language that both parties ratified limits the definition of eligible family members so that implementing the new benefit would be manageable and consistent.
- Felicia Smith asked whether Pallbearer-Bereavement Leave could be revised to include other family members who were not in the employee's immediate household.
- Janet Moody stated that the language of the tentative agreement for Pallbearer-Bereavement Leave that we discussed at the table was different than what she signed.
- John Boyd stated that he provided the same language for signature that was agreed upon at the bargaining table, including that the sentence that OCEA ESP requested that Pallbearer-Bereavement Leave was in addition to Sick Leave.
- Janet Moody asked whether the next bargaining meeting was scheduled on the day before Rodeo Day and that it should be rescheduled if it was.
- Dr. Karyle Green stated that she agreed.
- John Boyd stated that he would cancel the next meeting, publish a new calendar, and coordinate with Ms. Moody if OCEA ESP desired an alternative meeting date.

ACTION: No action was taken on these items at this time, and these items will be brought back to a future meeting.

Florida Statutes and Attorney General Opinions about Meeting Minutes
[Sources: Government in the Sunshine Manual and Online Sunshine]

- **Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes**, states:
 - (1) *All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.*
 - (2) *The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.*
 - **Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes**, requires that minutes of a meeting of a public board or commission be promptly recorded and open to public inspection. Workshop meetings are not exempted from this requirement. Attorney General Opinions (AGOs) 08-65 and 74-62.
 - Because the term “promptly” is not defined in the statute, it “should be construed in its plain and ordinary sense.” *Inf. Op. to Board of Trustees, January 27, 2009.*
 - The minutes are public records when the person responsible for preparing the minutes has performed his or her duty even though they have not yet been sent to the board members or officially approved by the board. AGO 91-26.
 - **Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes**, does not specify who is responsible for taking the minutes of public meetings. This appears to be a procedural matter which the individual boards or commissions must resolve. *Inf. Op. to Baldwin, December 5, 1990.*
 - The term “minutes” as used in **Section 286.011 – Public meetings and records; public inspection; criminal and civil penalties, Florida Statutes**, contemplates a brief summary or series of brief notes or memoranda reflecting the events of the meeting; accordingly, a verbatim transcript is not required. AGO 82-47.
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- **Section 447.605 – Public meetings and records law; exemptions and compliance, Florida Statutes**, states:
 - (1) *All discussions between the chief executive officer of the public employer, or his or her representative, and the legislative body or the public employer relative to collective bargaining shall be closed and exempt from the provisions of s. 286.011.*
 - (2) *The collective bargaining negotiations between a chief executive officer, or his or her representative, and a bargaining agent shall be in compliance with the provisions of s. 286.011.*
 - (3) *All work products developed by the public employer in preparation for negotiations, and during negotiations, shall be confidential and exempt from the provisions of s. 119.07(1).*