



**Meeting Minutes: ESP Meet and Confer**

Wednesday, February 1, 2023 | 3:00-4:30 pm | In Person- T-4

Purpose Interest: **We are engaged in a collaborative process to develop solutions related to Exceptional Support Professionals working conditions and to effectively improve the learning and working environment**

Item	Desired Outcome	I/D/A*	Facilitator	Time	Summary/Next Steps
Welcome and Grounding Activity	Welcome the team and review norms	I	Team	3:00	<p><b>Present:</b> Lisa Gibson, Mary Jane Rincon, Damian Nichols, Tricia Arnold, Sandi Theobald, Georgina Rocco, Marianne Lescher, Brian Gibson, Brian Lockery, Holly Neil, Lisa Bultman, Beth Slosky, Sandy Theobald</p> <p><b>Adhoc:</b> Jeff Lang, Chris Herrmann, Nancy Moser, Deb Spurgin, Erin Helm, Lorraine Osbourne, Sally Rath, Anne Saccoman, Dawn Greenberg, Paulina Glider, Gennifer Guzman, Genniva Rios, Michelle Sorace, Ann Moxely, Trish Garcia, Jennifer Belding, Lynette Nield, Josh Fieldhake, Manual Bernal, Taylor Neil, Susie Ostmeyer</p> <p><b>Absent:</b> N/A</p> <p><b>Note Taker:</b> Ruth Covarrubias</p> <p>Meeting Norms Reminders:</p> <ul style="list-style-type: none"> <li>• Meet and Confer members sit at the main table and are allowed to speak during the meeting</li> <li>• Adhoc are observers not participants will sit at the designated table               <ul style="list-style-type: none"> <li>○ Adhoc will speak by invitation only</li> </ul> </li> <li>• Everyone will show respect</li> <li>• One conversation at a time</li> <li>• All information is known and shared in a timely manner</li> <li>• Reserve Judgement and positioning until data is shared and understood by everyone</li> <li>• All Meetings will begin and end on time</li> <li>• Policy HABB Support Staff M&amp;C Work Agreement and Plan, it was added to policy last year therefore,</li> </ul>

					<p>it is no longer needs to be brought to the Governing Board for approval year to year</p> <ul style="list-style-type: none"> <li>Decision Making Process thumbs up ☑ = Agree, thumbs down ☒ = do not support, sideways ☐ = Not in full agreement but will not vote against the majority vote, majority vote will then move forward as a recommendation to the Governing Board for approval</li> <li>Review of Agenda</li> <li>Happy Birthday Celebration for Lisa Bultman</li> </ul>
ACA Language	Share the story and discuss next possible steps	I/D/A	Lisa/Holly	3:05	<p>See Page 5, paragraph 4, of the ESP Meet and Confer document for ACA usage:</p> <p><a href="https://www.kyrene.org/cms/lib/AZ01001083/Centricity//Domain/533/Meet%20and%20Confer/APPROVED%2005-24-22%2022-23%20ESP%20MC%20Document..pdf">https://www.kyrene.org/cms/lib/AZ01001083/Centricity//Domain/533/Meet%20and%20Confer/APPROVED%2005-24-22%2022-23%20ESP%20MC%20Document..pdf</a></p> <p><i>These absences may be used for personal illness or injury, illness of a family member, religious observances, or for authorized personal reasons. An authorized personal reason is defined as personal business that cannot be conducted outside of the normal working hours of the employee or is not under the control of the employee (example – court proceedings, wedding, funeral, graduations, medical appointments, emergencies, fractional hours during holiday weeks, etc.). Personal business may not be used for continuing commitments such as student teaching, coursework, recreational purposes etc.</i></p> <p>Story:  Teachers have sick and personal days which is different from ACA days as defined by the M &amp; C document.  The intent of this conversation is that School-based ESP staff would like the opportunity to accrue personal days in addition to their</p>

ACA.

Activity: Team broke out in groups to come up with the **story** of ACA days, not problem solving.

- Inconsistent approval of ACA days across the school sites
- Should there be a difference between school-based staff that works with students and those that do not?
- Should there be a difference between part-time and full-time employees
- Sick time has very specific language and restrictive as to how it can be used
- School-based staff feel they have to lie to get approved days off
- Administrators feel they are placed in the position where they are forced to break the rules or deny a request
- Sick time has very specific language and restrictive as to how it can be used
- ACA is personal time that can be used with more leeway
- District based employees have the flexibility to use ACA, vacation or Flex their time
- ACA accrual rate of .0577 per hours worked, vary from one employee to another. It is calculated by the employees number of days worked and FTE.
- Allow up to 5 days of ACA to be used as PTO per year (this matches teachers personal days)
- Dishonesty in usage would lead to other problems

How do we approach this need within the school-based staff?

Recommendation - create a sub-group to come up with ideas/solutions. Vote: 👍

**Sub-group definition**

Per Policy HABB under section MC Team Guidelines and Interests:

*C. Sub-groups may be established by*

					<p><i>the MC Team if the team agrees that additional work outside of the regular meetings is required to study a topic in-depth. The MC Team will agree on the membership of the sub-group, will define the work of the sub-group and will establish the reporting structure of the sub-group. Sub-groups are not a decision making body. Rather, they study topics and bring back recommendations to the MC Team as a whole.</i></p> <p>Members nominated team members for the sub-group – Mary Ann L, Mary Jane R, Lisa Bultman, Sandi Theobald</p> <ul style="list-style-type: none"> <li>• Lisa and Marianne will talk about next steps,</li> <li>• Add to the next meeting agenda</li> </ul>
Staff Development Day (SDD)	Share the story of Staff Development Day and discuss next possible steps	I/D/A	Mary Jane/Lisa B	3:35	<p><b>Story:</b> SDD was identified as a priority in the last meeting – As we share the story we do not want to solve the problem.</p> <ul style="list-style-type: none"> <li>• Existed in the DO for many years</li> <li>• Morphed and changed through the years</li> <li>• Different opportunities for staff district and school based led trainings</li> <li>• ESP Staff would get extra training or learn new things and Health and Wellness Fair</li> <li>• Opportunity to get out and talk to our peers during activities when students weren't</li> <li>• Challenges – how to offer additional PG for ESP at the District as well as opportunities for site based trainings</li> </ul> <p>Jam Board Process to identify SDD Challenges: (10 minutes) (See Jam Board)</p> <ul style="list-style-type: none"> <li>• Finding “experts” to teach the class</li> <li>• Job Specific Needs</li> <li>• Some feel that with their entry date being late in the year, there is a big</li> </ul>

					<p>gap between the next SDD and they feel that time passes without them getting the appropriate trainings</p> <ul style="list-style-type: none"> <li>• Class sizes have decreased in recent years <ul style="list-style-type: none"> <li>○ Long time employees feel they have taken all the classes being offered</li> <li>○ Hard to identify topics that are appropriate for ESP</li> <li>○ Offerings are basic of redundant</li> </ul> </li> <li>• IA's with Special Needs Students need job specific trainings (and connection piece with the teacher)</li> <li>• A few ESP staff are asked to give the training and do not have the time to attend their own trainings</li> <li>• Meet and Confer language and terminology training</li> <li>• Possible digital training library that can be accessed year round, that builds upon knowledge from previous classes (30-60 minutes each) <ul style="list-style-type: none"> <li>○ Access at any time</li> <li>○ Use SDD as a Next Step (continuous learning in the next component)</li> </ul> </li> <li>• Bring back CPR &amp; First Aid and allow more employees to learn CPR &amp; First Aid <ul style="list-style-type: none"> <li>○ In the past only a small group has been allowed to have this training</li> <li>○ More health issues increases the need for more CPR &amp; First Aid certified staff</li> <li>○ The district has invested on defibrillators and trainings to extend the knowledge base</li> </ul> </li> <li>• Take these ideas to the Director of Professional Development – she may be able to guide us on the next steps</li> </ul> <p>Do we want Jo to come to the table and share</p>
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					<p>with the team? 📄</p> <ul style="list-style-type: none"> <li>• Discuss capabilities of Performance Matters</li> <li>• Inform us on what she hearing as requests for PD.</li> </ul> <p>***Will ask Jo Shurman to join us on the next meeting to discuss what our next steps could be.</p>
Work Calendars	Share 2-2-2 Work Calendars for the 23-24 SY.	I/D	Lisa	3:55	<p>The agenda listed calendars as Information and Discussion; however, the facilitator provided clarification to the team the information and discussion would be made by the meeting facilitator only, informing the team of the new 2-2-2 calendars, and discussing how the calendar changes impacted certain positions for 2023/2024.</p> <p>The team was allowed a few minutes to review the new 2-2-2 Work Calendars;  Overview – PowerPoint  This new calendar was adopted last year by the Governing Board.  A huge advantage for students is that during fall break and spring break, the second week has been identified as intersessions. These intersessions will help support kids who need the extra support. Due to the large gap during the summer some students need that extra help/support. The logistics of the program (as to what students will be invited or participate) will be set by School Effectiveness. The structure of the Intersessions will come at a later time.</p> <p>Changes that affect some calendars &amp; review of new information keys:</p> <p><b>12 Month 260 days</b> – same number of workdays, and paid holidays/paid break days</p> <ul style="list-style-type: none"> <li>• Three less days during the winter break <ul style="list-style-type: none"> <li>○ Vacation time can be used for those three days</li> <li>○ This is dependent on future holidays and this calendar will fluctuate from year to year</li> </ul> </li> <li>• July 3<sup>rd</sup> paid break</li> </ul>

- June 19 (Juneteenth) is now a Federal Holiday – GB approved
- New Year's day falls outside of winter break
- November 22, day before Thanksgiving - in lieu of the March/April Spring Holiday

**Elementary Secretaries** - Additional work days to assist with registration. Working one week during fall and spring break to assist with intersession.

**Middle School Attendance Clerk/Registrar** - Same number of days  
 Moved work days to begin on July 5 (last year work calendar began on July 11)

**Day Porter** - One additional day  
 Paid holiday on Memorial Day

**Elementary Office Assistant** - Additional work days to assist with the close of the year

**Security Officer III** - Additional work days to assist with the end of the school year

**Health Assistant** - Will begin work on July 5 to assist with the start of the school year

**Assistive Technology Assistant** - Additional days, Added teacher plan days

**Homeless Liaison Social Worker** - Additional work days  
 Added teacher plan days

**Library Media Technician** - Additional work days  
 Added teacher plan days

**Occupational Therapist Assistant** - Additional days  
 Added teacher plan days

**Social Worker** - Additional days  
 Added teacher plan days

				<p><b>SLPA</b> - Additional days Added teacher plan days</p> <p><b>Bus Dispatcher/Trainer</b> - Moved to a 260 day work calendar to reduce the number of PARS</p> <p><b>Community Ed/Program Coordinator III</b> - Additional days to reduce the number of PARS for working during the summer/breaks</p> <p><b>Community Ed/Program Coordinator I or II</b> - Additional days to reduce the number of PARS for working during the summer/breaks Created 2 separate calendars- one for employees to work during the summer and not during breaks and another calendar to work during the breaks and not during the summer</p> <ul style="list-style-type: none"> <li>○ Purpose of change was to reduce number of PARS and Pay people for the additional days worked.</li> </ul> <p>Brian Lockery commented on how adding additional days to employee work calendars is beneficial to supervisor's eliminating the need to write PARs and saving money in their department budgets. Less performance contracts means less resources needed in both Talent Management and Payroll to process the PARs.</p> <p>KESPA President thanked the District for the additional school based work days. It is a Win for school based employees:</p> <ul style="list-style-type: none"> <li>○ they will now accrue ACA with the extra days</li> <li>○ On a Performance Contract employees are unable to accrue ACA or use ACA when needed.</li> <li>○ A few new calendars will now get paid for one extra holiday (Memorial Day).</li> </ul> <p>Revision request to MS 214 calendar, please add <b>Middle School to Registrar</b> to the Position section on the calendar.</p>
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KESPA President, mentioned there are concerns about the 12 month calendar, and for the record KESPA does not support the change to the 260 (year round) calendar. KESPA hopes they have the opportunity to discuss the changes and the impact these changes will have on 12 month employees. As a good faith measure our team has identified and would like to share a few possible solutions:

1. Desire Leave winter break intact
  - Benefit bargained in 2001/2002 through MC process
  - Closing the schools and District to the public in observance of Juneteenth, but on contract employees report to work as it is done with Indigenous Day which is also a recognized Federal Holiday
  - That July 3 would remain a regular work day – employees having the option to use vacation on that day
  - New Year’s falling outside of the winter break is a weird anomaly, add an additional holiday for the ONE year that happens as it was addressed in the 2017/2018 SY. This would occur approximately 7 years and then roughly 14 years (last happened in the 2017/2018 SY) It is a very few and far situation due to 7 days in a week and leap year occurring every 4 years.
2. Provide a few extra vacation days for 260 employees – to use to supplement/cover the 3 break days taken off the new calendar
3. Define Floating Holidays (study to provide that as an option)
4. Provide provision for 12 month employees to be permitted 1 additional week of job protected leave of absence in addition to 12 weeks of FMLA if leave of absence period is affected by calendar change
5. Remove language (in MC) that

				<p>prevents ESP in their first 6 months of employment from using vacation</p> <p>6. Allowing ESP to use up to 3 days of vacation, if needed, before it is earned, similar to the language in the Admin Terms and Conditions, Pg. 18 The following reference was not included in the discussion so I am recommended it be removed</p> <p>KESPA President made it clear he have a number of ESP employees who are upset by the changes made to the 260 calendar (obvious by the presence here today) and have come up with possible solutions based on what we have heard from a number of employees. KESPA Welcomes the opportunity to use the MC process to talk about the concerns and the impact it has had on employees.</p> <p>In conclusion, <b>further discussion</b> about calendars on the 27<sup>th</sup> if Superintendent Toenjes is available she will be invited to attend our next MC meeting.</p> <p>More information on the responsibilities and expectations for school based staff during the intersession will come from School Effectiveness in the next few days</p>
Others			Team	<p>Recommendations:</p> <ul style="list-style-type: none"> <li>○ Information the sub-committee may have on ACA (include Certified and Administrative information)</li> <li>○ Add Calendars to the next Agenda</li> <li>○ Share more information on Intersessions</li> <li>○ Set a specific meeting date for Technical/ language clean-up</li> <li>○ Ruth will create a Google sheet and share with the team (Running ESP MC document language clean-up list)</li> <li>○ The last MC meeting agenda will</li> </ul>

					include language clean-up
Future Meeting Dates and Topics	Monday, February 27, 2023		Team	4:25	Agreed
Adjourn			Lisa	4:30 pm	Meeting adjourned 4:31 pm
<b>Immediate Needs/Questions</b>					

**\*I = Information, D = Discussion, A = Action/Decision Point**