



MINUTES: ESP Meet and Confer

Monday, February 27, 2023 | 3:00-4:30 pm | In Person- Board Room North

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	Lisa Lisa B	3:00	<p>Present: Lisa Gibson, Mary Jane Rincon, Damian Nichols, Brian Gibson, Marianne Lescher, Lisa Bultman, Holly Neil, Georgina Rocco, Beth Slosky, Sandy Theobald,</p> <p>Absent: Brian Lockery</p> <p>Note Taker: Ruth Covarrubias</p> <p>Team Activity: Team Pulls out their phone and find 18 items from a list on their phone - Winners- Ruth with 17 and Damian with 13</p> <p>Welcome/Agenda Review/ Review of Meeting Norms: Members will agree on norms of behavior in the MC Team meetings that will enable them to efficiently and effectively study identified issues and come to consensus. MC Team members agree to the following Norms and Ground Rules:</p> <ul style="list-style-type: none"> A. Show respect to everyone in the school community who elects to attend the meetings. B. All information is known and shared in as timely a manner as possible. C. One (1) conversation at a time. D. Only Meet and Confer team members speak at the table.

					<p>E. Ad hoc invitees speak by invitation.</p> <p>F. Keep conversations focused on the issues identified on the Agenda in compliance with the open meeting law.</p> <p>G. Reserve judgment and positioning until data is shared and understood by everyone.</p> <p>H. All meetings will begin and end on time.</p> <p>I. Breaks may be called for as needed</p> <p>All in agreement 👍</p>
Professional Development	Jo Shurman will share information related to Professional Development Day	I/D	Jo Shurman/Lisa G	3:10	<p>Concerns regarding Staff Development Day (SDD):</p> <ul style="list-style-type: none"> • Finding experts to teach classes (Employees who have been teaching classes, want to participate in other areas of SDD) • Long term employees feel they have already taken many of the classes offered <p>Ideas/Suggestions:</p> <ul style="list-style-type: none"> • Additional trainings for IA's who - service students with special needs • Meet and Confer language and terminology training • Digital library training that builds from previous workshop/training (continuous year-long training that can be offered online) • CPR and First Aid <ul style="list-style-type: none"> ○ Required for some specific positions ○ Departments are responsible for the cost <p>To open up these training to everyone, they would have to make sure those who their position requires the certification have first dibs. Plus we would have to plan on</p>

where the funds for these trainings would be coming from.

It was suggested to have a KSD in-house trainer.

Estimated Cost for in-house trainer:

- \$35 to be CPR/First Aid certified
- \$375 – to become a certified trainer
- \$1200 – to purchase the needed equipment

More information to come later, will look for other training options.

Update from last SDD 2022: (Jo Shurman)

23 courses offered on SDD and 258 participants–10 additional online courses are still open and available to staff

- Classes are advertised/on the menu as SDD courses.
- Not specifically advertised for ESP staff due to they may interfere with their workday, but they are open to all staff.
- Hourly staff may take these classes during their breaks/before after work hours
- Courses are not in person instructor taught.
 - They are video to watch with a quiz at the end.
 - Some longer courses have an instructor review assignments and may follow-up

Planning for SDD for next year begins mid-to end of April.

- Reach out to department leads for possible classes to offer
 - Based on need

					<ul style="list-style-type: none"> • Digital Library is something to look at • Offer Online courses that are more job specific (e.g. Excel) • More comprehensive onboarding trainings (e.g. currently have a crossing guard video in the works) <ul style="list-style-type: none"> ○ Capability for these trainings is available, the expertise is the challenge
ACA Subgroup	Members of the ACA subgroup will update the team on recommendations	I/D	Mary Jane/Lisa B	3:25	<p>ACA Language update: (Subgroup – Lisa B, Sandy, Marianne and Mary Jane)</p> <p>Any ESP employee who doesn't accrue vacation, propose that if they work 20 hours a week or more, that they be preapproved three personal days, being that ACA is restrictive and not for recreational purposes.</p> <ul style="list-style-type: none"> • Possible rules are in the works using certified language • Would there be a cut-off on when the three days would be preapproved for late hires? • Would front loading the days be an option? (could be a problem if the employee parts with the DO before the end of the year) <p>Cons:</p> <ol style="list-style-type: none"> 1. Certified staff is frontloaded their personal days, but in many cases they request release after they have used their time. 2. How would this work with ESP employees? 3. Monitoring frontloading personal days for ESP is more challenging

				<p>and may not be legal. Other concerns:</p> <ul style="list-style-type: none"> • position changes, FTE changes • ESP changes that occur all year long including mid-year hires/resignations • School based ESP staff is required to enter absences in TCP and Absence Management. <p>4. ESP has more FTE changes than Certified and Administrative staff</p> <p>In comparing ESP to Certified staff, certified staff that separates parts before their contract ends are held to a liquidated damage fee of \$1500 for breaking their contract. ESP staff do not currently have liquidated damages in their work agreement.</p> <p>ACA Language:</p> <p style="text-align: center;">(Meet and Confer Document- Page 5/Paragraph 4</p> <p>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,</p> <p>Goal: Continue to be clear that ACA have appropriate usage language but as a side</p>
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					<p>note recommend that ESP have 3 additional work days as personal time to be used at the discretion of the employee</p> <ul style="list-style-type: none"> • Pre-approval process may be required if the employee will be taking more than one personal day at once <p>More discussion about logistics will be needed from the ACA sub group. Certified M & C language will be used to come up with proposed language.</p> <ul style="list-style-type: none"> • Update to be shared in the next M & C meeting. • Additional information on the process for front loading and managing personal time for ESP staff is needed. • Invite, Brian Lockery, Carla Covarrubias, Val Hanepen to next meeting to discuss how this would affect our leave loading, reporting and managing systems (Visions, Absence Management, TCP).
Priority- Staff Morale	Members of the team will share the story of staff morale	I/D	Lisa/Holly	3:45	<p>Jam board: Staff Morale</p> <p>What at work is going well?</p> <ul style="list-style-type: none"> • Staff shout outs in weekly newsletters • Not many school-based vacancies • Announcement shout outs • Prizes/drawings for PBIS involvement • Admins take the time to know their ESP staff personally • Parents and parents add to shout outs <p>What can we improve on?</p> <ul style="list-style-type: none"> • Incorporate ESP staff in 301 plan • More events/outings for staff • Avoid changes that make

					<p>employees feel that their benefits are being taken away</p> <ul style="list-style-type: none"> • ESP would like more admin support When dealing with a difficult parent or child • Job specific onboarding trainings <ul style="list-style-type: none"> ○ Consistent onboarding throughout the schools ○ Finding reasons to support the need • Lack of respect – ESP’s at Schools and District Office feel like many school leaders do not respect and value ESP’s. • Lack of communication from some departments in the district regarding upcoming changes • Option of a 30 or 60 minute lunch break – District office • Finding qualified applicants • Same people being included in recognition <ul style="list-style-type: none"> ○ Recognition given to those close to the person giving the recognition • Open door conversation for constructive feedback • Inclusion in Wings system • Work from home option for staff that don’t directly impact students • Reinstate ESP contracts • Support staff do not attend outings when invited <ul style="list-style-type: none"> ○ others hold their own outings or keep to them selves
Priority- Retention	Members of the team will share the story of retention	I/D	Mary Jane/Lisa B	4:05	<p>Jam board: Retention</p> <ul style="list-style-type: none"> • Pay/Compensation • Flexible work schedules • Logging work hours – various positions • Reinstate ESP Contracts (carry over for next year as a priority)

					<ul style="list-style-type: none"> • Coverage – for absent staff members • Improve onboarding trainings <ul style="list-style-type: none"> ○ Possible designated onboarding person at each site
Future Meeting Dates and Topics and Wall to Wall committee update	Wednesday, March 29, 2023 Waggoner Reading Area Wall to Wall – February 28, 2023- ZOOM		Team	4:25	Next Meeting: <ol style="list-style-type: none"> 1. 1 hour for compensation – Chris Herrmann & Susie Ostmeyer will share a presentation previously shared with Certified M & C 2. 20-30 minutes ACA language – MJ 3. Staff Morale and Retention – Lisa will share with Lead Principals and report back 4. Language Clean-up – share the redline document
Adjourn			Lisa	4:30 pm	Wall to Wall meeting tomorrow, February 28th via Zoom. Next meeting location TBD Meeting adjourned 4:30 pm
Immediate Needs/Questions					

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