



Meet and Confer Agreement

Between the
Phoenix Elementary School District #1
And the
Phoenix Elementary Classroom Teachers
Association July 1st, 2024 -June 30th, 2025

*Submitted on behalf of the Meet and Confer team from Phoenix
Elementary School District #1 and Phoenix Elementary
Classroom Teachers Association*

Submitted to Board On: 02/06/2024

PECTA Team	Phoenix #1 Administrative Team
Marnee Burrus, Chair John Franklin April Pettit Nicole Goodwin	Dr. Jed Bowman Mike Mannelly Anthony Pietrangeli Claron Sells

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Dr. Jed Bowman, District Meet and Confer Chair

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Marnee Burrus, M.Ed, PECTA Meet and Confer Chair

The Phoenix Elementary Classroom Teachers Association has and will continue to work collaboratively with the Phoenix Elementary School District #1 Administration and Governing Board to create the District's vision for the future.

We are committed to collaborating with the District Administration and Governing Board to establish a culture of excellence that promotes student achievement. We will continue to partner with the district and community to put the vision of the strategic

plan into action by creating a culture and climate of interdependency, shared leadership, and trust to promote highly performing students, staff, schools and district.

The Association has participated in the Meet and Confer process with the Governing Board of the Phoenix Elementary School District #1 in collaboration to develop and maintain the best working environment possible. We appreciate the Governing Board's recognition of our major professional contributions to the education, welfare, and success of children in the District.

The following are the agreements between the Phoenix Elementary Classroom Teachers Association and the Phoenix Elementary School District #1's designees to take effect in the 2024-2025 school year:

ETR Increase and Eligibility

Pending district budget limitations, extra time compensation will increase to \$45 per hour in the 2024-25 school year. Such compensation is available in circumstances where work performed outside of the workday is voluntary, planned, budgeted, and pre-approved by an administrator.

Salary Increases and Schedule

Administration and PECTA agree to use Classroom Site Fund monies in the 2024-25 to adopt the recommendations of the Compensation Analysis performed by JB Rewards Systems. PECTA reserves the right to reconvene Meet and Confer subject to the findings of the report. In good faith, all parties agree to reconvene at least annually to review salary information using tools provided by JB Rewards Systems that ensures internal equity and external competitiveness.

Publication of Compensation and Benefits Analysis

PECTA will have access to the full compensation and benefits analysis report completed by JB Rewards Systems. The report will be sent to all members of the executive board. A formal presentation will be made to members serving on the 301 committee by JB Rewards Systems. PECTA reserves the right to reconvene Meet and Confer subject to the findings of the report.

Staff In-service Days Following Extended Breaks

The Monday following Fall, Winter, and Spring breaks will be in-service days to prepare for the successful return of students. Certified Staff will have uninterrupted preparation time for a minimum of half of the day or 3.5 hours with the exception of the Monday following the winter break. That is to be a full certified staff work day. A separate calendar will be provided for Faith North Staff.

In-service Days:

Monday, October 14, 2024

Monday, January 6, 2025 (Full certified staff work day)

Monday, March 17 2025

The following Wednesdays will be full days, and not early-release, in order to keep instructional time consistent:

- Wednesday, September 4, 2024
- Wednesday, October 16, 2024
- Wednesday, November 13, 2024
- Wednesday, January 8, 2024
- Wednesday, January 22, 2025
- Wednesday, February 19, 2025
- Wednesday, March 19, 2025
- Wednesday, April 16, 2025
- Wednesday, May 20, 2024

PTO Approval

PTO requests will be granted on a first come, first serve basis to any staff member with accrued hours given that less than the amount of school staff below has not already been granted leave for the requested dates.

- Bethune: No more than 2
- Capitol: No more than 2
- Dunbar: No more than 1
- Edison: No more than 2
- Emerson: No more than 1
- Faith North: No more than 1
- Garfield: No more than 2
- Heard: No more than 2
- Herrera: No more than 2
- Kenilworth: No more than 2
- Lowell: No more than 2
- Magnet: No more than 2
- Shaw Montessori: No more than 2
- Whittier: No more than 2

PTO Payout and Buyback Program

Administration will adopt a PTO payout and buyback benefit program in the 2024-2025 school year. Staff would have the option of cashing in accrued PTO and Vacation time at the end of the 2023-2024 school year at the following rate based on completion of continual,

non-interrupted years of service at the following rates:

- 3 years - 40%
- 8 years - 50%
- 13 years - 60%
- 18 years - 70%
- 23 years - 75%
- 28 years - 80%

Pending budgetary limitations, a cap will be implemented in the 2024-2025 school year as a maximum benefit for the 2023-24 school year.

Monthly Association Meetings with the Superintendent

The association and the superintendent shall establish monthly meetings with association representatives to ensure continuous communication.

Substitute Situations

The District agrees to provide split pay for teachers, including associate teachers, that assume substitute responsibilities. The District will establish procedures aligned to Human Resource and Payroll guidelines to ensure compliance.

The District agrees to support the emergency sub certificate for qualified employees, i.e. any staff member with a high school diploma, GED, or higher. The District agrees that an instructional assistant in a special education self-contained classroom will serve as the sub in that classroom when practicable. In cases where an Instructional Assistant is solely dedicated to a single classroom, an administrator may request that this Instructional Assistant be recognized as a preferred substitute teacher in the event of a teacher absence. In this case, rather than requesting a substitute on the District substitute teaching team, the Instructional Assistant will be called upon to serve as a substitute teacher whenever a substitute is required. The Instructional Assistant will receive \$75 in addition to their regular hourly pay for each day she or he acts as a substitute teacher. Occurrences must be documented in the district's absence and substitute tracking software, SmartFind, as well as on a form that must be submitted to the Substitute Coordinator with a signed approval from a Principal or other Administrator. It is the responsibility of the teacher or IA that is receiving compensation for substituting to submit required documentation for Principal approval.

Teachers who assume substitute responsibilities are eligible for additional pay and will be provided a Split Pay Form completed by school administration. This form must include

signatures from teachers as well as administration, and will be delivered to Human Resources for processing by school administration. Principals and Office Managers will receive training on completing these forms at the beginning of the school year as well as regular reminders to complete these forms in situations when a teacher assumes substitute responsibilities. Teachers will receive reminders of their eligibility for this compensation and the process for ensuring they are compensated for these duties and will have access to the form via the school administration. Interventionist roles will be respected and be used as a last resort.

Continued COVID Leave

Covid Leave has been removed since it is no longer classified as a pandemic.

PECTA Representation on LEA Integrated Action Plan Planning Team

Three PECTA representatives (including a GEN/SPED educator, special areas educator, and certified non-classroom educator) will serve on the LEA Integrated Action Plan Planning Team to assist the district with the allocation of Federal funds.

Organizational Charts

Revised organizational charts will be communicated to all district employees at the beginning of each school year, in addition to a district-level directory that will be distributed to all staff. The directory will be revised throughout the year and re-communicated to staff at least twice per year. Changes in the organization chart will also be communicated as needed.

Curriculum

The important curriculum development work, led by the Curriculum Alignment Specialists and Director of Curriculum and Instruction, will continue as planned. The C&I team will work to expand feedback loops and other participatory processes that further invite teachers into curriculum and resource conversations. Through expanded input, curricular resources will be improved as teachers remain an integral part of the curriculum development process.

Staff Trainings & Professional Development

Administration and PECTA recognize the importance of differentiation, community partnership and continuing the momentum of the District's Equity Plan. Administration will make efforts to increase differentiation by seeking and using input and feedback to inform planning and offering choice to participants when possible. In addition, administration will seek to expand community partnerships through professional development and the equity plan. A mid-year opportunity to review this commitment between administration and the PECTA meet and confer team will be created in order to monitor these efforts and this commitment.

Specials Scheduling

Special areas and electives play a critical role in the overall social-emotional and academic development of students, as well as bringing joy into school. Master schedules at schools will reflect this belief by ensuring special areas are a part of the master schedule development process and that special areas have a minimum of 225 minutes for prep each week with every effort to ensure the time is as uninterrupted as possible. State requirements for instructional minutes and equity across all schools in the district should also be considered. Students should not be pulled from their special area classes for interventions such as ESS and EL minutes or other pull-out classes. Should Special Area teachers have concerns about a master schedule, such concerns should be brought directly to their Principal, and if concerns are not sufficiently addressed, they may be brought to the Human Resources Department for further consideration.

Association Appointment on Committees

All system wide committees in Phoenix Elementary will be authorized by the Superintendent. System wide committees include, but are not limited to, curriculum committees, Insurance committee, Prop 301/Teacher Evaluation committee, Assessment committee, and Professional Development committees. All committees will consist of an Association Member liaison. Role of liaison include but is not limited to collaborating with the district to: select meeting dates, share feedback from staff to committee, share feedback from committee with staff, present committee findings and decisions to the administration and governing board.

Committees dealing with wages, hours and working conditions shall be composed of representatives from affected employee groups. The committee shall include at least one member from PECTA, ESPA and PEAA. The role of the association representative is to serve as a liaison.

Planning Time

Teachers shall be scheduled for a minimum of 225 minutes planning time per week. In the event of an administrative directive resulting in a teacher missing prep time, the administration must determine how to recover the missing prep time after consultation with the teacher. This clause is exclusive of teacher attendance at special events such as, but not limited to, field trips or school trips. District provided planning time is to be utilized for lesson planning, parent meetings, instructional coaching, meeting in collaborative teams to implement the PLC process, examining standards, identifying essential standards and pacing, creating common formative assessments, instructional dialogues, analyzing student data/work and planning for interventions and/or enrichment, meeting with administrator(s), IEP meetings, creating behavior plans, MTSS meetings, other duties as assigned to meet the needs of all students.

In elementary grades where music, art, library, and physical education are assigned, the

teacher shall be relieved of duty while such classes are in session for the purpose of using this time as preparation and/or consultation time where a certified teacher is providing the instruction. In addition, the past practice shall be continued wherein the classroom teacher and the special area teacher plan together the activities and learning experiences of their students. However, it shall be the responsibility of the classroom teacher to supervise the students on their way to and from special classes. The administrators responsible for the scheduling of special area time shall make every reasonable effort to attempt consistency of preparation time for the teachers involved and shall attempt the equitable distribution of special area teacher time throughout the week. This shall include transition time between classes that will not count towards the allotment of 225 minutes planning time per week.

Duty-Free Lunch

Site administrators shall arrange work schedules to permit all certified staff, including self-contained teachers, to have no less than 30 minutes for their lunch break uninterrupted. This does not include transition time, teachers should account for transition time in their day, for taking students to and from lunch.

Teachers assigned to more than one building during any school day shall be granted the same thirty (30) minute duty-free lunch period, exclusive of travel time, as that granted to other teachers.

Early-Release Day and Professional Development

Early release Wednesdays shall be reserved for the growth and professional development of all employees based on evidence of need as determined by Teacher Growth Performance System (GPS) and evidence of student learning through the district assessment plan.

Class-Size

Ratios:

K-1 - 24:1

2-3 - 26:1

4-8 - 30:1

Resource - 20:1

Self-contained - 3:1 adult to student ratio based on student need.

Caps:

In the event the number of students exceeds the designated allocation by 10% plus 1, the district shall within the district's budget capacity, impose acceptable alternatives that may include but are not limited to: addition of instructional assistant, increase the instructional assistant hours; reassign students to different teachers (leveling of classes); add a teacher.

Back-to-School Week

Certified staff will be expected to return to school 1 full week before instruction starts. Prior to the first day of school with students, certified staff of the district will be given two consecutive uninterrupted days to prep their classroom and/or workload. Those two dates are currently July 29, 2024 and July 30, 2024.

If there is an occasion that one of the days is not uninterrupted, administration will offer commensurate preparation time on another day of back-to-school week.

Nursing Mothers

District and school administration shall provide reasonable break time for an employee to express milk for her nursing child each time the employee has a need to express milk, provide a place that is shielded from view, free of intrusion from co-workers and the public which may be used by an employee to express milk and is not a bathroom, and work collaboratively with classroom teacher to arrange class coverage during said breaks.

Prop 301

The District and the Association will form a committee of 9 members consisting of 3 administrators, 3 Association members, and 3 members-at-large to develop the Prop 301 plan. The committee will meet at a time when no less than 7 out of the 10 members on the committee are available with no more than 2 people from each team absent.

The plan will be submitted to the Association no later than February 23. The plan will then be sent to eligible certified staff for a vote no later than March 22. Eligible certified staff will have at least 2 weeks to look over the plan, ask questions, and vote. Eligible certified staff must vote on the plan with a 70% approval rate. If there is not a 70% approval, the committee must reconvene to address concerns that eligible certified staff have presented. The plan must be edited to address these concerns and will then be brought back to the teachers to re-vote with a minimum 70% approval rate. Should a second vote not result in a 70% approval rate, the superintendent will hold an open meeting (could be a regularly scheduled meeting) to hear feedback from eligible certified staff. After receiving feedback, the superintendent will determine what changes need to be made and can advise the committee to make the changes before voting on the finalized plan.

Club Stipends

Pending budgetary limitations, club stipends will increase from \$750 to \$1500. The district will budget for 5 clubs per school at \$1500 per club, student council plus 4 other clubs. Additional clubs can be paid for using tax credit donations at the discretion of the site administrator.

\$1000 Payment to District Sponsored Health Savings Accounts

Pending budgetary limitations, \$1000 will be added to staff accounts who utilize the district Health Savings Account.

Rehire Retirees at 100% of Their Contract

After a policy revision, the district agrees to rehire retirees at 100% of their contract after the mandatory 365 day separation of work.

Breakfast in the Classroom

Breakfast in the classroom will become optional so long as it is in accordance with Child Nutrition and Federal Statutes for Free and Reduced Lunch.

One Time and Final ESSER Retention Stipend

For all employees returning in 2024 there will be ONE lump sum payment of \$5,000 to be paid on or before September 30, 2024. This retention stipend applies to all employees who meet the requirement of being under contract at the end of the 23-24 school year, and return for the 24-25 school year.