

CONFIDENTIAL
HCEA-ESP & BOE
FY'15
MOU/Side Letter/Circular Agreements
JULY 31, 2014

TOPIC/PURPOSE	LANGUAGE	ARTICLE	IMPACT
<u>Peer Assistance Joint Committee</u>	“HCPSS and HCEA shall establish a Joint Work Group to explore peer assistance/mentor models.”	Article 6, Evaluation	Encourage Mentor/Buddy Program to assist colleagues to improve job performance
<u>Notification Procedures when Absent</u>	“Notice—Establish reasonable and uniform protocol for notification when absent.”	Article 7, Leaves	Currently there are no uniform procedures for employees to follow when absent from work. Solution to include use of SMARTFIND substitute system; protocol that only 1 call is needed
<u>Financial Assistance for Leave to Student Teach</u>	7.10.A.--Student teaching - Para-educators PARA-PROFESSIONALS studying to seek teacher certification shall be provided unpaid leave with no loss of benefits (as if on active paid leave status) in order to complete her/his student teaching requirements.	Article 7, Leaves,	Work with PD Office to provide financial assistance through grants, etc. to assist para educators in student teaching in subject areas of identified need.
<u>Crisis Response Committee</u>	“The Board shall review crisis response committee membership and functions to maintain effectiveness of emergency response plans.”	Article 9, Protection of Members	Review purpose, functions, and composition of work site Crisis Response Committees. Ensure that Committee consists of properly identified Educational Support Professionals.

<p><u>Safety Precautions for Front Office Staff</u></p>	<p>“The Board shall provide safety protections and protocols for front office staff at schools, work sites, portables, and central office regarding visitor access and departures.”</p>	<p>Article 9, Protection of Members</p>	<p>Receive and review implementation schedule to provide specific modes of safety protections for front office staff.</p>
<p><u>Time to Collaborate/ Time to Prepare</u></p>	<p>“Principals/designees shall make every effort to provide at least FIFTY (50) MINUTES each week (10 MINUTES EACH DAY) for para-educators to collaborate with their respective teams/teachers. Principals/supervisors shall make every effort to provide at least ONE (1) hour each week (15 MINUTES PER DAY) for secretary/clericals to prepare with their respective office teams and administrators.”</p>	<p>Article 11, Working Hours and Working Conditions</p>	<p>Side Letter from Superintendent/designee to administrators strongly encouraging them to make every effort to build collaborative/prep time for paras and secretaries into the schedule.</p>
<p><u>Special Education Task Force</u></p>	<p>“HCPSS and HCEA will develop a Special Education Task Force/Work Group to meet once a month to listen and respond to issues and concerns affecting unit members who service special needs students.”</p>	<p>Article 11, Working Hours and Working Conditions</p>	<p>Monthly Forum established to address and problem-solve special education issues with Special education supervisors, directors, etc.</p>
<p><u>AM & PM Breaks</u></p>	<p><u>Change:</u> “11.2 (l) -- Within the first duty week, principals and department/office supervisors will schedule AM and PM breaks...after consultation with the employee.”</p>	<p>Article 11, Working Hours and Working Conditions</p>	<p>MOU or Letter/Circular from Superintendent/designee encouraging admins. to consult with ESP and develop work breaks into work schedule</p>
<p><u>TECHNOLOGY COMMITTEE</u></p>	<p>HCPSS and HCEA will create a “Joint Technology Committee” responsible for developing recommendations to enhance the accessibility to technology and the ability of staff to utilize current technology systems in HCPSS. The committee will continue these efforts during the life of this contract and shall report its findings to the Superintendent.</p>	<p>Article 11, Working Hours and Working Conditions</p>	<p>Accompanies new contract language re: dedicated computer for staff. Technology Committee will assist efforts in providing adequate and sufficient access to technology By reporting findings to superintendent for budgetary purposes.</p>

<p><u>Art. 12</u> <u>Profess. Dev. Funds</u></p>	<p>HCEA will introduce procedures outside of the agreement re: utilizing and dispersing Art.12 funds.</p>	<p>Article 12, Tuition Reimburse</p>	<p>Update current form and work with HCPSS to develop procedures for use to ensure all designated funds are spent via end of school year</p>
<p><u>PD In-Service Courses</u> <u>for</u> <u>Credit/Compensation</u></p>	<p>“12.4—The Board and HCEA will establish a professional development committee to establish an internal “continuing professional development” program that will provide additional compensation incentives for professional improvement.</p>	<p>Article 12, Tuition Reimbursement</p>	<p>HCEA will work with HCPSS PD to develop In-Service PD that provides monetary incentives based on number of courses attended.</p>
<p><u>Family Crisis Leave</u> <u>Exchange</u></p>	<p><u>Addition:</u> “HCPSS and HCEA agree to create a Family Crisis Leave Exchange to provide sick leave to unit members after their accumulated sick leave, personal leave, and annual leave has been exhausted. The exchange is intended solely for situations that are catastrophic and life threatening to members of the immediate family that require the unit member to be temporarily absent from her/his assignment.”</p>	<p>New Article, Family Crisis Leave Exchange</p>	<p>Pilot a Family Crisis Leave Exchange Program designed to assist ESP employees when family members are extremely ill or incapacitated.</p>