



## **2018-19 Employee Handbook Annual Review Update #2**

October 8, 2018

### **Background**

This past summer, representatives from MTI and the MMSD began to meet in the annual **Employee Handbook Review/Revision** process outlined in Section 18 of the Employee Handbook. Various **work groups** comprised of MMSD and MTI appointed representatives have been meeting, with a goal of advancing recommended revisions for consideration by the joint MTI-MMSD **Handbook Review Committee** to forward to the Superintendent and Board of Education for consideration later this fall.

### **Employee Handbook Review Update:**

**School Climate and Shared Leadership Work Group:** This work group is discussing School Climate and Shared Leadership issues, including changes to School Based Leadership Team (SBLT) composition and functioning and other processes to build genuine shared leadership structures within our schools. The work group has met on **July 24** and **September 10** at which time MTI representatives outlined some general ideas and concerns, including: 1) changes to allow school staff to select their own representatives to the School Based Leadership Team (SBLT) to ensure that genuine staff voice was incorporated; 2) changes to ensure that the agenda for SBLT meetings are collaboratively developed by the team (rather than determined by the principal or Central Office); and 3) creating specific School Culture and Climate teams within each building, selected by staff and charged with discussing and addressing culture and climate concerns. The premise of all of these suggestions is to create high functioning schools with genuine shared leadership. The District representatives have agreed to discuss MTI's suggestions and return to the next meeting, scheduled for **October 29**, with ideas on next steps.

**Teacher Planning Time Work Group:** This work group last met on **August 20** and continued the discussions from the 2017-18 school around teacher planning time concerns, particularly for secondary teachers, as there is no explicit planning time language in the current Handbook. The discussion is primarily focused on providing secondary teachers with guaranteed blocks of "duty-free, self-directed" planning time vs. the administration's desire to schedule meetings as necessary. The MTI work group believes that by setting aside guaranteed planning time, administration will need to schedule meetings that respect that time, however, there is also recognition that administrators need to be able to schedule meetings. There was much discussion about how to build some flexibility into any agreed upon language. The work group has also been tasked with exploring resolution of planning time needs of **cross categorical/EEN** staff and will be addressing these concerns in future meetings. The work group is scheduled to meet again on **October 23**.

**Extra-curricular Pay Work Group:** This work group met on **July 31** and is discussing proposed changes to co-curricular compensation covered in [Addendum I of the Employee Handbook](#). Initial discussions were related to compensation for high school Forensics and Debate, middle school music performances, and HS Club Advisors. *While athletics are also covered in this section, no proposals have been made for specific changes at this time.* The work group has scheduled its next meeting for **October 30**.

**High School Scheduling Work Group:** This work group met on **August 13** to discuss the District's exploration into potential changes to high school scheduling, including the consideration of block scheduling for the four (4) comprehensive high schools (as well as revisions to LaFollette's current block

schedule). These considerations are driven by a desire to provide high school students with more course options and to address scheduling limitations due to new graduation requirements, expansion of Health to 10<sup>th</sup> grade, scheduling conflicts between AVID, World Languages and Orchestra, as well as the impact of Pathways. MTI reps shared teacher concerns that a move to a block schedule, without the necessary resources and support, could actually restrict course offerings to students while simultaneously increasing demands on teacher time due to increased preps and/or decreased planning time. All parties agreed that these scheduling considerations need to be discussed further and that an educator voice needs to be incorporated into the planning process. The Work Group provided a communication to all high school staff that included the rationale, timeline, and process for considering changes. The Work Group also agreed to survey all high school staff for their input on these considerations. The work group is scheduled to meet again on **October 15** to review the results of the survey and next steps.

**Teacher Compensation Committee:** The Teacher Compensation Committee continues to meet to continue the work performed last school year related to potential changes to the structure of the teacher salary schedule. Last year's work on this topic was suspended in March 2018 as MTI and the MMSD switched focus to base-wage bargaining (which resulted in MTI negotiating a 2.13% cost-of-living increase for all District staff). After bargaining the 2.13% increase, the Board of Education directed District Administration to work on changes to the teacher salary schedule to make it more "sustainable" in light of current fiscal restraints and increased cost-of-living. According to HR and Labor Relations staff, the BOE is requesting that proposed changes to the Teacher Salary Schedule be shared with the BOE in November and that the proposed changes be considered along with the 2019-20 BOE budget discussions. The MTI reps shared that MTI is interested in continuing to explore the potential changes to the salary schedule which educator's value, thereby assisting the MMSD in attracting and retaining the quality staff that our students and community deserve. *See the **Teacher Compensation Update** for additional details.*

### **School Calendar Committee**

The MTI-MMSD school calendar committee met on August 29 and October 2 and is close to finalizing agreement on the 2019-20 school calendar. The calendar is expected to continue to provide for a two-week winter break and one-week spring break. Further details will be provided as this work continues.

### **ESEA and USO Work Groups**

A major EA/SEA Salary Schedule improvement was achieved for 2018-19 which, combined with the \$15 per hour entry wage and 2.13% base-wage increase, has raised hundreds of EAs and SEAs to "living wages". USO members are interested in pursuing the increase in the long-term rate of pay which was recommended by the Handbook Committee last school year but failed to be approved by the Board of Education due to its budgetary impact. We will be working with supportive BOE members this fall to attempt to implement this change as part of the current school year.

ESEA and USO leaders will be meeting over the next couple of months to discuss any revisions they would like to see in the Employee Handbook related to employees represented in these areas (Educational Assistants, SEAs, NAs, Clerical/Technical Employees, School Security Assistants, etc.). ESEA members and USO members are encouraged to share their ideas/concerns with their elected leadership and/or MTI staff at [mti@madisonteachers.org](mailto:mti@madisonteachers.org).

**If you have any Handbook related questions, ideas, or suggestions, share them at [mti@madisonteachers.org](mailto:mti@madisonteachers.org)**