In Attendance

Nicholas Anderson	CTA	Farrah Hawkins	CTA	Heidi Parker	CTA
LeighAnn Blackmore	District	Matthew Hazel	CTA	James Preusser	District
Doreen Concolino	District	Myrlene Jackson-Kimble	District	Maribel Rigsby	CTA
Albert Davies	CTA	Rivers Lewis	District	Mary-Grace Surrena	CTA
Wendy Doromal	CTA	Clinton McCracken	CTA	Tom Winters	CTA
Gloria Fernandez	District	John McHale	District	Stephanie Wyka	District
Ian Gesundheit	District				

Introductions, Announcements & Appointment of Gatekeeper/Timekeeper   CBLT

The District served as Chair and Albert Davies served as Gatekeeper/Timekeeper.

Renewal of Annual Contract Teachers   CTA

CTA expressed concern that some annual contract teachers may not be reappointed even though they meet the criteria in Article VIII.F.2., specifically, "The principal shall recommend for reappointment annual contract teachers who achieve a 3.0 or higher on their Instructional Practice score." CTA shared its belief that the revised law cited by the District for not honoring the "3.0 language" does not forbid principals from recommending annual contract teachers for reappointment. CTA believes this applies only to the School Board. CTA further stated that FS 1012.335(2) allows for reappointment based on evaluation.

The District agreed to review and discuss during the caucus.

CTA asked what will happen at the school level and whether or not the District will review nonreappointments if the District changes its position with respect to the "3.0 language".

The District requested the opportunity to further review this issue and asked CTA to provide its questions in writing so the District may respond.

Committee Reports   CBLT

- Budget Committee
    - CTA shared that most School Board members attended and School Board Member Karen Castor-Dentel serves as the Chair of this committee.
    - CTA presented its budget priorities, including increased salary, and requested a report on the reserve fund including how the fund is used, when it was used over the last three (3) years, why does the district have 20% in reserve when the required level is 3%, and how the Board can change

its policy to allow reserved funds to be transferred to the general fund to be used for salary and multiple events. CTA asked to know the exact percentage in reserve and requested a chart comparing other districts' reserve funds.

- o The District shared that the District will know more about salary options when they receive budget information from the State.

- Fringe Benefits Committee
  - o The District and CTA committee members provided a summary of the committee's recent work including the Committee's review of three options to address the projected shortfall. The committee continues to look at options to address the shortfall in the Employee Benefit Trust for health insurance.
  - o The District recognized that CTA will not commit to any decisions about health care changes until they receive teacher salary information.
- Supplement Committee
  - o CTA asked about the status of the FAQs previously provided to the District.
  - o The District shared that it sent a communication to principals further explaining the fine arts supplements including eligibility. The District is reviewing the list of middle school drama teachers against those receiving a supplement. Where confirmed, adjustments are made.
  - o CTA has the following questions/requests/concerns:
    - ▪ Receive a copy of the communication sent to principals.
    - ▪ Is the District communicating directly to arts teachers?
    - ▪ There appears to be a misunderstanding regarding the number of allocations for schools.
    - ▪ Updated information regarding who is receiving arts supplements.
  - o The District will provide updated information by April 12, 2019.
  - o CTA requested to be copied on emails to principals that pertain to topics being discussed at bargaining.

Labor Management Committee (LMC)	District

The District outlined a Letter of Understanding (LOU) as discussed at the February 21, 2019, CTA CBLT bargaining session. This LOU codifies the structure and establishes the LMC.

CTA asked for clarification and requested an opportunity to further review the LOU before signing.

CTA asked the District to clarify the purpose.

The District indicated the LMC is not to replace bargaining or the grievance process. The purpose is to eliminate some committees and streamline the process.

CTA confirmed the purpose is to bring experts together to discuss issues and bring recommendations to the bargaining table.

CTA wants to present a counter proposal to the District's initial document.

The District also shared that if we do not have to bargain an issue and can resolve the issue at the LMC, that is what the LMC can do for the parties.

The parties signed the revised Letter of Understanding (LOU). (See Appendix B)

Skyward Software, Guest Speaker, Executive Director of Student Information System and Projects John Davis	District

Executive Director of Student Information System and Projects John Davis presented an overview of the Skyward Student Information System. (See Appendix A) This is hosted solution and the team works closely with IT to ensure a smooth implementation. The system has a GoLive date of late July and consolidates the following systems: SMS, ProgressBook, Parent Access, Certify, SRS, TRACE & FASTER. Mr. Davis shared the teacher view of the system with a focus on the grade book and attendance sections. Mr. Davis also shared features such as the quick scoring feature. The District team defined system test scenarios and testing will begin once data migration completes. The team does not anticipate a need to bring the system down for GPA calculations; this should only happen during system-wide software updates. All users will be advised prior to any scheduled shutdown.

CTA presented several questions:

- Are there ways to group students across classes?
  - This will need to be researched further.
- Why is the BPO (Business Process Owner) not including discipline referrals in the initial implementation?
  - The District responded to the question in a separate communication with CTA.
- Does the new system have sufficient bandwidth to handle the District needs?
  - The team did load testing and the contract with the vendor includes performance metrics. In addition, the IT department purchased performance monitoring software which they believe will address the concern.
- Can grades be set up as either points or categories?
  - The grades be set up as either points or categories. A blank grade is no grade, similar to the current process in ProgressBook.
- Will teachers have access to student historical grades?
  - This is not a feature at this time, but may be considered in the future.

Mr. Davis shared the training protocol for the new system. Each work location has one or more employees designated as SkyCaps. These Skyward Captains will provide face-to-face training during preplanning to capture as many teachers as possible before students return. The duration of the training is less than one day, but can be broken into smaller units.

CTA inquired if training could be offered before preplanning, and expressed concern regarding the consistency of the training across the District. CTA also shared concerns regarding the use of preplanning week for this training. CTA prefers that all teachers receive the training on the same day, at the same time.

CTA shared that preplanning remains a concern, that teachers have less and less time to do the things they are supposed to do during preplanning like preparing their classrooms and syllabi. CTA will send a message to teachers to not work at night or weekends during preplanning, if their administrators make too many demands on the scheduled work hours.

The District requested CTA submit any additional questions in writing so the District may respond.

The parties reviewed a proposed settlement agreement addressing the Lesson Plan Unfair Labor Practice filed by CTA.

CTA has concerns regarding paragraph three addressing the required elements of a lesson plan. CTA wants to make certain the language does not allow administrators to rate a teacher unsatisfactory for missing an element. CTA shared that teachers believe Domain 2 of the evaluation system is a template.

The District shared that evaluation system including Domain 2 correlates directly to the Florida Educator Accomplished Practices, and the intent was to prevent administrators from requiring elements outside Domain 2.

CTA shared they do not think it is necessary to list the elements and there is no disagreement they should be included in a lesson plan. CTA is concerned there could be a difference between what Domain 2 means today versus a future definition that could be in conflict. CTA asked what should be in a lesson plan and stated that there is no need for teachers to prepare lesson plans – they are just busy work. The problem is having to write it down. CTA believes if we remove paragraph 3, teachers still can be required to submit lesson plans.

The District requested that CTA draft language that would be acceptable.

Approval of Minutes – November 8, 2018, January 10, 2019 and February 21,2019   CBLT

CTA requested the District provide CTA with a revised draft of the Minutes for the November and January sessions.

The District will post the February minutes on the District website and will prepare a draft of today's minutes by Friday, April 19, 2019.

Lake Weston and Rosemont Elementaries   CTA

CTA received a copy of the District's submission to the Florida Department of Education (FDOE) and have concerns regarding some of the information contained in the submission. CTA disagrees with the interpretation of what causes the schools lack of progression. These are schools under the care of the District. The causes cited are all teacher related. CTA believes it is an unfair representation of teachers and fully blames teachers without allowing for it to be a result of poor CRMs. CTA pointed out that every teacher in these buildings had an Effective or Highly Effective evaluation in order to work there. The District provides the curriculum, lesson plans and oversight yet it blamed the teachers for the low grade and is outraged that the document went to the FDOE with this unjust statement. CTA believes it is important to defend teachers. CTA also believes they should be included as a stakeholder and included in the process. CTA requested a copy of the submission from earlier in the school year.

The District indicated it would do a better job of sharing this type of information in the future.

PASS and Walkthroughs/Peer Observations   CTA

The parties agreed to refer these items to the LMC.

The CBLT identified the following action items and parties responsible.

Action Item	Party(ies) Responsible
Renewal of Annual Contract Teachers – Additional Questions	CTA
Arts Supplement Questions	District
Skyward Questions	CTA
Lesson Plan ULP Settlement Agreement Revisions	CTA
Revised Draft Minutes for November 8, 2018, and January 10, 2019 by 4/10/19	District
Draft Minutes for April 5, 2019 by 4/19/19	District
Timeline for Outstanding CTA Proposals	District
Future Agenda Items Data Collection – Teacher Requirements	CTA/District

Future Meetings   CBLT

The District will work with CTA leadership to schedule LMC meetings. Once we begin that process we will have a better idea of when to schedule future CTA CBLT meetings.

CTA requested a timeline for responses to the Lake Weston Elementary settlement offer, the school psychologist and the substitute proposals.

The District will inquire about the time frame for attaining a response to the above outstanding CTA proposals.

The District suggested that CTA consider prioritizing the economic-based issues due to time limitations between now and the end of the year.

CTA stated that working conditions, including additional planning time, are also critical and cannot be separated from salary issues.

Appendix A

Skyward Student Information System

CBLT Presentation 4/5/19
John Davis – Executive Director, Student Information System and Projects

Skyward Summary

- Change to a different system like Windows XP to Windows 10 – same purposes

- Used by over 30 districts in Florida – we are their largest customer

- [Skyward News](#) – Canvas course - single location for all project information

- Training Plan, Support Plan, Testing Plan, Communication Plan

- One integrated system – will consolidate the following systems: SMS, ProgressBook, Parent Access, Certify, SRS, TRACE & FASTER

- Current processes were reviewed and improved by BPOs where possible

- Same data is entered into Skyward as in our current systems – determined by district procedures, policy, FL DOE and federal requirements

- SISP team is like builders of a building – according to plans designed by BPOs

Project Timeline

- Planning work started in fall of 2017 and project work started in January of 2018

- Implementation of project transitioned from ITS to TL (SISP) in January 2018

Phase (May 2018-Oct 2019)	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Consulting Sessions with Vendor	▓	▓	▓	▓	▓	▓	▓	▓	▓									
System Configuration	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓								
Data Migrations (Conversions)	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓							
Training Materials Developed	▓	▓									▓	▓						
Future Year Secondary Scheduling Go Live							▓											
End User Training							▓	▓	▓	▓	▓	▓	▓	▓	▓		▓	▓
Interfaces/Exports										▓	▓	▓	▓	▓				
Functional Testing										▓	▓	▓	▓	▓				
Consultant Trainer Support							▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Full System Go Live-All Sites															▓			

Skyward Project Status – 70% Complete

- Consulting Vendor Sessions: 100% completed

- Data Migrations: 68% completed & 32% in testing

- Interfaces: 10% started

- Functional Testing: Started once data migrations are completed

Skyward-Consulting Sessions (33 total)

Completed	33
In Process	0
Scheduled	0
To Be Scheduled	0

0   5   10   15   20   25   30   35

Skyward - Data Migrations (66 total)

0   10   20   30   40   50

Delivered	45
In Development	0
In Testing	21
Not Yet Started	0

Skyward-Interfaces (55 total)

0   5   10   15   20   25   30   35   40   45

Delivered	0
In Development	13
In Testing	0
Not Yet Started	42
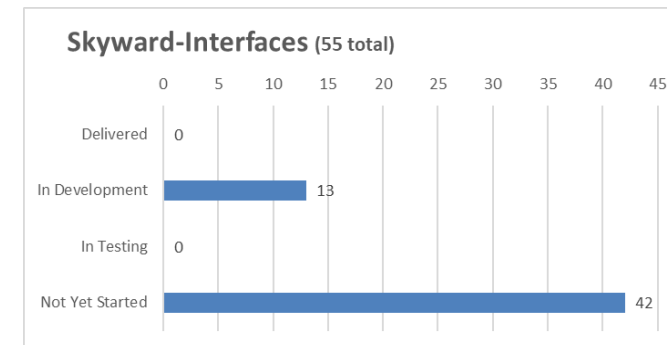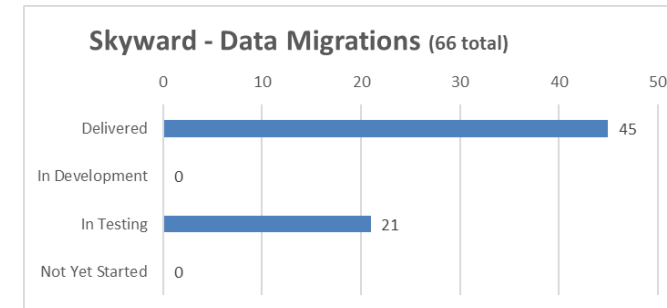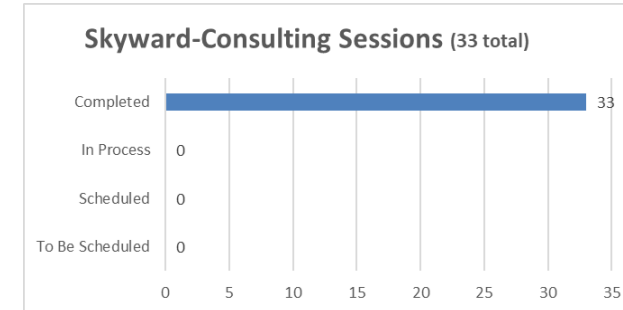
Skyward Training Summary

- Training Plan (and other plans on Skyward News)

- Customized documentation for OCPS staff – approved by BPOs

- Documentation located on CCDocs (ccdocs.ocps.net)

- Registrations through Canvas Catalog

- Skyward Basics course – system navigation (taken by over 1,830 staff)

- Skyward Inquiry course – view only data

- Online Canvas courses will be developed for all trainings (new hires/make-up/refresher)

Teacher Training – Sky Caps

- Sky Caps – staff at each school who will provide training & support to teachers (currently over 1,100 named by principals)

- Initial teacher training is completed by Sky Caps on a date/time determined by school administration during pre-planning (can be split up)

- Follow up or refresher sessions can be completed by Sky Caps according to the needs of each school

- New teachers will be trained by Sky Caps as they are hired

- Support is then provided by Sky Caps

- Same concept as is currently used with ProgressBook Champions

- Training documentation will be provided to CTA once finalized-before 7/15

Security Permissions
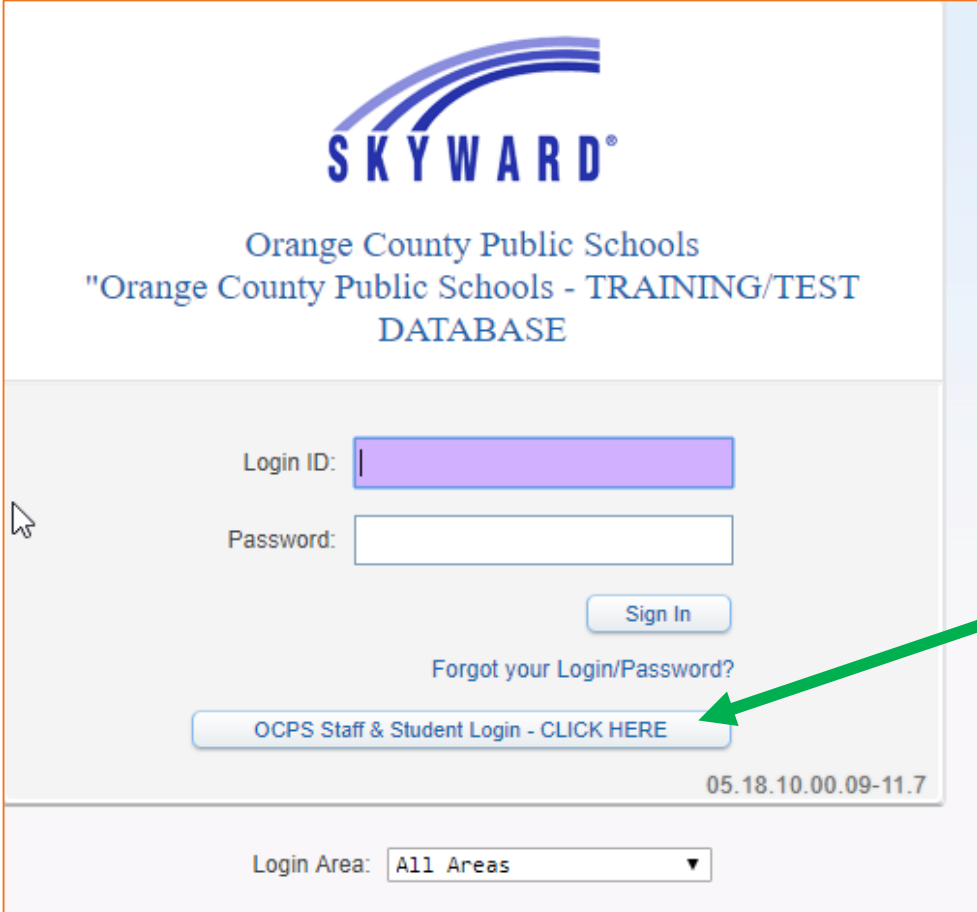
- Improved technology over our current systems

- User accounts are automatically assigned by integration with SAP – no more waiting for manual updates

- Principals can modify security permissions between no see, view only or add/change/delete for staff at their site – no more waiting for paper form to be processed by ITS

Sample Teacher Screenshots

- Following screenshots are examples from a demonstration database provided by the vendor.

- Exact OCPS screens and configurations may vary slightly.

Accessing Skyward

- One click to enter the system
- Integrated with Active Directory
  - OCPS myID
- Link on LaunchPad
- Integration with SAP – staff automatically added

Teacher Home Screen ("Educator Access +")

District News – All Users

Favorite websites

Recent Reports

Classes

EA+ (Teacher) Messages

Gradebook

Attendance (taken/not taken)

Teacher's Students

Recent Screens

Grade Distribution

Teacher Access (EA+) - Menu

- EA+ menu options for teachers
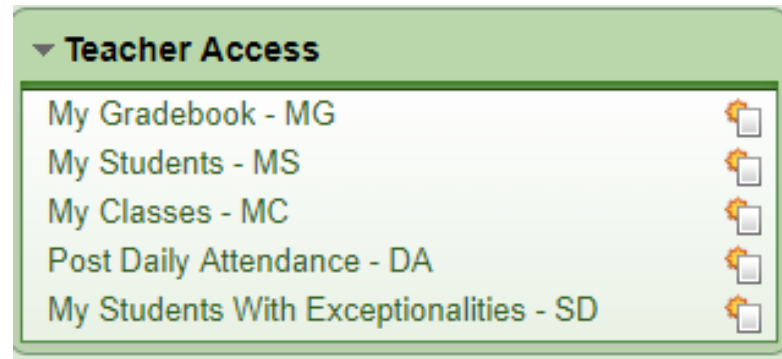
EA+ - My Gradebook

- Gradebook for each class

0300 Florida High School

Dept	Subject	Terms	Period	Days Meet	Class	Description	
	BI	1 - 4	1	MTWRF	2000320 / 01	BIO 1 HON	Gradebook
	BI	1 - 4	2	MTWRF	2000310A / 15	Biology 1	Gradebook
	BI	1 - 4	3	MTWRF	2000310A / 16	Biology 1	Gradebook
	BI	1 - 4	4	MTWRF	2000310A / 17	Biology 1	Gradebook
	BI	1 - 4	6	MTWRF	2000320 / 02	BIO 1 HON	Gradebook
	BI	1 - 4	7	MTWRF	2000320 / 03	BIO 1 HON	Gradebook

- Gradebook menu options

| Other Access ▾ | Classes ▾ | Assignments ▾ | Attendance ▾ | Categories | Posting ▾ | Reports ▾ | Charts ▾ | Display Options ▾ | Quick Scoring | Export |

My Gradebook

- Gradebook screen – each class has a separate gradebook

Gradebook – Quick Scoring

- Entry just like a spreadsheet – tab down or across

Gradebook – Mass Assign Entry

- Mass populate grades for an assignment

Mass Assign Options

- Assign Scores to
  - 85 / 100
  - ☐ Overwrite
- Adjust Scores by
  - 0 Pts
- Remove Scores
- Assign No Count
- Remove No Count
- Remove Missing

  Apply

Special Codes

Code	Description
*AD	Automated Drop Score
LATE	Late
MISS	Missing
NC	No Count

Transfer Grades

New Student

Alex Karevscr was added to this class on **Monday, February 25 2019**

☐ Do not display NEW by this student's name.

Transfer Scores

Option #1 - Auto-Transfer Scores from Dropped Section of this Course   *Option not Available*

Alex Karevscr has not dropped any sections of this course

Option #2 - Transfer Assignment/Term Scores From a Dropped Class   *Option not Available*

No dropped classes were found

Option #3 - Manually Enter Term Scores   [**Manually Enter Scores**]

Choose this option to manually enter term grade percents for closed grading periods

Option #4 - One-Click Transfer Term Percents from Dropped Section of this Course   *Option not Available*
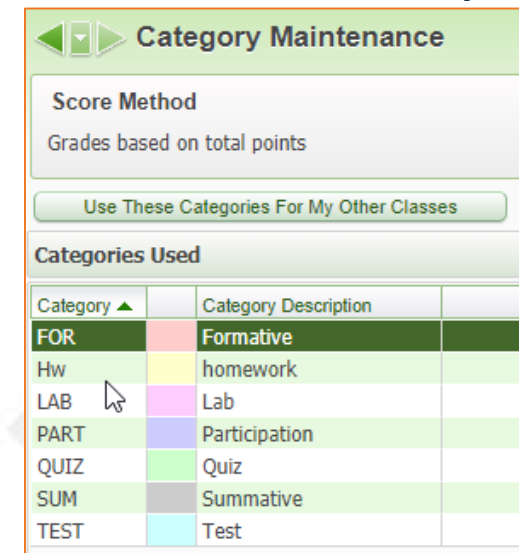
There are no term percents that may be transferred

Option #5 - Enter a Starting Grade Percentage for the Current Term   [**Enter a Starting Grade**]

Canvas "Grade Pass Back"

- Automated integration with Canvas so teachers don't have to enter grades more than once
  - Integration is still being finalized, so this is what we understand at this time
  - Gradebook setup for Canvas must match Skyward Gradebook setup for each class
- Grade calculations then completed in Skyward Gradebook for progress reports, report cards and transcripts

Category Maintenance		
Score Method		
Grades based on total points		
Use These Categories For My Other Classes		
Categories Used		
Category ▲	Category Description	
FOR	Formative	
Hw	homework	
LAB	Lab	
PART	Participation	
QUIZ	Quiz	
SUM	Summative	
TEST	Test	

EA+ - Attendance

- Two different options to take attendance
  - By Student Name
  - By Seating Chart
- Can setup seating chart from this screen

Take Attendance – By Name

- Single click to mark students absent or tardy

Reports

- Several reports are available to teachers

- Reports have options

Sample Reports

- Assignment Listing

- Attendance Detail

Student: JOHNSONSCR, FRANCES L   **Grade:** 10 **Teacher:** EA15 Teacher
Course: 2000320 / BIO 1 HON   **Section:** 01   **Period:** 1   **Room #:**

Date	Assignment	Category	Average	Earned	Possible	Percent	Grade
01/08/19	Tree of Life Video Questions	FOR	15.50	15.00	20.00	75.00	75
01/11/19	Wooleybooger Lab	LAB	34.30	50.00	50.00	100.00	100
01/11/19	Week 1 Participation	PART	7.55	10.00	10.00	100.00	100
01/11/19	Natural Selection Quiz	QUIZ	15.90	20.00	20.00	100.00	100
01/16/19	Urey-Miller Article Questions	FOR	19.00	25.00	25.00	100.00	100
01/18/19	Dino Layers Activity	FOR	50.00	50.00	50.00	100.00	100
01/18/19	Darwin Research Paper	Hw	15.20	19.00	20.00	95.00	95
01/18/19	Skull Reading Activity	Hw	18.00	18.00	20.00	90.00	90
01/18/19	Allele Frequency Bead Lab	LAB	50.00	50.00	50.00	100.00	100
01/18/19	week 2 Participation	PART	10.00	10.00	10.00	100.00	100
01/18/19	Classification Quiz	QUIZ	17.40	20.00	20.00	100.00	100
01/21/19	Tree Cladogram	FOR	16.30	17.00	25.00	68.00	68
01/23/19	Genetic Drift M&M Lab	LAB	80.06	98.00	100.00	98.00	98
01/25/19	Evolution Notes	FOR	0.00	*	100.00		
	Evolution Study Guide	Hw	0.00	*	20.00		
	Week 3 Participation	PART	0.00	*	10.00		
	Evolution Test	TEST	0.00	*	100.00		
	031219 Participation	PART	0.00	*	100.00		

* Assignment is not scored and past the due date.

	031219 Quiz	QUIZ	98.50	94.00	100.00	94.00	94
Total Assignments: 19				**496.00**	**850.00**		

Teacher: EA15 Teacher   **School Year:** 2018-2019
Course: 2000320 / BIO 1 HON   **Sec:** 01   **Period:** 1   **Room #:**

JOHNSONSCR, FRANCES L.   Grade: 10   % enrolled: 100%   HMRM: HMRM Tea: Advisor: Brockscr
       Guardian: Home Ph :   Work Ph:

		Periods											Days				
Date	Day	0	1	2	3	4	5	6	7	8	9	10	Excused	Unexcused	Other	Total	Tardy
02/08/19	Fri		G														
	Comment: Field Trip																
02/12/19	Tue		A	A	A	A	A	A	A	A	A	A	1			1	
	(11-20)																
02/25/19	Mon		B	B	B	B	B	B	B	B	B	B					
	(11-20)																
	Comment: Crayola Experience																
03/12/19	Tue		B														

		Excused	Unexcused	Other	Total	Tardy
	Total	1			1	

		Excused	Unexcused	Other	Total	Tardy
	Report Total	1			1	

Student Indicators

Critical Alerts

New enrollments

Health Conditions

Other Alerts (ESE, ELL, 504, etc.)

(Click to view details-examples)

My Students with Disabilities

- Shows students with exceptionalities entered in Skyward

Discipline Referrals

- Will not be included when system goes live
- Ability to include this in the future – BPO decision

Family Access - Skyward Parent Portal

- Same look & feel as Skyward Teacher portal

- Login through LaunchPad

- Increased security protocols over current Parent Access system

- Example from SCPS

Appendix B

April 4, 2019

Ms. Wendy Doromal, President
Orange County Classroom Teachers Association (OCCTA)
1020 Webster Avenue
Orlando, Florida 32804

RE: Labor/Management Committee
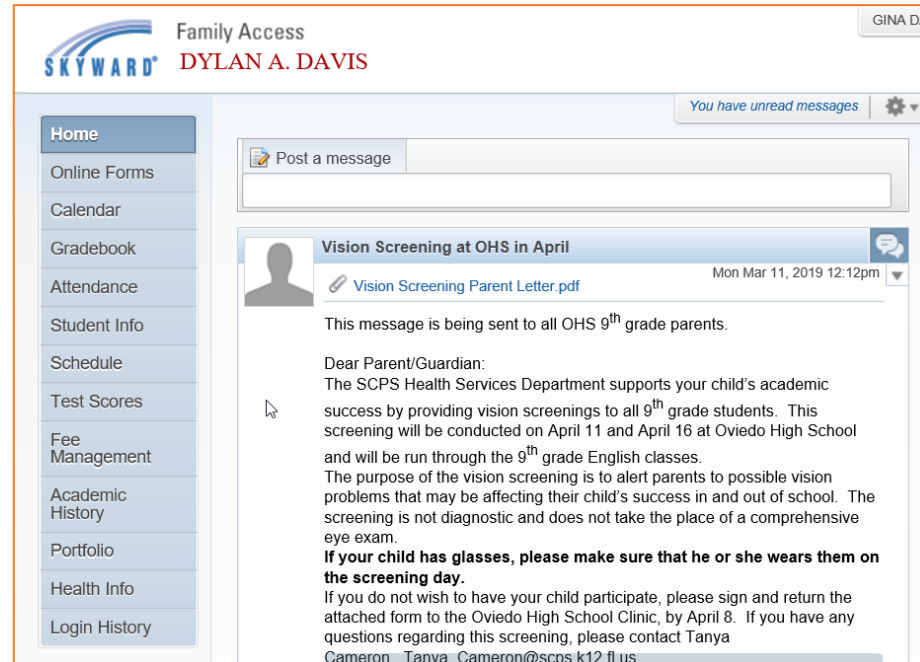
Pursuant to our discussion on February 21, 2019, Orange County Public Schools (OCPS) (hereinafter the District) provides this Letter of Understanding (LOU) to the Orange County Classroom Teachers Association (OCCTA) (hereinafter the Union). This document memorializes our discussion during bargaining regarding the Labor/Management Committee (LMC) (hereinafter Committee). The District and the Union agree to the following:

- The parties will establish a Labor/Management Committee to discuss and make recommendations in areas of mutual concern that have been referred to the Committee
- The Committee will be co-chaired by the OCCTA President or his/her designee and the OCPS Senior Executive Director of Human Resources or his/her designee
- Each party will be allowed to bring no more than five (5) subject matter experts (SMEs) to participate in each Committee Meeting
- Agenda items for the Committee will be exchanged by the parties at least five (5) days prior to the meeting
- The parties agree the Committee will meet monthly
- Upon mutual agreement, the District and the Union may utilize the LMC in lieu of existing Committees as outlined in the collective bargaining agreement

The parameters outlined in this LOU will expire on June 30, 2021 or upon mutual agreement between the District and the Union.
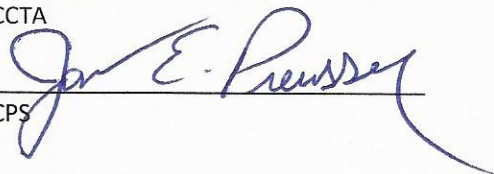
Regards,

James Preusser
Senior Executive Director
Human Resources Division

Accepted and Agreed:

W S Doromal   _4/5/2019_
OCCTA   Date:

Jas E. Preusser   _4/05/2019_
OCPS   Date: