

MINUTES

CTA CBLT

Via Zoom

September 15, 2020

In Attendance

Nicholas Anderson	CTA	Matthew Hazel	CTA	Maribel Rigsby	CTA
LeighAnn Blackmore	District	Laketa Jimenez	CTA	Ladara Royal	CTA
Albert Davies	CTA	Clinton McCracken	CTA	Mary-Grace Surrena	CTA
Wendy Doromal	CTA	Megan Oates	CTA	Stephanie Wyka	District
Farrah Hawkins	CTA	James Preusser	District		

Additional Attendees/Guests

Mary Bridges	District	Krista Russell	District (Notetaker)	Kathryn Shuler	District
Lucia Piva	CTA				

Minutes

Jim Preusser	Good morning Wendy, CTA. I have a couple of points I wanted to make this morning. Two topics, Evaluation Timelines and Mental Health Curriculum. I would like to start with Evaluation timelines and have Stephanie Wyka speak to that. For the second half of the discussion, Mental Health Curriculum, Dr. Shuler and Mary Bridges will join us, but they can't join us until noon.
Wendy Doromal	I thought the purpose was to have Mental Health first, and that we could caucus at noon.
Jim Preusser	We can have lunch, Dr. Shuler can't be there until after noon. That's when she is out of another meeting. Mary Bridges is here on the call now. We can start with Evaluation first and then Dr. Shuler should be ready to join us.
Wendy Doromal	I think it would be better to start with Mental Health first. I thought that was the agenda, Mental Health and Evaluations.
Jim Preusser	I would like to start with Evaluation first, if possible. I would like for Dr. Shuler to be part of the call. Is that ok?
Wendy Doromal	Well, you decided it was, so go ahead.
Jim Preusser	Thank you, Wendy. Stephanie, I am going to turn it over to you. Go ahead.

Stephanie Wyka	<p>Good morning. We have reached out to the state several times to see what kind of flexibilities might be available with regard to instructional evaluation. The state has indicated that they will not use any flexibility with evaluations. In reviewing our state approved system, we do, however, have some flexibility about timelines, observation frequencies and some of the evaluation processes. The District wants to maximize these flexibilities as much as possible to provide support to teachers as they acclimate to these new instructional delivery models. Our desire is to defer the evaluative observations to October, and extending to late May. And, to also reduce the frequency of observations. With keeping to the current timelines we do not feel we would be setting teachers up for success. Our goal in shifting the timeline is to help teachers to be as successful as possible with the evaluation process. I have some high level points that we would like to move forward with in the best interest of teachers while maintaining adherence to state statute.</p> <p>The letter of notification bulleted it out...</p> <ul style="list-style-type: none"> • Category 2B placement: teachers who less than effective are statutorily required to receive support. Contractually, when teachers have an instructional practice score of less than Effective, we place them in Category 2B to provide them with more observations and opportunities for feedback. Since evaluation was waived in 19-20, we are not able to document that teachers who were less than effective in 18-19 received support, so we would like to move forward to place teachers who in school year 18-19, had a less than an effective score into Category 2B. This would maintain an adherence to state statute. • We want to have an opportunity for teachers in LaunchED to elect to change to Category 2B, if they so choose, if they are in Category 2A. It's much the same as teachers who are teaching a different subject area or who are teaching in a different type of school. • Additionally, teachers who are teaching through LaunchED need to have Livestream observations conducted if they are not physically in the building. • I talked about deferring the evaluation window and extending into May and reducing the frequency of observations. We want to have a goal of increasing the time for teachers to engage in safe practice as they hone their skills in their delivery models by not beginning anything until October 13th (2nd 9 weeks). A reduction in observations would allow teachers to increase their opportunity to receive more coaching and feedback as they acclimate to the model. • Cat 1 and 2B: 2 informals and 1 formal. Domain 4 and coaching observation frequencies would remain the same. • Cat 2A, 1 formal and 1 informal. Domain 4 and coaching observation frequencies would remain the same.
Wendy Doromal	May we please have a copy of this so we can be reviewing it with you? This is hard to follow. It would have helped to see this previously so we could follow it.
Jim Preusser	We will send it to you shortly.

Stephanie Wyka	There are some more specific things we could look at as far as dates; looking to defer the timeline for beginning observations to October 13 th , this would roll back the timelines with regard to deliberate practice and midpoint evaluation due dates. The state statute doesn't say it has to follow semesters. The process would end on May 21. Are there any questions?
Wendy Doromal	We will need to see the documents.
Jim Preusser	Certainly. LeighAnn, please send the draft. It is on its way Wendy. Do you want to take time to caucus to look at that? How would you like to proceed? (See Appendices A and B)
Wendy Doromal	I don't know. I don't know if we need to caucus for an hour, for a day. We are not prepared for this meeting, we did not have the information prior so we could review it. You have made it very difficult to bargain. It is very frustrating.
Jim Preusser	That's not true. I had hoped that we would not go down that path today.
Lucia Piva	Jim, we probably have a lot of bargaining to look forward to. Can we establish some understanding that we will exchange these things in advance, so we could be prepared?
Jim Preusser	I could say the same thing for you all, too. You all send us things at the last minute as well. Both sides would have to agree to do something like that. We sent you a letter of notification with the provisions that we wanted to talk about. You indicated in the last bargaining session that you had some outstanding questions, but you didn't send us anything that said that we owed you some information. If we did owe you some information I would assume that you would have sent us some questions. You didn't send any questions. We are happy to fulfill any requests for information.
Lucia Piva	I think we should send things to each other 24 hours before, to be productive as possible moving forward so we are not wasting any time.
Jim Preusser	No one is wasting any time. You have the information, we just sent it to you. We are simply shifting the timeline.
Lucia Piva	You don't want to try to send each other information earlier?
Jim Preusser	I didn't say that. The information for today's discussion on the evaluation timeline has been sent to you. The provisions were mentioned in the letter of notification albeit high level. This discussion has given more specificity. In terms of the discussion about mental health curriculum, there are a few things Mary wanted to highlight that are different from last year. And that is the purpose of our discussion today. Mary, would you like to get into that discussion now without Dr. Shuler being a part of the discussion.
Mary Bridges	I know that Dr. Shuler did want to be a part of the discussion. She had to be in the EPG meeting this morning. I can highlight the changes.
Jim Preusser	Ok. So barring any further discussion with Evaluation, you have had the timeline and process document sent to you so you can review that with your team during your caucus. We can get into the discussion of the Mental Health Curriculum and then if you want to caucus and come back after that we are fine with that.

Wendy Doromal	That would be great.
Mary Bridges	<p>With the Mental Health Curriculum, after it was created last Spring, we took your concerns and ideas into consideration while we were deciding what to do this fall. Nothing changed with legislation. We will still have the classes completed during the 5th period class, and we will have a Wednesday bell schedule that day. The 5th period instructor will be the facilitator like last year. If that teacher is absent, we will ask resource teachers or teachers who have a planning session that hour to help with the training. We will make sure that they have completed the training. The big concern last year was that the curriculum was completed all in one month and so quickly. We plan to do one lesson per month this year. With COVID we will start, and have one lesson per month, in October, November, January, February and March to spread out the lessons. We planned for the suicide prevention lesson to be in the spring. We may have more students in the building then and it would be better to have this lesson face-to-face. The other big change is the curriculum. We used an outside company last year. This year we've had our own experts write the curriculum. The facilitator will have to do a lot less planning and less facilitating during the lesson. It's a video, the facilitator will press a button and will have a teacher avatar. There will be two topics per lesson. Each topic will have a 20 minute video. Within that topic, we would ask for processing time for students. We will have video clips to illustrate a point and then would have a couple of questions for students. At that point, the teacher avatar would ask to pause the video and for the students to answer focused questions that have already been prepared. There would be a specific answer to the question, it would not be an open ended question for discussion. One of the questions would be for students to prepare a self-care plan which they would do in class. It would be personal for each student. There would be no grading or review of written materials. We have the first 2-3 lessons prepared and we would like to give you the ability to review and give suggestions and concerns. We can alter the lessons to make sure we get the best possible product.</p>
Wendy Doromal	Thank you, that was very helpful.
Jim Preusser	We have an intro video, Mary can you share that on the screen?
Mary Bridges	Would you like to see that? Please give me a minute to share it on the screen.
Jim Preusser	We would like to share the video, and the other two modules and get them to you today.
Mary Bridges	(Showed the video.) That gives you an idea of the types of video we will have. I can send you the first lesson for your feedback. The training for teachers will be completely online. Teachers will be given a schedule for the training, and the training will show how to access the lessons and what is expected for the teacher. Additional training will be voluntary, and that will be a live webinar.
Wendy Doromal	How long is training?
Mary Bridges	Half hour to 45 min. We are still working on that. It would give specifics on how to call up the classes and how to facilitate the classes. Student Services will be always available to refer student(s). The facilitator would not have to interact.

Wendy Doromal	In the introduction video, it says to pause to discuss. The teacher will have to review each video and make a lesson plan, right?
Mary Bridges	They won't need to make a lesson plan, they would need to review the videos. That particular pause is just to create norms.
Wendy Doromal	How long is the video?
Mary Bridges	Made in 2 parts. 20 min each video, and there would be 10 min discussion with the lesson for 30 minutes. It would be the same thing for 2 nd part. I will work on getting that to you right now.
Jim Preusser	It will come from LeighAnn. So we can pause at this point, to answer any questions. Or would you rather go to caucus?
Wendy Doromal	We will caucus now. Maybe set the caucus for an hour?
Jim Preusser	So come back at 11:30?
CAUCUS (From 10:33 AM to 11:34 AM)	
Jim Preusser	Hello Wendy. We are jumping back on. We sent you some info during caucus. (See Appendix C)
Lucia Piva	We started to look through everything but we need more time to review. We suggest another meeting for next week. We are available on Thursday September 24. Meanwhile, please send the other videos.
Jim Preusser	So you are not available for the next two and a half hours we scheduled for this session?
Lucia Piva	No, we need time to review the information.
Jim Preusser	The Mental Health proposal is essentially the same one from back in May.
Lucia Piva	We would like to look at videos before we talk.
Jim Preusser	So, yes we are available on September 24? What time?
Wendy Doromal	Mental Health & Evaluation in morning. Salary in afternoon if need more time for that.
Jim Preusser	How about 10 am to 2 pm again? Will that work?
Lucia Piva	Let's go from 10 am to 3pm.
Jim Preusser	We'll do that, and keep it open for more time. I will email and confirm the times and date.
Lucia Piva	We would like to see the curriculum videos and the training videos for teachers.
Mary Bridges	We need to review the final copy and then we can send them.
Albert Davies	The teachers are not getting any notification from HR for release of bargaining. We have administrators taking us on our word, but we are not getting the notification.
Wendy Doromal	The teachers need to be copied and acknowledged on the notification, so they can give it to their principals.

LeighAnn Blackmore	I can return to our former process and copy the teachers and you when I send the notice out to the principals. Please send me the public link for Zoom as soon as possible so I can get it posted.
Jim Preusser	I don't have anything else, if you need anything else please email me.
Wendy Doromal	Mary-Grace will be sending you some questions from last week. We had a miscommunication as to who was sending the information to you.

Appendix A

Evaluation Timeline and Processes

During the 2020-2021 school year, the parties agree that:

- Teachers who have a 2018-2019 Instructional Practice score of 1.5-2.4 shall be placed in Category 2B for the 2020-2021 school year.
- Livestream observations shall be permitted for teachers that utilize the LaunchED@Home instructional delivery model.
 - This shall include live web conferencing for the completion of all formal observation pre and post conferences.
- Livestream observations for teachers utilizing the face-to-face instructional delivery model shall be permitted upon a documented mutual agreement between the teacher and administrator.
 - This shall include live web conferencing for the completion of all formal observation pre and post conferences.
- The following observation frequency requirements will be used:
 - Category 1 teachers will receive:
 - 1 non evaluative coaching observation
 - 2 informal observations
 - 1 formal observation
 - 2 evaluative Domain 4 observations
 - Category 2A teachers will receive:
 - 1 non evaluative coaching observation
 - 1 informal observation
 - 1 formal observation
 - 1 non evaluative Domain 4 observation
 - 1 evaluative Domain 4 observation
 - Category 2B teachers will receive:
 - 1 non evaluative coaching observation
 - 2 informal observations
 - 1 formal observation
 - 2 evaluative Domain 4 observations
- No changes in the observation frequency requirements will be made for Category 3 teachers.
- Teachers who are assigned to the LaunchED@Home instructional delivery model may elect to be identified as a Category 2B teacher if they are currently assigned to Category 2A. Teachers shall communicate this to their administrator by the date established on the modified evaluation timeline.
- The modified evaluation timeline below will be utilized:
 - **September 21:** First day coaching observations may be conducted in iObservation. A coaching observation is required to be completed prior to any evaluative observations.
 - **September 30:** Last day for teachers to be identified as Category 2B that began their assignment on 7/31/20; administrators should verify all teachers' categories.
 - **October 13:** First evaluative observations may begin to be conducted. Teachers hired on, or after, this date are Temporary Contract. Temporary Contract teachers only require 1 formal & 2 informal observations in Domain 1 & are not required to complete the Deliberate Practice process.
 - **October 30:** All Deliberate Practice Plans must be submitted by teachers in iObservation
 - **November 16:** Last day for administrators to review Deliberate Practice plans, approving

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- or providing feedback for the plans in iObservation.
- **November 30:** Last day for teachers to resubmit Deliberate Practice Plans that required revision in iObservation.
- **December 1:** Last day for Category 2A teachers to receive their first evaluative observation (formal or informal).
- **December 7:** Last day for Administrators rate Element “Developing a Written Growth & Development Plan”.
- **January 21:** Teachers hired on or after this date should be identified as a Category 4.
- **February 16:** Last day for non-evaluative Domain 4 observations to be completed for Category 2A and evaluative Domain 4 observations to be completed for Category 1 & 2B teachers. Last day for midpoint evaluations to be completed for Category 1 & 2B teachers.
- **April 1:** Last day for teachers to complete the Deliberate Practice process in iObservation. Last day for teachers to request an additional observation.
- **April 15:** Last day for administrators to rate Element “Monitoring Progress Relative to the Professional Growth & Development Plan”.
- **May 1:** Last day for administrators to complete second semester Domain 4 observations. Last day for teachers to request an additional evaluative informal observation.
- **May 20:** Last day for Domain 1, 2, and 3 observations to be completed; administrators should verify that all observations have been completed.
- **May 21:** Last day to finalize Deliberate Practice plans and complete final evaluations for all categories of teachers.
- All categories of teachers can request one additional evaluative informal observation by the date established on the modified evaluation timeline.
- Teachers shall be able to request a conference to discuss their finalized Instructional Practice score with their administrator through May 26.
- The Instructional Practice procedural error appeal request process shall be extended to June 30, 2020.

Appendix B

DISTRICT PROPOSAL #12
Evaluation Timeline and Related Processes
September 15, 2020

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA
AND
THE ORANGE COUNTY CLASSROOM TEACHERS ASSOCIATION

This Memorandum of Understanding is made on this ____ day of September 2020, by and between the School Board of Orange County, Florida (District) and the Orange County Classroom Teachers Association (OCCTA).

PURPOSE:

The purpose of this Memorandum of Understanding is to provide instructional personnel with the modified evaluation timelines and related processes for the 2020-21 school year.

WHEREAS, the parties recognize that we are under extraordinary circumstances as a result of the coronavirus pandemic.

NOW, THEREFORE, it is agreed as follows:

1. Teachers who have a 2018-2019 Instructional Practice score of 1.5-2.4 shall be placed in Category 2B for the 2020-2021 school year.
2. Livestream observations shall be permitted for teachers that utilize the LaunchED@Home instructional delivery model.
3. This shall include live web conferencing for the completion of all formal observation pre and post conferences.
4. Livestream observations for teachers utilizing the face-to-face instructional delivery model shall be permitted upon a documented mutual agreement between the teacher and administrator.
5. This shall include live web conferencing for the completion of all formal observation pre and post conferences.
6. The following observation frequency requirements will be used:
 - a. Category 1 teachers will receive:
 - i. 1 non evaluative coaching observation
 - ii. 2 informal observations
 - iii. 1 formal observation
 - iv. 2 evaluative Domain 4 observations
 - b. Category 2A teachers will receive:
 - i. 1 non evaluative coaching observation
 - ii. 1 informal observation
 - iii. 1 formal observation
 - iv. 1 non evaluative Domain 4 observation
 - v. 1 evaluative Domain 4 observation

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- c. Category 2B teachers will receive:
 - i. 1 non evaluative coaching observation
 - ii. 2 informal observations
 - iii. 1 formal observation
 - iv. 2 evaluative Domain 4 observations
- d. No changes in the observation frequency requirements will be made for Category 3 teachers.
- 7. Teachers who are assigned to the LaunchED@Home instructional delivery model may elect to be identified as a Category 2B teacher if they are currently assigned to Category 2A. Teachers shall communicate this to their administrator by the date established on the modified evaluation timeline.
- 8. The modified evaluation timeline below will be utilized:
 - a. **September 21:** First day coaching observations may be conducted in iObservation. A coaching observation is required to be completed prior to any evaluative observations.
 - b. **September 30:** Last day for teachers to be identified as Category 2B that began their assignment on 7/31/20; administrators should verify all teachers' categories.
 - c. **October 13:** First evaluative observations may begin to be conducted. Teachers hired on, or after, this date are Temporary Contract. Temporary Contract teachers only require 1 formal & 1 informal observations in Domain 1 & are not required to complete the Deliberate Practice process.
 - d. **October 30:** All Deliberate Practice Plans must be submitted by teachers in iObservation
 - e. **November 16:** Last day for administrators to review Deliberate Practice plans, approving or providing feedback for the plans in iObservation.
 - f. **November 30:** Last day for teachers to resubmit Deliberate Practice Plans that required revision in iObservation.
 - g. **December 1:** Last day for Category 2A teachers to receive their first evaluative observation (formal or informal).
 - h. **December 7:** Last day for Administrators rate Element "Developing a Written Growth & Development Plan".
 - i. **January 21:** Teachers hired on or after this date should be identified as a Category 4.
 - j. **February 16:** Last day for non-evaluative Domain 4 observations to be completed for Category 2A and evaluative Domain 4 observations to be completed for Category 1 & 2B teachers. Last day for midpoint evaluations to be completed for Category 1 & 2B teachers.
 - k. **April 1:** Last day for teachers to complete the Deliberate Practice process in iObservation.
 - l. **April 15:** Last day for administrators to rate Element "Monitoring Progress Relative to the Professional Growth & Development Plan".
 - m. **May 1:** Last day for administrators to complete second semester Domain 4 observations. Last day for teachers to request an additional evaluative informal observation.
 - n. **May 20:** Last day for Domain 1, 2, and 3 observations to be completed; administrators should verify that all observations have been completed.
 - o. **May 21:** Last day to finalize Deliberate Practice plans and complete final evaluations for all categories of teachers.
- 9. All categories of teachers can request one additional evaluative informal observation by the date established on the modified evaluation timeline.

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Evaluation Timeline and Related Processes
September 15, 2020

10. Teachers shall be able to request a conference to discuss their finalized Instructional Practice score with their administrator through May 26.
11. The Instructional Practice procedural error appeal request process shall be extended to June 30, 2020.

ACKNOWLEDGEMENT, SIGNATURES AND DATES:

The MOU shall expire on June 30, 2021. Electronic and facsimile copies will be considered originals for all purposes, including enforcement. This Agreement may not be amended except by a written agreement signed by the parties.

This MOU does not establish a precedent beyond the time period set forth herein.

Dated this _____ of _____ 2020

For School Board of Orange County, Florida:

For Orange County Classroom Teachers Association:

James Preusser

Senior Executive Director, Human Resources

Wendy L. Doromal

President

Appendix C

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA
AND
THE ORANGE COUNTY CLASSROOM TEACHERS ASSOCIATION**

This Memorandum of Understanding is made on this ____ day of September 2020, by and between the School Board of Orange County, Florida (District) and the Orange County Classroom Teachers Association (OCCTA).

PURPOSE:

The purpose of this Memorandum of Understanding is to clarify the roles of Instructional Personnel* as they relate to Rule 6A-1.094121 Mental and Emotional Health Education.

WHEREAS, Rule 6A-1.094121 establishes Mental and Emotional Health Education for grades 6-12.

WHEREAS, Rule 6A-1.094121 provides that:

“School districts must annually provide a minimum of five (5) hours of instruction to students in grades 6-12 related to youth mental health awareness and assistance, including suicide prevention and the impacts of substance abuse.”

WHEREAS, Rule 6A-1.094121 also provides that:

“By December 1 of each year, each school district must submit an implementation plan to the commissioner at MentalHealthEducation@fldoe.org and post the plan on the school district website. The implementation plan must include:

- (a) The specific courses in which instruction will be delivered for each grade level;
- (b) The professional qualifications of the person delivering instruction; and
- (c) A description of the materials and resources utilized to deliver instruction.”

* In the Glossary of the Collective Bargaining Agreement, “Teacher” is defined as “A certified employee of the bargaining unit” and covers all instructional personnel.

NOW, THEREFORE, it is agreed as follows:

- ~~1. Mental and Emotional Health education shall be provided by qualified Mental Health professionals.~~
2. The five hours of instruction required by Rule 6A-1.094121 will be provided ~~online and on~~ five separate days in one-hour increments. **These sessions will be conducted in the months of October, November, January, February and March.**
3. The curriculum to be used for Mental and Emotional Health education will be reviewed by Instructional personnel selected by OCCTA **for the purposes of providing input and feedback for consideration.**
- ~~4. Instructional personnel used as facilitators for the course will not be evaluated during Mental Health course instruction.~~
- ~~5. The five-hour course will not be used for the calculation of the Student Learning Growth.~~

ACKNOWLEDGEMENT, SIGNATURES AND DATES:

This Agreement may be executed in counterparts, and each counterpart will have the effect of an original. Electronic and facsimile copies will be considered originals for all purposes, including enforcement. This Agreement may not be amended except by a written agreement signed by the parties.

This represents the full and complete understanding of the parties as it relates to the Mental and Emotional Health Education. As such, this MOU does not establish a precedent beyond the time period set forth herein.

This MOU expires June 30, 2021.

Dated this _____ of _____ 2020

For School Board of Orange County, Florida

For Orange County Classroom Teachers
Association

James Preusser
Senior Executive Director, Human Resources

Wendy L. Doromal
President

* In the Glossary of the Collective Bargaining Agreement, "Teacher" is defined as "A certified employee of the bargaining unit" and covers all instructional personnel.