

MINUTES

OESPA CBLT

Impact Bargaining Teleconference

Tuesday, July 28, 2020

In Attendance

Darlene Alvarez	OESPA	Annette Henry	OESPA	Michelle Stile	OESPA
Yolanda Anderson	OESPA	Stephanie Heron	District	Laura Supernard	District
LeighAnn Blackmore	District	Rivers Lewis	District	Byron Wilson	OESPA
Lindsay Bowlin	District	Ron Pollard	OESPA	Mike Winter	District
Beth Curran	District	Sophia Pollard	OESPA	Clyde Mitchell	OESPA
Warren Davis	OESPA	Christina Pretorius	OESPA	Glarsnell Jean-Charles	OESPA
Jennifer Fowler	District	Judith Padres	District	Julio Vazquez	OESPA
Temika Hampton	OESPA	James Preusser	District		
Theresa Harter-Miles	District	Krista Russell	District		

Additional Attendees/Guests

Mark Watson	District	Kim Frye	District	Bill Wen	District
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Topics

OESPA Proposal: MOU for Reopening of Schools (Proposal sent to District on July 23 and is with those minutes)

Addendum for the Transportation section of the MOU, Appendix A of these minutes

Minutes

	Introduction of OESPA members
Jim Preusser	Good morning. Based on the communication that came out from the District yesterday that references the calendar, will be no changes to the calendar. We can give you some information about specific job families. So based on school year on Aug 10 and students will be in on Aug 21. No interaction with students on Aug 21. We believe training and acclimation can be conducted during that time. The Superintendent is very concerned about impact to pay and how school year would start. She went back to Education Commissioner and was able to get this done. This happened yesterday and the reason for the cancellation yesterday. Temika, do you have additional questions or proposal, what is your pleasure?
Temika Hampton	I have a couple of questions about the reopening. All employees will report on their originally scheduled start date?
LeighAnn Blackmore	yes

Temika Hampton	Concerning training for site based staff, no questions. And transportation is scheduled to come back August 3 for training. So we need to hash out those nine days of training for Transportation.
LeighAnn Blackmore	That is correct, of the 10 month employee's Transportation is not site based, and would not have anything to do those nine days. Our intention for them to work. And we can discuss what this would look like.
Temika Hampton	August 3 to 7 would be their normal Fall conference, which is 40 hours.
LeighAnn Blackmore	Transportation is looking to push that training back a week. They will need to establish routes and won't have that information by Monday. We have talked about a couple of things we want to discuss with you. Additional tasks that could be involved, like we did in the spring like custodial and food service food distribution and delivering devices. Those kind of things, plus building in time for dry runs because their routes will be different when we go back on the 21 st .
Temika Hampton	I have some questions based on the information you just gave; dry runs and route changes. Is that going to impact the routes they bid on last year?
Kim Frye	The goal is to make sure they get as much training on their TS-25 as they can. We will start on the 17 th with dry runs and to get comfortable on their bus since they have not driven since March. It depends on how many students come out for face to face
Temika Hampton	What are some of the 14 day scenarios?
Kim Frye	During Aug 3-10, help with Food and Nutrition Services helping to distribute meals, and helping schools to get ready. Then next week starting on 10 th will be our training and the 40 hour week. The week of 17 th would be dry runs.
Temika Hampton	The first week is when we have to find other duties. Let's have some discussion. We would like for that week to be optional for employees, not required. We don't want to force. The help the first week would be optional for them. We want more information on the type of training you will have during the second week.
LeighAnn Blackmore	Do you see them being paid if don't volunteer for alternative duty?
Temika Hampton	No work no pay, but they get to make that choice, but I need to have this discussion with my team. I don't like mandating these duties, but no work no pay.
LeighAnn Blackmore	I just wanted to clarify. I can appreciate that you want to discuss with your team.
LeighAnn Blackmore	Kim, do we have a tentative agenda for the training?
Kim Frye	We are working on that now. I have a draft plan that I can send you.
LeighAnn Blackmore	How to handle students who won't wear masks will be on the agenda.
Kim Frye	Yes, plus the referral process and how to wear PPE, how to clean the bus. This will be on top of normal training. And, we can add any other items you feel we need to add. We want to keep our drivers and monitors safe as we can.
Temika Hampton	What are you cutting to fit in for COVID-19 training?
Kim Frye	They will actually get more training and extra practice on the bus and routes. We will not be cutting into our normal training
Warren	I know you mentioned the bus driver's guidelines. What to do when students won't wear masks and what to do when you are driving?
Kim Frye	We are getting that information together.

LeighAnn Blackmore	Can you share what you did with summer school?
Kim Frye	We had a seating chart for the students. We would document the kids not wearing masks and reported it to administration. It was working well. Schools are supposed to help us address the issue. All bus drivers will have disposable masks for students that don't have one. We load from back to front and then vice versa with unloading
Warren Davis	I do have some more about safety for drivers and monitors. But I will wait to see what you have.
LeighAnn Blackmore	If you would get those questions in writing, I can make sure that we address all your questions.
Warren Davis	Sure. Absolutely
Kim Frye	Any suggestions you have, please send them to us. We want to keep our employees and student safe
Ron Pollard	When we talk about transportation doing custodian work, what method will you use to select?
LeighAnn Blackmore	We are open to discussing that. What about seniority? How do we decide who gets which work? How do we make sure we select in a fair manor?
Ron Pollard	On our side we will put something in writing to see how we can do this. It causes a problem when a worker is sent out in an unfair worker or so it seems to him.
LeighAnn Blackmore	I am open to that.
Ron Pollard	What is some of the other work to be done, things our employees can help with besides custodial?
LeighAnn Blackmore	We will have a need for employees that are physically able to move furniture out of classrooms for social distancing. We can work to get all that work defined.
Temika Hampton	It is hard to make a decision when you don't have all the information. We need to know that all the training needs to be able to safely open will be met. How soon can you get the actual procedure to us, what training for bus drivers and monitors?
Kim Frye	We have the five days of training, and four days of dry run, where we usually have only one day. During the week of 17 th we will have time to train on how to clean the bus. We want to make sure we have the best training, and do it the right way and we have the time to get that training.
Clyde Mitchell	What about High risk employees? What are their options and what will we be doing with them, specifically transportation since they can't telework.
LeighAnn Blackmore	They need to apply for accommodation through Legal Services. If no telework is available, they would be taking a leave of absence paid or unpaid depending on their balance unless they qualify for a paid leave.
Clyde Mitchell	Say you are high risk and you are a monitor or bus driver and there is an issue with you wanting to work, but student contact may be an issue, would it be possible to reduce the number of people around them? Could they be reassigned to other areas? For example, temporarily transfer to custodial work. Could that be worked out? Under ADA?
LeighAnn Blackmore	We can look at that, we could not create positions. But if we had a vacant position and their restrictions were such that they could do that job, we might be able to do that. Does that help?

Clyde Mitchell	That would help a lot. For those in transportation who have been teleworking, we would request that they still could. The MOU expires at end of week. What is the district's position?
LeighAnn Blackmore	We would have to discuss that further.
Ron Pollard	Going back to last spring, we've had some controversy...dexterity test and getting paid. When would that happen?
Kim Frye	It is a requirement. We are scheduling that now. Some employees will be doing that tomorrow, and we will schedule more over the next few weeks.
Ron Pollard	Could it have happened during this downtime? Drivers haven't driven since spring.
Kim Frye	Dexterity does have that component. That is what the extra four days is for. They need that extra time.
Temika Hampton	Any other questions?
Michelle Stile	Will bus drivers still get masks for students who don't have one?
Kim Frye	yes
Michelle Stile	For those who deal with ESE students, will they be provided with gloves and appropriate PPE for bodily fluids?
Kim Frye	Gloves and face shields for monitors.
Warren Davis	Monitors should have the shields. But why not drivers...to have on the side because they interact with students as well.
Kim Frye	Shields are a safety hazard, to drive with. Right now we are only providing shields to monitors. We can certainly talk about it but at this time we don't have enough for the drivers.
Warren Davis	Sometimes drivers interact with students when they are not driving. We need some discussion on this. Shields won't be used every day. Won't have to be replaced as much as with the monitors.
Clyde Mitchell	Drivers help with wheelchairs and fasten students into the seats. They will need shields.
Jim Preusser	If that is what you would like to propose, please do so. We understand. These are good questions.
Temika Hampton	Policy ---windows down, there are safety concerns around that. Not all busses have monitors. How will drivers monitor that? Some students have IEPs need AC.
Kim Frye	There are two vents (one at front and back) at the top of the busses and they will be open, plus the last two windows will be the only ones open. This is to make sure air is flowing out. We can't open all the windows because we have to have a flow. Only problem is when it rains. We are working on how to address that.
Clyde Mitchell	Kids sitting at back of bus, and that window is down, kids might stick arms out.
Kim Frye	Yes that might happen...
Clyde Mitchell	How can the driver monitor students and watch the road?
Kim Frye	Drivers have to observe when bus is full, but will have to just monitor the rear. Will have to address those students who won't follow the rules.
Clyde Mitchell	We want to make sure the driver won't get in trouble when that happens.
Temika Hampton	We may address that in our proposal.

Ron Pollard	Is there not a screen that fits the windows that could go on the back window? So kids won't stick their hands out?
Kim Frye	I will check. But the screen could be knocked out. DOE is very strict but I will ask.
Temika Hampton	Let's go back through our MOU
LeighAnn Blackmore	Ok. Will you be looking through 26-29?
Temika Hampton	We want to make sure the plan to the school board is what will actually happen.
LeighAnn Blackmore	#26 not sure about 50%. But we can do #27 and will need to caucus on #28 and #29
Kim Frye	Yes the seat behind the driver has to stay empty
Temika Hampton	#27 need to build in time for sanitizing the bus between each route.
LeighAnn Blackmore	We are aware of that and are looking into that. We can caucus on that.
Ron Pollard	I see that Mark Watson with food services is on the call. We need to be satisfied with what Food Service will be doing during the time before face to face. What will they be doing?
Mark Watson	When students start on the 10th, will be doing grab and go for LaunchED students. We will still preparing and distributing meals. On 21 st , we will distribute meals for LaunchED and the face to face students. In the school buildings students will eat their lunches either in café or in hallways.
LeighAnn Blackmore	Some employees come back on 5 th and 10 th .
Mark Watson	They will be doing training and distributing. Distribute meals from 3 to 5 th . Training on the 5 th .
Temika Hampton	How will you handle training?
Mark Watson	Each manager will be doing the training at the schools. We will train managers and they will train staff. Will we cover PPE, how to distribute meals since can't do self-serve anymore, and inner office procedures that we need to do...HR, finance, like we do in a normal back to school summit.
Temika Hampton	We have a lot of questions. Students eating in hallways? We need more information on the plan for face to face. Do you have that information?
Mark Watson	We are still working on that. Schools will be different...all schools will have to serve at a distance. We are in the process of working on how we will set up the serving line. Procedures will be on a site by site basis. We will have multiple servers and place the tray on the table, and kids pick up from table. Training on PPE and how to wash hands, and what will happen when we enter the building of a morning
Temika Hampton	There is a district plan, the minimum protocol? When will that be available?
Mark Watson	Hopefully this week. We have to meet with several different groups.
Michelle Stile	Dexterity: do you know scheduling this week? Can it be done the two weeks prior to students coming back?
Kim Frye	Yes, we can. We are doing the testing this week to lessen the numbers in the group.
Michelle Stile	Will they get paid for it while they are working?
Jim Preusser	Let us have discussion on this.
Temika Hampton	Continuing through MOU: #32, this is needed for paraprofessionals and program assistants. We can strike #33. It's been resolved.
Krista Russell	Can you strike out all of what has been resolved through the regular start of school?

Temika Hampton	I am doing that right now and will get it over to you.
LeighAnn Blackmore	Can we caucus now and come back at 11?
Temika Hampton	Sounds good.
LeighAnn Blackmore	If we need extra time we can let each other know.
	Caucus at 10:02 am

The rest of the day was spent in Caucus.

Appendix A

MEMORANDUM OF UNDERSTANDING BETWEEN THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA AND THE ORANGE EDUCATION SUPPORT PROFESSIONALS ASSOCIATION

This Memorandum of Understanding is made on this ____ day of _____ 2020, by and between the School Board of Orange County, Florida (District) and the Orange Education Support Professionals Association (OESPA).

WHEREAS, the purpose of this Memorandum of Understanding is to memorialize the parties' agreement regarding the 2020-2021 School Year as it relates to COVID-19 procedures.

NOW, THEREFORE, the parties mutually agree on the best practices and safety procedures for the reopening of OCPS schools as follows:

Health and Safety

1. The procedures contained herein apply to all facilities wherein bargaining unit employees work and shall be implemented in accordance with Center for Disease Control and Prevention ("CDC") guidelines and applicable privacy laws and regulations.
2. The District will conduct daily health checks, including temperature checks and symptom checking of employees and students, before students get on the bus and before employees and students enter the school. The District will not **require** any bargaining unit employee other than Health Assistants to perform temperature checks and/or symptom checks of employees and students entering the school.

3. In the event that a health assistant is absent, any other classified employee who agrees to perform temperature checks will be provided with clear guidelines and training on the protocol for temperature checks. Persons who have a fever of 100.4° F (38.0°C) or above or other signs of illness should not be admitted to the worksite.
4. Any classified employee who agrees to substitute or assist in the medical clinic shall be given an extra day of training.
5. Any classified employee who agrees to substitute or assist in the medical clinic shall receive a supplement of \$50 per day.
6. The District will **strongly** encourage parents and employees to conduct at-home temperature checks before coming to school including – but not limited to – a special electronic correspondence and statement on OCPS social media platforms.
7. Employees who are at increased and/or high risk for serious complications from COVID- 19, as established by the CDC, or are caring for increased and/or high risk household members may work remotely so long as that employee can perform at least 90% of their job functions remotely.
8. Those who are at increased and/or high risk for serious complications from COVID-19, as established by the CDC, or are caring for increased and/or high risk household members may work remotely three duty days per week and will report to their worksite two days so long as that employee can complete at least 50% of their job function remotely.
9. The district will provide all necessary equipment for employees who telework.
10. Those employees who meet the above criteria but cannot telework may chose to be temporarily re-assigned to a different job position with less student contact, where available. The employee shall be guaranteed to return to their same worksite and position at the expiration of this MOU.
11. The District shall limit non-essential school site visitors to the extent feasible. Any site visitor must undergo a health check and must comply with all other safety protocols established by this MOU.
12. The District will do the following:
 - a. Provide plexi-glass at every front office desk and replace as necessary.
 - b. Provide face shields and necessary protective supplies for all bargaining unit employees assigned to ESE and replace as necessary.
 - c. Provide PPE including but not limited to masks, gloves, face shields, disposable gowns and sanitizing supplies and replace as necessary.
 - d. Implement training for classified employees regarding procedures to identify and address students

who appear symptomatic, including clear guidelines for nurses and health assistants.

- e. Establish procedures to separate symptomatic and/or COVID-19 positive individuals from the school population. Each school shall expand school clinic capabilities with triage and have at least one separate isolation room that can be used to isolate a symptomatic and/or COVID-19 positive individual. Schools with medically fragile students should provide an additional room for students to receive services.
 - f. Develop a parent or guardian communication and pick up plan.
 - g. Ensure symptomatic and/or COVID-19 positive individuals are sent home as soon as possible.
 - h. If there has been a confirmed COVID-19 case at a school or site, the District shall dismiss the room or building of students and staff for an initial consultation with local health officials.
 - i. Comply with the recommendation of local health officials including but not limited to identifying, contact tracing and notifying bargaining unit employees at the infected site of possible exposure.
 - j. The District will require physical distancing while traveling through the building, including during transitions between classes. This may include, but is not limited to, signage and physical markings, additional time for class changes, increased monitoring and security, and limited and/or staggered transitions.
 - k. Comply with CDC recommendations including but not limited to classroom ratios in ESE classes.
13. Symptomatic and/or COVID-19 positive employees and students will be required to stay home.
14. Employees shall be placed on medical relief of duty with pay until they have received a negative test result.
15. As recommended by the CDC:
- a. If an employee or student has COVID-19 symptoms they may not return to school until they have had three (3) days with no fever, respiratory symptoms have improved, they are symptom free, it has been at least ten (10) days since symptoms first appeared, and they provide a negative test result and/or doctor's clearance to return to school.
 - b. If an employee or student has tested positive for COVID-19, they may not return to school until they have had three (3) days with no fever, respiratory symptoms have improved, they are symptom free, and they provide a negative test result and/or doctor's clearance to return to school.
 - c. If an employee or student has had close contact with someone with COVID-19 and/or COVID-19 symptoms they must stay home for 14 days after said contact. The employee or student must provide a negative test result and/or doctor's clearance to return to school.
16. The District shall not ask or require any bargaining unit employees to sign any waiver agreement(s) requiring the employee to waive any rights, hold the District harmless, or to agree to free the District of any liability associated with contracting COVID-19 at work.
17. Employees shall not be negatively impacted, including but not limited to discipline or directive, for any COVID-19 related absence.

18. Employees shall not be disciplined for reasonable enforcement of safety protocols when students refuse to follow instructions to practice safety protocols.
19. Site Administrators will address any student non-compliance with health and safety protocols immediately upon notification.
20. Employees may refuse to work under conditions they reasonably believe pose a danger to their health and/or safety until such conditions are resolved.
21. In order to avoid congregation of employees upon arrival and departure from the worksite, and to allow teleworking employees to check in and out, each school shall provide an electronic sign in/out sheet.
22. The District agrees to limit the gathering of groups of employees to ten (10) or less while maintaining the recommended “social distancing” standard of six (6) feet between individuals.

Custodial

23. The District shall provide all members of the Custodial family with masks, gloves and proper cleaning supplies in compliance with CDC guidelines.
24. The District shall provide additional training, PPE, and cleaning supplies for those who must report to sanitize a COVID-19 infected worksite.

Information Technology

25. The District shall establish and train staff on COVID-19 procedures regarding sanitizing staff and student electronics.

Transportation

26. The District shall reduce the existing capacity on buses by 50% and no students shall share the same seat. The District shall provide signage on each seat that is to remain vacant.
27. All bus operators and monitors shall perform sanitization of school transportation vehicles between every route.
28. Where feasible, the District will adopt staggered arrivals and departures, and multiple arrival and departure locations, to maximize physical distancing.

29. Bus operators and monitors shall be given a minimum of thirty (30) additional minutes at the start and end of each shift to sanitize the transportation vehicle.

Training

30. The District shall provide sufficient universal precautions training for employees on proper safety protocols; how to use safety equipment and supplies safely and properly; how to de-escalate situations in which students refuse to follow protocols; and how to handle situations unique to COVID-19 such as reporting and dealing with suspected cases, privacy rights, identifying and addressing emotional stressors, student engagement, and attendance. All training shall be completed by no later than the first day in which the employee is required to implement it.
31. Bargaining unit employees will not be required to perform duties or responsibilities outside of their job description more than 10% of their total hours per week. Bargaining unit employees will not be required to perform duties or responsibilities outside of their current job family.
32. All ten month bargaining unit employees shall return to work on or before August 14, 2020. Classroom based employees shall be given extensive training on LaunchED.
33. All ten month bargaining unit employees shall be allowed to use personal or sick time – where available – for previously or historically scheduled work days between the period of August 1, 2020 and August 14, 2020.

Duration

This Memorandum shall remain in effect until June 30, 2021 unless otherwise mutually agreed to by the parties in writing.

Appendix A

OEPSA proposal for
Transportation section in MOU

11:29 am

OEPSA proposal for
Transportation section in MOU
July 28, 2020. emailed 11:29 am

Transportation

- All 10-month employees assigned to transportation may voluntarily report to their assigned work locations beginning Monday, August 3, 2020. Employees may be assigned alternate duties and different work hours from August 3-7, 2020. Reassignment shall be done by seniority at each compound and the union President or his representative shall oversee the process. Employees will receive full pay for each day in attendance but only required to work five (5) hours per day.
- All 10-month employees assigned to transportation shall report to their assigned work locations for training beginning, Monday, August 10, 2020.
- All drivers shall be provided with a face shield, mask, gloves and other necessary PPE.
- There shall be a monitor assigned to each bus to ensure student compliance with COVID procedures.
- Both parties agree to revisit this section once District provides complete transportation training and safety plan.