

Partnership & Performance in



Charlotte County Public Schools

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Charlotte County District Leadership

School Board

Cara Reynolds, Board Chairman, District 1
John LeClair, Board Vice Chairman, District 4
Kim Amontree, District 2
Bob Segur, District 3
Wendy Atkinson, District 5

District Office Administration

Mark Vianello, Superintendent
Adrienne McElroy, EdD, Assistant Superintendent of Human Resources & Employee Relations
Jeff Harvey, Assistant Superintendent of District Support Services
Bob Bedford, Assistant Superintendent of Learning
Mike Desjardins, EdD, Assistant Superintendent of Student Support Services
Carl Hendrick, Chief Technology Officer
Greg Griner, Chief Financial Officer
Claudette Smith, Public Information Officer

Charlotte FEA

President: Gina Morella
Vice President: Kara Clow
Secretary: Kathy Casale
Treasurer: Julie Branch

Charlotte County Support Personnel Association

President: George (Robby) Goldstein
Vice President: Gina Pennybacker
Secretary: Heather Thompson
Treasurer: Kevin Brown

Executive Director: Chuck Breiner

History of Partnership & Performance (PPC & SSPPC)

Charlotte County Public Schools and both professional organizations representing their employees, Charlotte FEA and Charlotte County Support Personnel Association, began a movement away from the traditional, adversarial method of interaction with a conscious decision by both District and Union Leadership. Under the guidance of then-Superintendent Dave Gayler and then Assistant Superintendent of Learning Dr. Doug Whittaker and Presidents John Klenovic and Bobby Zipf, a move to Interest Based Problem Solving took place.

Spearheaded by then Union Executive Director Chuck Richards, the District and Associations began working to train administrators, teachers, and support personnel in IBPS processes and application. This training, facilitated by the Federal Mediation and Conciliation Service, took place over several months and is still a part of the training offered to CCPS Administration and Employees today.

The Interest Based Problem Solving process began as a way to change the adversarial bargaining processes experienced by all sides. In a short time the mindset permeated nearly all aspects of interaction between Charlotte County Public Schools and both Charlotte FEA and CCSPA. Partnership and Performance Councils (PPCs) were established through contract negotiations for both groups to look into district-wide issues. The contract also called for the establishment of PPCs at each worksite, initiating a unique solution to issues that arose.

Each PPC is co-chaired by a teacher or support staff member and an administrator. The co-chairs set an agenda, runs the meeting, and, following the collaborative nature of FMCS processes, solve problems with no one "side" pushing an agenda, but with all working together to achieve the solution that works best for each group.

Functioning PPCs have been in place since 2007 and in the last 17 years have gone through transitions but are still the preferred method for dealing with issues that arise in Charlotte County Public Schools. The collaborative nature of the relationship between all parties has allowed both sides to work towards common goals.

Mission Statement and Purpose

Mission Statement

Charlotte County Public Schools' focus on student success is based in a foundation of collaboration among adults who consistently support programs and services to and for those students. Members of the CCPS employee-family agree to work, collaboratively and cooperatively, to nurture a positive and high-quality environment for all. The mission for CCPS is to educate, inspire, and support all students to build stronger communities.

Stakeholders

Stakeholders commit to the common values of collaboration, communication, integrity, leadership, excellence, and safety. This commitment resonates in relationships that, in action, define Partnership and Performance Councils in our District.

Purpose of PPC/SSPPC Manual

The purpose of this manual is to provide collaborative structure and direction to achieve our mission statement. PPC is composed of instructional staff members and SSPPC is composed of support staff members.

Key Elements of a Charter

At the first meeting of PPC/SSPC for the school year, a discussion of the following points should be included in the initial dialogue for shaping the group's guiding Articles of Agreement.

A School-Based Partnership Committee shall be created in every school. It will be a collaborative and inclusive forum for communication and cooperation in support of our mission: To educate, inspire, and support all students to build stronger communities.

Purpose of PPC/SSPPC

The Committee will define goals, set priorities, and designate appropriate timelines, responsibilities and resources to achieve a prompt response. The Committee will also develop a more long-term agenda and work plan, while responding to emerging issues. As a gentle reminder: Any topics explicitly described in the collective bargaining agreements are considered previously settled and are not topics of consideration for a PPC/SSPPC. PPC/SSPPC is not a bargaining function group. PPC and SSPPC should focus on School Improvement items, District Strategic Plan items, and Safety.

Membership

Members of the PPC and SSPPC should participate in the Interest Based Training (IBT) before serving on the designated committee. Members must receive permission from their supervisor to attend the training.

Leadership: Co-Chairs

CFEA (PPC) or CCSPA (SSPPC) Co-Chair- The Association president or designee will, in consultation with administration and faculty, appoint the other co-chair who is a member of the Association.

Building Administrator or Unit-Leader Co-Chair- PPC and SSPPC shall have an administrator or supervisor serving as co-chair. Typically, the principal and co-chair leads PPC and an assistant principal and co-chair leads SSPPC.

Number of Members

The PPC will collaboratively fill any vacancies (other than the co-chair) that occur to maintain a majority with members of the Association.

- PPC
 - High school committees shall have six (6) instructional staff members
 - Middle school committees shall have five (5) instructional staff members
 - Elementary and all other worksites not included above shall have five (5) instructional staff members of the committee
- SSPPC
 - 6 to 8 members of the bargaining unit representing the worksite disciplines, if possible, as selected by the CCSPA President. Each committee shall have at least one administrative member.

Guests

By request of the co-chairs or other members of the PPC/SSPPC, guests may be invited to participate in designated topics on the agenda.

Duration of Terms

1, 2, or 3 Years (determined by the committee and noted in the Articles of Agreement)

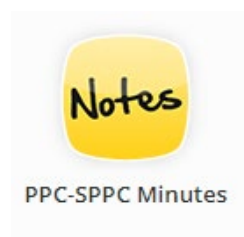
Meeting Details

At least half the time blocked for meetings shall take place during the regular workday. PPC and SSPPC meetings shall be considered as District Union Business. The CFEA or CCSPA co-chair should facilitate the meeting. The PPC and SSPPC committees will determine the following:

- Frequency (monthly, at least 6 times a year)
- Location
- Start Time
- End Time

Required Documents PPC/SSPPC

Minutes from each meeting (completed electronically) must be submitted in the PPC/SSPPC folder in Classlink after each meeting. Please ensure the agenda/minutes are uploaded within 3 days of your meeting and shared widely with members who were not present.



Yearly Requirements

PPC

Due by September 1st

13.3 Meeting free day identified

Teacher Protection Act Team identified 3 names - 2 Teachers selected by staff (1 to serve as alternate), 1 member of school staff selected by principal

22.1.16 Annual schedule and standards for the submission of a minimum number of grades by teachers in the Student Information System

13.6.4 Day of the week established for Collaborative Planning

Current Articles of Agreement (upload separately if needed or copy and paste into agenda/minutes)

Articles of Agreement

Please contact the Director of Human Resources for sample Articles of Agreement.

Articles of Agreement should include the following:

- Title of Document
- Name of School
- Date of Document
- Purpose of the Document
- Membership Description
- Membership Rotation (Terms, Resignations, Nominations, etc.)
- Meeting Frequency
- Meeting Times
- Duration of Meetings
- Site of the Meeting
- Agenda Generation
- Publishing of Agenda: Who and How?
- Transparency in Call for Items for Agenda
- Carry over of agenda items
- Keeping of Minutes
- Approval of Minutes
- Publication / Distribution of Minutes
- Visitors to Meeting
- Modifications and Approval of Agenda Items
- Necessary Research Needed for Next Meeting
- Necessary Expert Voices Needed to Consider / Settle an Item
- Actions Taken on Agenda Items
- Long Term Goals / Short Term Goals

Agendas

Focus on School Improvement items, District Strategic Plan items, and Safety. Agendas should be set by co-chairs in advance of the meetings and should include the following:

- New items
- Carry over items from the last meeting

Minutes

- Kept Electronically
- Summarize, Clear Wording / Items Considered
- Report Consensus Decisions
- Dated
- Reference Location
- Report Start Time and Adjournment Times

- Identify Member-Attendees
- Identify Visitors

Suggested Annual Guidelines for PPC Tasks

Previous April/May:

- Review calendar of meeting dates/time for following year

Beginning of the School: July/August

- Co-Chairs meet at least two weeks prior to first PPC meeting of the year
- Co-Chairs contact all committee members to verify membership status on PPC
- Co-Chairs send request for agenda items from all staff members (2 weeks prior to meeting)

August

- School Improvement Plan/District Strategic Plan goals
- Parent and Family Engagement Plan
- Scheduling of all Instructional Support staff (e.g. Paraprofessional)
- Timely and transparent communication about scheduling of all Instructional staff (e.g. Teacher)
- Recommendations for distribution of A-Plus monies (should the school receive such funds)
 - Starting and Ending Times for Staff
 - Minimum number of grades and grading policy (instructional only)
 - Meeting-free day
 - TPA committee members

September- March

- Regular meaningful review of submitted issues

April/May

- Drafts and/or Considerations of scheduling of all Instructional Support staff (e.g. Paraprofessional) for the following school year
- Drafts and/or Considerations of scheduling of all Instructional staff (e.g. Teacher) for the following school year
- Pre-School Week In-Service Schedule for follow school year (survey needed PD topics)

Consensus/Problem Solving

When determining the best solution to a problem, the PPC/SSPPC should utilize process from Interest Based Training (IBT).

Interest Based Training (IBT) Process

IBT STEPS

- 1: Define the Problem
2. Determine Interests
3. Develop Options
4. Select a Solution

Example PPC/SSPPC Issue

Example #1 issue statement: "Employees are claiming that overtime is being improperly assigned based on favoritism and are demanding that this practice be stopped immediately and that supervisors be instructed on proper procedures."

Separate solutions from the problem. Once the problem is appropriately framed, the problem-solving process can begin.

Claim: "Employees are claiming that overtime is being improperly assigned based on favoritism."

Separate the people from the problem

Result: "Overtime is being improperly assigned based on favoritism."

Present the issue as a question

Result: "Can management stop favoritism in the assignment of overtime?"

Frame as a joint problem

Result: "Can we stop favoritism in the assignment of overtime?"

Open to multiple solutions

Result: "What can we do to stop favoritism in the assignment of overtime?"

Frame objectively

Result: "What can we do to improve procedures in the assignment of overtime?"

Example PPC/SSPPC Topics

- When and how do we want to schedule parent conferences?
- Dismissal is unsafe and is taking too long- How do we fix this?
- What will the class schedule look like on the half days?
- How do we want to utilize the paraprofessionals?
- How will we adjust the paraprofessional schedules with the extra 30 minutes?
- Classroom materials need to be distributed in a timelier manner.
- Starting and ending time for staff members.
- How can the school site better communicate with all staff members?
- The support staff members need a location for breaks and checking emails.
- Where do staff kids go in the mornings and after school?
- The cafeteria lines are backed up every day and no one is getting their 30 minute lunch.

Example PPC/SSPPC Agendas



PPC Agenda: October 19, 2023

1. Parent teacher conferences not always moderated in a professional manner
 - a. Parent allowed to get belligerent towards staff
 - b. Teacher allowed to berate a parent to tears
2. Can there be a consistent and set expectation for after school activities parent pick up?
 - a. Students cutting across traffic for parent pick up
 - b. Have students sitting on the curb?
3. Marking students tardy to period 1 vs late to school
 - a. Some students are late to period 1 because of wandering or badges
 - b. How do we document this?
 - c. Breakfast dismissal not as immediate as prior years
4. Schedule Changes: Students being moved without teacher input, no email... just showing up on our attendance. Moves that benefit one subject but are not beneficial for student in another subject. One subject does not trump another. Happening multiple times with not a "wait time" to discuss if teacher doesn't agree.
5. Exam Schedule to accommodate 7th and 8th grade trip.
6. Can guidance be communicated with regarding pulling students from core classes?

VES SSPPC Agenda

August 21, 2023

1. Dismissal: Parent Pick-up on Bus Loop

*Dismissal running beyond staff paid hours

*Pre-K holding up the process?

*How do we compensate staff for extra time?

2. Vector Trainings-

*When will support staff complete these?

3. Hooray!!

*The Staff have FOBS!!

*We have NEW WALKIES!!

Example PPC/SSPPC Minutes

PPC Meeting November 1, 2023

Members in attendance: Melissa Slicker, Joe Casale, Sean Strickland, Kim Pinkham, Andy Green,

Staff Concerns:

1. Homecoming
 - a. An effort will be made to try to avoid homecoming at the end of the quarter, as it is overwhelming for staff and students.
 - b. participation contract- requiring kids to not have failing grades to attend homecoming was a great motivator for many struggling students
 - c. Very successful homecoming week- kudos to all involved and participated
2. ACT in focus does not show up in the gradebook as "absent", which can be confusing. Mr. Bedford will get with the county office. (Thank you Charlie)
3. Assignments for ISS- please send ASAP so students can be working. Please be diligent in responding to emails from Ms. Ahlers.
4. Halloween Dress Up- if next year it falls on a day with no testing, dress up day may be a fundraiser.
5. Tardies are a concern. Please be sure to mark students tardy when they do not have a pass, or another teacher has not directly communicated with you. We need to stay on top of all those taking their time in the hallways. The tardy log can be viewed in teacher hub.
6. Increase publicity about upcoming athletic events, activities etc. on campus. Manta Maniacs will try to work with SGA and the WMTV news.
7. Lesson plans- weekly outlines are essential and need to be shared with students/parents.
8. Threat assessments- often more student conflict based concerns, rather than violence against the school. There is a committee that must meet about every threat assessment case.
9. Morning supervision will move forward with staff assigned 1 week during a quarter to help with supervision in the hallways before school. More info to follow.
10. ESE Case Management- more information will be shared with staff. This will be a staff wide transition.

SSPPC Agenda
December 13, 2023

Present: Alicia Kenville, Cheron Cumberbatch, Alicia Beesting, Danny DiNatale, Dana Burge, Grace Tollefson, and Nicole Smith.

Absent: Tammy Babington

1. Newsletter Effectiveness –

- o Reviewed PPC minutes from meeting this morning where this item was also discussed. Various solutions and ideas were brought up.
- o *Quarterly* seemed to be the best option. Mrs. Tollefson recommended doing a newsletter highlighting K-2 for the first issue in 2024, and the 3-5 before the end of the school year. (For the 2024-2025 year, the first issue was recommended to be issued in October. (2024 – start in October.)

2. Be Mighty – the issues below have occurred for some grade levels causing difficulty for teachers taking that group the following day.

- Kids using walkies and the feeling of some students receiving preferential treatment – students should not be using the walkies at any time while they are on campus. The same rules should apply after school as they do during school.
- Kids using cell phones. Students should not have phones or any personal electronics out while on campus before, during, or after school.
- Students should stay with their grade levels in Be Mighty as much as possible. There have been challenges to calling and finding students for dismissal.
- Rules and guidelines of the school apply to Be Mighty as well.

3. The boys' lobby bathroom has become very busy. Intent to have temporary use of these bathrooms to allow students to show they are behaving responsibly enough to regain access to the bathrooms in their hallway.

4. Discussion of students from Mrs. Beno's room using the lobby bathrooms and the ones in media as well. Students should be using the bathrooms in the media center, not in the lobby area.

5. Lanyards and Badges – students coming late to the office after 2 p.m. When students arrive at school, or lose their badge during the day, they should be sent to the office for a replacement. Please do not send students after 2 p.m. as the office is very busy at the end of the day.

6. Boys intentionally overflowing urinals in bathroom in the music hallway. (It is believed to be happening during second grade lunch.) Asking for staff to be aware of which students are using the bathroom and when complaints are being reported in order to help solve this issue.

Example Articles of Agreement

NAES Partnership Performance Council Agreement 2023-2024

STATEMENT OF PURPOSE

The NAE Partnership Performance Council (PPC) will be a forum for communication and cooperation in support of our joint mission to deliver high quality education to the students, while maintaining a high quality work environment for employees at Neil Armstrong Elementary School.

The members of the NAE PPC acknowledge that both labor and management bring value, talent, and other resources necessary to investigate, study and discuss possible solutions to problems of mutual concern.

This agreement is consistent with the following mutual interests:

- To support the delivery of high quality education to all students
- To improve our labor-management relationship
- To provide a supportive, productive, challenging, high quality work environment in which all employees are treated with dignity and respect and are valued for their individual and team contributions;
- To generate gains in efficiency, effectiveness and accountability through policies, and programs and services that are economically feasible and justifiable.

As we strive to achieve our mutual interests, make progress and institute changes, the form and substance of this agreement may change over time.

GROUND RULES

The Committee shall provide the leadership necessary to create a school-wide partnership performance relationship based on mutual interests, respect and trust.

Toward that end, we will strive to:

- Listen to one another;
- Respect each other;
- Trust each other;
- Communicate openly and candidly;
- Take reasonable risks;
- Endeavor to understand each other's interest;
- Share reliable information on costs and operations;
- Create a reliable, long-term relationship;
- The ground rules may be modified or amended at any time by consensus.
- Discussions will center around school-related issues only.

STATEMENT OF PRIORITY

The membership of this Committee will consist of the following:

- Principal – Co-Chair- Melody Hazeltine
 - Alternate- Brianna Welsh, Assistant Principal
- CFEA Representative – Co-Chair- Julianne Sterbutzel
- 5 Teacher Members Upper Grade- Jennifer English

- o Lower Grade- Dana Simpson
- o Specials- Colin Becher
- o ESE –Jessica Vallone
- o Principle Designee – Laure Shipman

(The NAES PPC commits to our team members being representative of all teachers in our building.)

The administrator and the CFEA Representative shall serve as co-chairs of this committee.

The assistant principal will serve as an alternate for the principal, if absent.

It is the responsibility of all members to attend. (4 of 5 teachers must be present as well as the principal or assistant principal to conduct meetings).

Additional people may be invited to attend meetings for informational purposes, but will not participate in consensus voting by the members of the NAE PPC.

The PPC will ensure minutes are recorded and published. An agenda will be prepared before each meeting. All PPC members will approve minutes before publication.

ROTATION OF MEMBERS

All members, with the exception of the co-chairs, will be rotated off the committee as new members are transitioned on the committee, according to the following schedule:

- Year 3: K-2 Teacher and Designee of the Principal
- Year 4: ESE Teacher
- Year 5: Specials Teacher and 3-5 Teacher

(Year 1 will be the 2014-2015 school year)

DECISION MAKING

The committee will create and problem-solve using Interest-Based Solving.

Consensus decision-making will be employed. The committee must find a solution that everyone can “live with and support”.

The parties may caucus to “determine interest”. Caucus shall be otherwise infrequent and limited...”the exception rather than the rule”.

MEETING AGENDA

Any member of the committee may suggest an agenda item to either of the co-chairs. The co-chairs will confer prior to any full meeting of the PPC to jointly determine the agenda for the upcoming meeting. Other items may be added to the agenda by consensus at the beginning of a meeting, as circumstances require.

MEETINGS

Unless otherwise designated, meeting dates will be scheduled. Meeting times and places will be flexible.

