



Collective
Bargaining
Agreement

101

Education Support Professional PLCs

2018-2021 FWPS/FWEA-ESP
Negotiated Bargaining Agreement



FEDERAL WAY
PUBLIC SCHOOLS

FWEA
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FWEA

Working together

- "We, the Federal Way Education Association Education Support Professionals and the Federal Way School District, have entered into a collaborative bargain because we believe working together will produce an Agreement that will meet the needs of both management and staff in accomplishing our shared aim - providing a quality education for all children in the District and support for staff, families and the community" (FWEA-ESP CBA, pg. 1).

Shared Truths-CBA Page 1

1. Every person has worth.
2. Staff must feel valued.
3. It's safe to be yourself.
4. People flourish where there is an open dialogue.
5. Where there is ownership, there is commitment.
6. Every person flourishes where there is an awareness and acceptance to growth and change.
7. Respect for ideas/concepts is necessary.
8. Respect for examining/ideas is essential.
9. Professionalism is expected.
10. Learning is lifelong.
11. We value the unique and diverse perspectives, experiences, and cultural identities of our staff, students, and community.
12. We must dismantle institutional racism in a collaborative and intentional manner, and commit to address intentional and unintentional bias.

Purpose and Structure of Collaboration

- A PLC is an ongoing process in which staff members work collaboratively to improve their practice.

From FWEA-ESP CBA:

- We respect the knowledge and expertise that ESP members bring to their positions and the contributions that they make to the success of the District. We also recognize the benefit of collaboration ***in learning*** and ***executing our responsibilities***... (4.8)
- ESP members shall be afforded opportunities to be involved in building PLC meetings and job-alike PLCs in ***order to collaborate with others doing their same job*** (4.8.1).

Time for PLCs-Section 4.8.1

- "Times for PLC team meetings can include, but are not limited to, early release days."
- "These meetings will be scheduled on a rotation basis according to the early release calendar (e.g. first early release office manager PLC, second early release data secretary PLC, third early release attendance/general secretary PLC, fourth early release building ESP PLC.)"
- "On the fourth early release, building ESP PLC, school offices will be closed starting (45) minutes after the end of the student day."
- Annually, FWEA/FWPS Labor Management will put together the rotation for the year.

Rotation for 2018-19 and 2019-20

- 1st Early Release Day: Office Manager and Library Assistants
- 2nd Early Release Day: Data and Finance
- 3rd Early Release Day: Generalists and Secondary Attendance
- 4th Early Release Day: Building based PLC

Rotation continues in that order for the remaining early release days

- Since Early Release days do not impact their schedule the same as in buildings, ESPs not based in a school can collaborate with supervisors to schedule a commensurate number of PLC meetings.

Content of PLCs

- PLC teams will identify topics, best practices, and problems of practice to discuss.
- PLC teams may identify topics from district meetings or from collaboration with administration.
- Additionally, "a survey will be conducted with all ESP staff to determine professional development topics and then topics will be calendared with professional development provided throughout the year based on the rotation schedule" (Section 4.8.1).

Common Expectations

- Time used effectively for collaborating with others doing the same job, learning and executing responsibilities and for PD per survey.
- Teams operate under a shared understanding PLCs.
- Length of Time: 60-90 minutes.
- Agenda topics are sent to district leads and principals ahead of time, so that they can support.
- Team notes are sent to district leads and principals after the fact, with identified supports/answers needed and possible topics for future district/ building meetings.
- All group members attend, unless an emergency arises

Scenarios

1. It is the scheduled day for a PLC and a secretary who should attend tells his or her principals that they don't want to go.

Attendance is a job expectation. All members are expected to attend, unless an emergency arises.

2. The meeting is going well for a while, but then turns negative, with some members complaining about students instead of discussing topics on the agenda.

The lead, or another member, should remind the group of the norms they established and get the conversation back on track. The agenda is shared responsibility.

Scenarios

3. A district lead tells the attendance secretary PLC that their April meeting will be training for a new attendance tracking process, but the team wanted to talk about other items instead.

District-led PD is a contractually agreed upon topic for some meetings.

Have questions?

- Please contact your building's Association Representative, your site's FWEA Executive Board Liaison, your principal, and/or Human Resources if you have questions Secretarial PLCs.

