



2017-18 RayTEAM Report & Recommendations For 2017-2018

Presentation to the
Board of Education
May 14, 2018

2017-18

RayTEAM Members*

- **Certified Employees**
 - Kim Hamilton – Central Middle School
 - Amy Lowe-Smith – Norfleet
 - Susie Morgan – Spring Valley/Southwood
 - Anna Spyers-Westridge
 - Megan Willet-Raytown South High School
 - Brian Wise – Herndon Career Center
- **Support Staff Employees**
 - Jon Coleman – Technology
 - Regina Goodwin – Secretary-Admin
 - Jameson Link – Buildings and Grounds/Custodians
 - Linda Sword-Food Services
- **Administrative Employees**
 - Carl Calcara – Raytown South Middle School Principal
 - Debbie Kingrey – Fleetridge Elementary School Principal
 - Marlene DeVilbiss – Director of Human Resources
 - Steve Shelton - Associate Superintendent of Operations
- **Facilitator**
 - Dan Fenn


*Proud to serve as volunteers to represent all district employees

Mission

RayTEAM is a collaborative team, working together towards consensus to improve the quality of the workplace and recommend an affordable and competitive compensation package for all employees of the Raytown C-2 School District.

Norms

- Remain actively engaged
- Discussions in RayTEAM are confidential
- Keep an open mind
- Be respectful
- Take a risk-don't be complacent
- Be a good listener
- Remember you represent others
- Take responsibility for the process
- Work towards a positive consensus
- Everyone is equal
- Do not let things pass



RayTEAM's Schedule and Method of Gathering Information

RayTEAM met in September, December, January, March, April, and May. This year there were two surveys, classified and certified. In September we sent out our Survey to which about 1066 employees responded out of about 1,350 total employees. This is the highest number of responses to date. We thank those who took the time to complete the survey.

Survey Information

Non-monetary Certified

- DRT
- Autonomy
- Plan time
- Recognition
- Discipline
- Communication
- Secondary block schedule during conferences
- Change block scheduling not on parent teacher conference week.
- SWAS

Survey Information

Non-monetary Classified

- Staff recognition
- Time clock
- Dress code

Survey Information

Monetary Certified

- Salary-loss of steps, cost of living increase
- Lower insurance cost
- Paid maternity leave
- Supplies vary among buildings
- Furniture
- Technology
- Summer school pay
- Heating/AC
- Class size
- PDO's/ineligible days
- Additional FTE's

Survey Information

Monetary Classified

- Salary-new hires making the same as those with years of experience
- Decrease benefits cost
- Want overtime
- Want computer/Chromebook of their own
- Need for more PD
- Equipment/supplies
- Understaffed departments

Survey Information

Monetary Classified cont.

- Training
- Technology
- Outside lighting
- Communication
- Accountability
- Online store to buy shirts
- Transportation bathroom

Actions taken: Non-monetary-Certified

- **DRT**-Discussed with Dr. Huff on how to provide better training.
- **Autonomy**-Presented concerns to Dr. Huff.
- **Plan time**-Presented concerns to Dr. Huff.
- **Recognition**-Continue to encourage admin to recognize staff at least twice a year.
- **Discipline**-Discussed with Dr. Huff the discrepancy between 5th grade and 6th grade consequences.
- **Communication**-Administrative protocol dictates when information can be released.
- **Block scheduling**-Recommend that it does not occur during conference. Discussion will continue next year.

Actions taken: Non-monetary-Classified

- **Staff recognition**-Continue to encourage admin to recognize staff at least twice a year.
- **Time clock**-IA's will not clock out for lunch but the time clock will remain in effect.
- **Dress code**-Job duties define what your dress should be. Tennis shoes can be worn.

Actions taken: Monetary-Certified

- **Lower insurance cost**-NO increase this year!
- **Paid maternity leave**-Available through short term disability.
- **Supplies**-Talk with building admin to secure needed supplies.
- **Furniture**-Talk with building admin for furniture needs.
- **Technology**-Certified staff issued new devices next year.
- **Summer school pay**-Has been increased.
- **Heating/AC**-Data collection to determine areas of need.
- **Class size**-We are within state guidelines.
- **PDO's/ineligible days**-Continue current Board policy.

Actions taken: Monetary-Classified

- **Salary**-Policy reviewed and will continue as is.
- **Decrease benefits cost**-NO increase.
- **Want overtime**-If necessary to fulfill your job duties; approval through supervisor.
- **Request for laptop**-Approved based on job duties.
- **Need for more PD**-Data collection for more specific information.
- **Equipment/supplies**-Talk with supervisor for needs.

Actions taken: Monetary-Classified cont.

- **Training**-All departments continue to evaluate their onboarding processes.
- **Technology**-Technology training is available upon request.
- **Outside lighting**-Bond issue. Some lights are a city issue. Contact supervisor if there are concerns.
- **Online store to buy shirts**-In development through the communications department.
- **Transportation bathroom**-Dr. Hux has been notified of this issue. Project plan will be developed.

Recommendations for BOE Action

Recommend

- **Change to PBD policy**
 - The principal/supervisor may approve up to a maximum of five percent of PBD requests on any specific eligible date. Once the five percent maximum has been approved, the principal/supervisor will deny any additional requests. Appeals to these denials may be submitted via email to the Assistant Superintendent of HR. Appeals will be considered on a case by case basis for emergencies and critical events.

Additional Recommendations

Salary

- Step
- \$168 to the base

We discussed modifying both the certified and classified salary schedules. We decided not to make changes to either salary schedule as our option for the certified schedule was not equitable and the cost to modify the classified schedule is \$148,050.