

**PACS Meeting Minutes  
November 10<sup>th</sup>, 2022**

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Present: Dr. Jim Rigg (Superintendent), Dr. Donald Edwards (Associate Superintendent), Brenda Cummings (Associate Superintendent of Academics), Gabriel Cambert (Director of Continuous Improvement), Lisa Pinto (Senior Director, Human Resources), Zoe Doble (Director of School Finance) -via Zoom, Rebecca Bautista (ADOM Virtual), Lisa Dodge (St. Ambrose), Lisa Kempinski (St. Bonaventure), Ana Casariego (Mother of Our Redeemer), Christine Gonzalez (St. Bartholomew), Jocelyn Slatkin (Sts. Peter and Paul), Cristina Capote-Alonso (St. Brendan), Floredenis Brown (Our Lady of Holy Rosary- St. Richard), Sister Carmen Fernandez-IHM (Our Lady of Lourdes), Ana Garcia (Monsignor Edward Pace HS).

Welcome: Dr. Rigg

Prayer: Lisa Kempinski

Overview of Agenda: Dr. Rigg

**Discussion Items:**

**A. Salary Scale Options-**

- The final salary scale is expected to be distributed by the end of November.
- There are three proposals that were arrived at with a focus on increasing the salary for the lower steps on the certification lane.
- The first proposal compares the ADOM 22-23 scale to the Miami Dade scale for the same year and the increase proposed is half the difference between the two scales. For example, at step 1 Bachelor Certified is \$3,826 the proposed increase is 1,900.00.
- Keeping in mind some of our less financial stable schools, created the second and third proposal.
- The second proposal is a flat amount ranging from \$1,500.00 to 500.00 in the BC, Master, and MC lanes.
- The third proposal is also a flat amount from \$1,200 to \$100.00 in the BC and Master lane.
- Principals proposed a conservative cost of living.
- Lisa Pinto suggested capping employees earlier than 50.
- Lisa K. shared that employees may also receive a longevity bonus at the end of the year.
- It was suggested to cap employees between 25-20 step and lane and add a 2% longevity bonus.
- The ADOM 30 step currently at \$63,000 is significantly lower than the county's salary at \$74,000, while other private schools are at \$55,000. Public schools cap it at 32 years and their teachers don't get raises every year.
- Some principals expressed disagreement with capping salaries at 30 years since it would not be fair for teachers that stuck around for all those years.

- The decision will be made to try to avoid penalizing teachers who have been around for a long time.
- Zoe D. announced that a \$3,000 stipend will be added for specialist degrees who serve in the area they are teaching.
- Dr. Rigg emphasized the importance of teachers' professional certification.
- There might be future consideration for Spanish teachers who can't pass the English portion of the certification exams.
- Lisa K. proposed to even out the amounts between steps by chunking levels to spread out the amounts between steps.
- Gabriel C. pointed out that proposal 2 shows a higher base-first years' ADOM salary.
- It makes sense to offer starting teachers more in the earlier years to retain them past the third year of service.
- It was agreed that the first five years are critical for teacher retention.
- Lisa K. mentioned the possibility of reimbursing the teachers with the sick days balance at the end of the fiscal year.
- Lisa P. mentioned that we should always be vigilant when it comes to abusing sick days and maintaining our focus in the catechetical mission of our Catholic schools. This abuse may negatively impact and undermine the vitality of our mission by not fairly recognizing those who are punctual and attend every day. This also promotes the use-it-or-lose-it mentality.
- Dr. Rigg emphasized the need to recognize good teachers who are punctual and show good attendance and discipline those who abuse.
- Sister Carmen mentioned that some companies call all days PTO, why not the ADOM?
- Lisa P. pointed out that it is vital to encourage honesty among teachers to promote our mission orientation.
- Christine G. asked if there is a set timeline for schools to get to the 100% of the salary scale.
- Dr. Rigg said that schools must try to get to 100% of the salary scale and have a plan to reach this goal.
- Lisa P. shared the following data regarding salary scale per ADOM school:
  - 48% of ADOM schools are at 100% of the salary scale
  - 27% of ADOM schools are at 99%- 95%
  - 6% of ADOM schools are at 94%-90%
  - 10% of ADOM schools are at 89%- 85%
  - 4% of ADOM schools are at 84%- 80%
  - 5% of ADOM schools are at 79%
- Dr. Rigg shared that option 1 (Proposal 1) will be used and schools will be asked to adjust to the scale. He went ahead to emphasize the importance of having an open conversation between pastors and principals regarding budget and salaries for teachers.
- Sister Carmen suggested adding a lane for catechetical certification or offering a yearly stipend as an incentive.

## **B. Pay for Teacher's Aides'-**

- Lisa P. presented the group with data from Paylocity regarding teacher aides' hourly salary rates as it is currently established at the different schools.
- Lisa P. shared a power point presentation regarding factors to consider when setting up compensation for teacher aides.
  - Principals should check for internal equity
  - Individuals with degrees should be compensated for it
  - Suggested minimum hourly rate is \$14.27
  - Principals should be able to establish a difference between teacher aides depending on responsibilities
  - An Internal Equity Table was presented along with a Principal To-Do List
    - Consider compensable factors
    - Consider qualifications
    - Apply point factor (proportional values)
    - Apply to everyone
    - Rank according to points
    - Consult with finance coordinator
    - Consider capping redlined employees
    - Conduct performance review
    - End with bonuses/ compensation depending on number of points accrued
  - This model provides more consistency due to point value
  - Allows principal to equalize now and increment after based on performance
- Lisa D. suggested having a unified scale for teachers' aides, like the one used for teachers. This unified scale will simplify the process for principals by placing aides at different levels depending on qualification and years of experience.
- Principals agreed that it is easy to hire teacher aides.
- Most of the younger teacher aides are degreed.
- Considerations must be made as to what the transition would look if we went with the scale

## **C. Feedback on Recent Events-**

### **Bridging the Gap-**

- Ana C. reported that the North-Dade council members agree that the sessions topics should be geared toward principals depending on their years of experience. Some sessions seemed repetitive to veteran principals.
- It was also suggested to lengthen sessions to provide for more collaboration and time for reflection
- Principals agreed that they prefer to be onsite during an ADOM wide PD event

### **IDEA Trainings-**

- Trainings have a positive initiative
- Schools have been able to learn about the process and the law behind IDEA
- ACAD will be there to support the ADOM and continue to provide resources and serve as advocate with the district and the FLDOE
- RTI- all ADOM schools are to have an RTI (Response to Intervention) system in place.
- RTI not required as per meaningful consultation
- Principals should contact Gabriel Cambert with issues regarding initial evaluations
- Gabriel C. advised not to send any initial packets to the district because this can saturate the system and yield delays or denials.
- Dr. Rigg shared that there is a lot of work to be done regarding IDEA but is confident the dialogue has started and that our schools are working together to find a unified system. This is a coordinated effort, and a plan should be in place. It will take time to be fixed at county and state level.
- Principals are to include Gabriel Cambert in emails to LEA- they are receptive and open to working with our schools.
- Training will be coordinated in the future

### **Mental Health Task Force Meetings-**

- Ana G. stated that training sessions were effective for new counselors and those without a counseling background (including principals). Certified experienced counselors were not exposed to new material
- Some professionalism issues were reported, such as: technical issues, child interrupting session, lack of preparation, redundancy.
- The first counselor meeting was very positive
- The beginning of the school year has been challenging when it comes to mental health issues. Many issues have been present in students transferring from public schools

Upcoming Evets:

### **Christmas Party- December 9<sup>th</sup>, 2022, at 12PM. Location: Capriccio Restaurant**

- Principals are to attend the Christmas party.
- The social committee will coordinate details: center pieces, games, entertainment, etc.
- Each school should bring a basket for and a \$50 gift card. Contact Brenda Cummings if this will be an issue.

### **All Schools Mass- February 1<sup>st</sup>, 2023, at 10AM. Location St. Mary's Cathedral**

- The OCS will need assistance with events by providing extraordinary ministers of the Holy Communion, lectors, ushers, etc.
- Schools are to take a representation of 10 students (2<sup>nd</sup> grade and above) and two adults- could be a teacher and the principal or AP.

- Each school is responsible for transportation. Schools may carpool and share the expenses.
- Each school is required to bring a banner (with base) to represent their school. Dr. Rigg has shared a sample picture via email.
- The ceremony will hopefully be livestreamed.
- Permission slips must be issued by the school and signed by parents prior to the event.

**Principal/ Council Topics for discussion-**

- Reading standards
- Achieve 3000
- Scholastic Fair books
- EANS follow up
- Calendar 2023-2024

**Next Meeting: December 1<sup>st</sup>, 2022**