

MINUTES OF THE JOINT LABOR-MANAGEMENT COMMITTEE MEETING

JLMC SUMMARY RECORD

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OFT Participants: Linda Hogan, European Director, OFT; Margie Lally, Naples ES; Angie Kimball-Hood, Naples ES; Diana Lanzelotte, Naples M/HS; **Chief Spokesperson Marie Sainz-Funaro, President and Executive Director**

DoDDS-E Participants: Elizabeth Walker, Superintendent, Med DSO; Barbara Ferg-Carter, Med DSO; Paul Dellacroce, CIA DoDDS-E; Phil Brown, Labor-Relations Specialist, DoDDS-E. **Chief Spokesperson Nancy Bresell, Director, DoDDS-E.**

This is the fourth of this year's regularly scheduled Joint Labor-Management Committee Meetings.

John Cabot University. OFT reported that at the request of John Cabot University in Rome, OFT was able to facilitate communications between DoDDS-E and the University to offer discounts on tuition to DoDEA students who wish to take courses in Rome. This was reviewed by the DoDDS-E General Counsel, Max Selz, and approved. OFT will notify our teachers of this through our channels. OFT asked whether or not our students will be notified of this opportunity through management channels.

Management reported that DoDDS-Europe will transmit information regarding scholarships, accredited study and degree programs, and professional development opportunities through the Weekly Information Package. Recommended announcements and associated information should be sent via email to Harvey Gerry. Management reported that they will include information from OFT in the weekly packet and in the Med District Newsletter.

ASPEN. The Union noted that Incirlik is one of the sites for the ASPEN pilot. DoDEA reported that there would be additional pilot sites. Aviano, Vicenza and Rota have been submitted to DoDEA as additional sites for the ASPEN pilot. The LURs from each school discussed this with their principals and it was agreed that they would participate in the pilot. **Management reported that the ASPEN pilot will be expanded so that 25% of DoDEA schools be involved in an expansion of this year's pilot. Sites being considered in the Mediterranean District for this expansion project are still under review. Administrators will work with local union officials to coordinate this expansion. OFT reported that Vicenza MS, Rota, and Aviano were submitted as possible locations, along with Incirlik that is already a pilot school. Management reported that they are waiting for the final school selection from HQ's.**

Transfers. The Union requested a list of all transfers. **Management agreed to provide the list that was provided by DoDEA HQ.**

Med Administrators' Conference and DoDDS-E/OFT Joint Training. OFT noted that currently the Med Administrators' Conference is tentatively scheduled to be held during the week of October 18, 2010 in Vicenza; however ACDE may be scheduled during the same time. **Management reported that the Med Administrators' Conference and DoDDS-E/OFT Joint Training will be held 18-22 October 2010, somewhere in the Vicenza area. Although we cannot say exactly where at this time, the dates are: 18-19 – Administrators only; 20-21 – DoDDS-E/OFT Joint Training with Administrators, SIP Chairs, and LURs; and 22 - the JLMC meeting. Further information will be provided as soon as we hear from the Area in reference to hotel selection. At the meeting, management added that the latest information on ACDE is that a business meeting will be held on September 18, 2010, in Arlington, VA, and that DoDEA has not yet announced when the ACDE Europe School visits will be held. The actual dates of the meetings during the Admin Conference still needs confirmation from OFT. Management suggested that additional work might be done on the Collective Bargaining Agreement and on the Educator Performance Appraisal System. OFT agreed and will discuss further with DoDDS-E.**

IT Tracking of Standards. At the last JLMC held in Rota, Spain, in March, OFT proposed that the IT Division create an IT Standards Tracker for teachers. At that time, management reported that the main focus at this stage is to determine what the project will **automate** and how this process relates to other similar initiatives requested by the Kaiserslautern District, Aviano HS, HQ DoDEA, and others. The information gathered through this interview process will be provided to HQ DoDEA and will form the foundation for any subsequent planning activities. OFT noted that this is very important for planning instruction. **Management reported that the IT Division continues to conduct interviews with the Livorno Tech Committee Chair, Mary Deschamp, to gather and document the requirements for the proposed system. We are currently analyzing the manual procedures and processes to gain a thorough understanding of the tasks performed and identify the data flow between different users and system.** OFT noted that Mary Deschamp was transferring to Cuba and inquired as to what the status would be once she was gone. **Management was not sure.** OFT will keep this on as a long-standing issue.

Principal at Vicenza MS and other Administrative Changes. OFT inquired about when the principal for the Vicenza MS would be coming on board and requested information on any other administrative changes. **The DSO reported that the principal for the new Vicenza Middle School has been selected and will be Dr. Julio Gonzales. It is expected that he will be on duty by 01 August along with the Med District Administrators. The following placements have been accomplished: Lajes Principal – Ms. Barbara Hickman, Aviano MHS AP – Ken Yonkin, Seville ES AP Mr. David Eldridge, TBD – Naples ES AP, TBD/Under Recruitment – Livorno E.MS, TBD Sigonella AP.**

Need for Additional Staffing for Media Centers at Incirlik. OFT continues to make a request for additional staffing for the Incirlik Media Center especially because it is a Unit

school with 2 media centers in two separate building. Management reported that they were awaiting a response from headquarters. **Management reported that although solicited, no further updates were received from DoDEA HQ on this matter but added that they would continue to look at this issue.**

Vicenza Move. OFT and the Med District are working on an MOU which will be submitted to Nancy Bresell, Director, DoDDS-E shortly. The tentative MOU includes an early release for school year 09-10 and a late start for school year 10-11. **The Med District reported that the MOU for the move from the current schools to the new ES and MS at Villaggio and the MOU for the move within the existing HS are in draft form and will remain that way until after the AdvancEd visits at our Vicenza schools this week. After that, we will meet with the Principals to review the drafts and adjust where needed. It appears that one thing is sure: we will have an early closure and a delayed opening at the new school site. This possibility has been mentioned already to the Deputy Garrison commander, and he said he has no problem with school starting the day after Labor Day, 07 September 2010. OFT noted that the proposal will be reviewed with LURs and it appears that we are very close to an agreement. The draft agreement will be sent to Dr. Bresell.**

List of Pay Issues to DoDEA for DFAS. OFT noted that there are several pay issues related to travel that must be resolved and that there are still educators who have not had proper RAT payment for the summer of 09. These issues and others were sent to DoDEA to be raised with DFAS. OFT asked for an update on any information. OFT had a conference call with DoDEA the previous week to discuss these issues and are awaiting resolutions from DoDEA or DoDDS-E or the DSO. OFT noted that while it has not filed grievances on these issues and would prefer to resolve them without litigation, too much time and energy is being spent by OFT to troubleshoot these problems. If the problems persist in the fall of 2010, OFT will recommend to its members that pay grievances be filed. OFT further noted that we look forward to resolutions on these issues in a timely manner. Below is a description of some of the issues and management's explanation at resolutions.

A. Change in RAT Orders. There is a significant change on RAT orders for the summer of 2010 in Section III, Remarks section (item 28). The new orders do not have remark # 6 or #7 as was on previous orders. Item number 6 authorizes two pieces of checkable baggage no more than 70 pounds each. On the new orders, the only mention of checkable baggage is in item #8 which says "excess baggage not to exceed 100 lbs. per person is authorized at Government expense in addition to the free checkable baggage." In the present commercial flying environment, some airlines only allow 1 bag up to 50 lbs. and others allow no free baggage. This is the first time that RAT orders do not mention 2 bags at 70lbs. each. If this is a change, when did this change happen? This will cause significant problems in the fall when teachers try to get reimbursed for their baggage charges. **Management's response was that remarks #6 and #7 only apply to employees who are traveling on Air Mobility Command (AMC). Since most employees travel by commercial air rather than AMC and in order to avoid any confusion, those two remarks are no longer being printed on**

the revise side of the travel order. Paragraph C2300.D of the JTR, Volume 2, as referenced in those two remarks has not changed for AMC travel, which is, Free checkable baggage is limited to two (2) pieces, no more than 70lbs. per piece, must not exceed 62 linear inches (sum of length, width and height) on Air Mobility Command (AMC) chartered aircraft (JTR, Vol 2, C2300.D.) Carry-on baggage for AMC air traveler to be carried in passenger section of aircraft is limited to one (1) piece per traveler, not to exceed 45 linear inches (L+W+H), and must be stowed under the passenger's seat (JTR, Vol 2, C2300.D.) For renewal agreement travel, excess baggage not to exceed 100 lbs. per person is authorized at Government expense in addition to the free checkable baggage. It can be carried as accompanied baggage, shipped as unaccompanied baggage, or mailed if the local TMO determines that mailing is more economical than shipping. Baggage allowance is limited to personal clothing and articles necessary for the trip.

OFT discussed this item with DoDEA last week. They explained their reason for dropping numbers 6 & 7 from the back of the RAT orders as stated above. However, if the orders remain as they are now, it states that teachers are allowed 100 pounds in addition to the free checkable baggage. OFT pointed out that all airlines now only allow one checked bag for International flights and no free baggage for travel in the states. HQ's stated that they would work with DLA to discuss adding a statement to any new orders stating that teachers were allowed 2 bags when traveling on RAT and would be reimbursed as a legitimate expense. For teachers who have already obtained their orders, DoDEA discussed the possibility of an amendment or just telling teachers to submit their baggage fees with their travel voucher. Without an amendment, travel vouchers with excess baggage would require a 2nd signature, but would be reimbursed. HQ's stated they would get back with us when final decisions were made. OFT will follow up.

B. 100 lbs/Postage. On a related issue to RAT travel is the 100 lbs. of excess baggage per person for Turkey teachers. At the October JLMC, management and OFT discussed the problems for the teachers in Turkey getting reimbursed for the actual cost of their mailing (not to include insurance). At that time, DoDEA mentioned that headquarters checked with fiscal and that they were ok with adding the remark to the orders to cover the excess baggage for Turkey. During the January JLMC OFT raised the issue again, specifically for the teachers in Turkey who may only send their 100lbs through the mail vs. unaccompanied baggage, being reimbursed for the actual cost of the mailing. Management stated that DoDEA HR may be working on this and they will follow up. In the March JLMC, we asked the same question and did not receive a response. This remark was not added to current RAT orders. What is the status of this? Should it have been added to the Turkey RAT orders? **Management reported in response to the 100 lbs/Postage that presently HR is working with the AF TMO for a solution to the problem teachers are having in Turkey when mailing the 100 lbs of excess baggage.** OFT stated that, during the discussion with HQ's, it was stated by management that they did not understand how the postage amount allowed could be less than the cost to ship unaccompanied baggage. OFT agreed, but reported that at Incirlik the military is using "the personal property rate" and most teachers were being reimbursed significantly less than their actual

expenses. DoDEA stated that they would provide a letter to the military installations to correct the situation. OFT was asked to provide the JT Reg that Incirlik AB is using to complete the reimbursement paperwork for teachers. OFT will get this information to HQ and follow up. OFT will send information to Dr. Bresell also.

C. Second Signature OFT asked whether or not teachers will be required to obtain a second signature if they have to pay excess baggage due to the new luggage/weight restrictions on the airlines. If so, how will this work? The Union noted that there were significant problems with this issue during school year 09-10. **Management reported that they would name two people in the district who would be able to review and apply the second signature when needed.** OFT thanked them and stated that this should significantly improve and speed up the process that was in place this year.

D. Rental Cars for Aviano and Vicenza – Rental cars to the airport for teachers in Aviano and Vicenza have been approved. However, these required a second signature on travel vouchers for these teachers. Can these be added to RAT orders or can DFAS be notified so these vouchers will not require a second signature? **Management reported that HR is in the process of obtaining second signature authority for more officials in the Area and District Offices. This will alleviate the delay caused by obtaining a second signature. (See related item above). If the employee has been approved for rental car use, the remark may be included on the travel order or the employee may obtain approval with a second signature on the travel voucher.** OFT noted that from their discussion with DoDEA that they would ask the DSO to provide a statement that it is cheaper for the employee to rent a car for travel to/from the airport rather than paying for a taxi. Then they will ask DFAS if this letter would work for them. In the past, DFAS did not accept the blanket letter. If the blanket letter is not accepted, teachers would be required to obtain the 2nd signature.

E. Information Given to Military at local Installations. For the past three years, OFT has had to go to the local Incirlik AB TMO to give them the correct information for teachers to obtain the document needed to be reimbursed for their 100lbs of postage. OFT asked what can be done to ensure that the military installations know what they need to do. **Management reported that on information given to Military at local Installations that perhaps short information paper or standard form could be developed that the teachers could use to take to the TMO so that the TMO can determine if mailing the 100 lbs of unaccompanied baggage is more economical than shipping.** OFT will send the “form” that DFAS will accept for payment of postage to DoDDS-E and management will follow up with the military installations.

F. Size of DFAS Server. On several messages that were sent to DFAS with travel vouchers attached for teachers OFT received the following message. “The e-mail system was unable to deliver the message, but did not report a specific reason. Check

the address and try again. If it still fails, contact your system administrator.

< Zot3.eu.dodea.edu #5.0.0 X-Spam-&-Virus-Firewall; message size 7568068 exceeds size limit 5000000 of server dns30a.dfas.mil[207.133.76.243]>.” These messages were sent to OFT by members through the DoDEA email without any problems. Is there a solution for this problem? Could this possibly be the reason that many members say they sent their voucher and DFAS states they do not have it? **Management reported that on this issue, DFAS Email has a 3MB Size limit for attachments. DFAS is investigating the possibility to have that increased but currently this is the limitation of files sized attached to the emails. Resolution is not expected before the next JLMC meeting. DoDDS Europe will continue to follow up with DFAS on this issue. DFAS prefers receiving travel vouchers via fax. However, we are aware of the problem when sending large attachments to DFAS via email. Presently, we are checking with DFAS to see if the fax server can accept larger documents. OFT will continue to follow up.**

G. Getting an Itemized Travel Voucher. OFT has been told that the DFAS system will not allow return of the itemized travel voucher. Because of this teachers cannot know what items have been paid. This is very frustrating and hardly a good way to do business. It also leads to endless email traffic. **Management reported that DoDDS Europe currently provides a copy of the documents submitted to DFAS for all TDY vouchers to the traveler. This request includes only RAT and PCS vouchers. DFAS states that any items claimed but not payable on a PCS/RAT voucher are notated in the remarks section of the advice of payment. DoDDS Europe staff continues to request the RAT/PCS itemized voucher payment be forwarded to the employee. A request has been submitted to elevate this request to senior leadership at DFAS. Currently there is no resolution nor any date anticipated for this to be changed. OFT will continue to follow up.**

School Maintenance and School Construction. OFT requested an update on construction and maintenance by school in the Med. Please highlight any changes from the previous report. **DoDDS-E responded that the MED DSO, with assistance and guidance from the Area Office, is in the process of drafting requirements for a Total Maintenance Contract (TMC) that will be implemented at our schools in Italy, Spain, Portugal, and Turkey. Due to current lease arrangements, Naples and Bahrain are not being considered at this time. The sequence of implementation will vary based on when current maintenance contracts expire. MED Facilities Manager (Mark McWilliams) and Facilities Engineer (Steve Arn) are targeting January 2011 for the following locations: Sigonella, Aviano, Livorno, Vicenza & DSO, Rota, Lajes, Ankara, and Incirlik. Letters of notification to the various service agencies will be sent April 2010. Med Facilities is in the process of drafting the contract requirements package. Contract award is currently targeted for 1st quarter FY11. At the meeting, the DSO also stated that, in addition to Bahrain and Naples, Turkey would not be included in the TMC.**

Naples Construction.

- Install Scoreboard High School – Installation of newly procured scoreboard for HS Sporting events. Request for Proposal was issued to the contractor 3/29. Proposals expected back by end of April. Summer execution.
- Roof Membrane Replacement – Complete. No noticed infiltration. Naples Landlord has been in the process of installing a new roof membrane to replace previous obsolete roof material. Project complete.
- Install Appliances Sure Start (Rm 148) – Appliances have been purchased. Install will occur 3rd quarter of FY10. Request for Proposal issued by contracting office. Waiting on proposal from landlord.
- Install Electrical Outlets – Culinary Science Room. Project awarded. Summer execution scheduled.
- Convert Storage Room 114 - Project awarded. Summer execution scheduled.
- Temporary UPS Install – UPS units are being installed to protect the server and network equipment in the interim of a permanent solution that will come by way of contract this summer. Facilities Engineer (Mark McWilliams) has developed a package to install dedicated electrical circuits and a 20KV UPS in the server location of Naples ES.

Sigonella Construction:

- Replace Space Temperature System – Work in progress. Contract completion date 30 September 2010. Work progressing well and project is expected to complete on time.
- Door Hardware Maintenance Contract awarded FY09. Damaged locks or card key hardware replaced as reported within 24 hours. Complete.
- HS Gym Floor Repair – been awarded. Material currently being procured. Project completion date April 15. Temporary measure has been put in place for the floor repair. Due to scheduling issues the school has decided to push the install until Summer execution.

Sevilla Construction:

- Security Up-Grades Project completed 15 Jan. 2010. No other up-dates, project completed.

Bahrain Construction:

- Back-Up Generator - The scope of work and government cost estimate is complete. Project package has been forwarded to DoDEA for decision on funding. Funding has been requested to DoDEA by Wayne Hartman for completion of this project. Waiting approval for funds to execute.
- Panic Alarm: Installed in all classrooms, control panels in the Principal's office/reception desk/Assistant Principal's office. Work in progress. Project Complete.
- Mailbox Installation: Pricing information received, project in development, anticipated second quarter contract award. Negotiations on-going with contractor to ensure he is bidding on correct materials for this project. Contract award should be processed by end of April.

Rota Construction:

- Custodial Maintenance Contract_Recently awarded a modification to the existing maintenance contract to provide Custodial Services to the entire Rota campus. Previously custodial services were split between NAVFAC PW labor shop and contracted forces. This change provides exclusive control and oversight to one reliable service provider. **No comments / Complete.**
- Install Wainscoting / MPR Foyer progress - Contract completion date July 27th. **Project Complete.**
- Exterior remodel Project (Bldg. 77, 78) – In progress. Estimated completion date March 2nd. **Project Complete.**
- ES Door Replacement Project_period. Estimated completion date August 1st. Reviewing submittals for door hardware, project anticipated to start over the summer break.
- Music Room Up-Grades – currently in development. Anticipate 3rd quarter award. Music room for HS will be expanded and ES Music program relocated. Funding requested to Area Office for execution of this project. If funding can be provided by end of April, this project will be executed over the summer months.

Incirlik Construction:

- Science, Music, and Art Rooms: The corroded piping modification proposal has been negotiated and currently awaiting funding. Pre-final inspection of the science rooms was conducted 20 Feb. **Project Completed.**

Ankara Construction:

- Bathroom renovations ~ inspection conducted on the bathrooms, punch list items remain for close out. **Project Complete.**
- Culinary Arts and Art Room ~ Asbestos abatement has been completed, air quality results have just been obtained; the rooms are cleared for continued construction. Design layout of culinary arts room completed. Contractor to submit material request for Turkish Air Force approval. October 27, 2009, prep work started for the asbestos abatement and removal in all three rooms (culinary arts, art room and special ed room). After air sampling the area, the art and sped room project began. The art and sped rooms are now complete. Currently construction is taking place in the culinary art room.

Lajes Construction:

- Extent of flood damage and issues is being ascertained; a determination to correct the deficiencies will be performed upon receipt of information. Emergency funding will most likely be required.
- Lead in the water issue: The filters have been obtained and the base Civil Engineers are in the process of installing them. During the installation process, water pressure problems were encountered; BCE are in the process of resolving the issue.

Livorno Construction:

- Scheduling coordination electrical panels, heating system, and the gym floor are currently being discussed and developed with the contractor. It is anticipated that this work will be accomplished during the summer recess

period. Expansion of LAN rooms scheduled for Spring break. Work currently in progress. Portion of this work was executed over the spring break period and the remaining portions will be completed over the summer.

- Landscaping Up-Grades – Project has been identified for up-grading / improving the aesthetics of the front area of Livorno school. Summer project.
- Paint Exterior – Painting of the exterior of the building will be completed over the summer break.

Aviano MHS Construction:

- Sound attenuation of the Band contract has been awarded; work is being scheduled for summer recess. Pre-construction meeting scheduled for 3 Mar. Project currently in progress. Project scheduled to start over summer break.
- Gym floor repair/refinishing: contract has been awarded, with work scheduled for summer recess. Pre-construction meeting scheduled for 3 Mar. Work scheduled for summer execution.
- Install Sandbox / roll up doors – Project to install a new sandbox outside under existing pavilion currently in development. Summer execution.

Vicenza MHS Construction:

- Plan for conversion of current MHS area is being developed for submission for Host Nation approval. Several work requirements identified for summer execution. Science Rooms, JROTC conversion, Install Fencing, Conversion of playground area to exterior lunch seating area. All work has been submitted for approval from the local installation and is anticipated to be executed over the summer months.

Power Outages in Sigonella. OFT requested an update from on resolving the problem of power outages in Sigonella. Management reported that Sigonella was plagued with power outages due to ENEL (the power company) supplying “dirty power.” However, approximately three months ago, ENEL discovered that there was water damaging the cable (copy from answers given in email). As to problems in Naples and Livorno, management also reported that there are discussions to move the hub to a location other than Naples and to provide permanent backups. Jeff Sutton, DoDDS-E, will be able to provide updates on this project.

Lack of Alignment of New Standards and Curricular Materials. At the March JLMC, OFT reported the need for greater alignment of the new standards with curricular materials and that personnel above the school level should assist with this alignment. At that time, management reported that the main focus at this stage is to determine what the project will automate and how this process relates to other similar initiatives requested by the Kaiserslautern District, Aviano HS, HQ DoDEA, and others. The information gathered through this interview process will be provided to HQ DoDEA and will form the foundation for any subsequent planning activities. OFT requested an update. On the issue of greater alignment of DoDEA standards with curricular materials management reported that no additional information had been received

from DoDEA HQ regarding new materials and the alignment process. OFT noted that they would pursue this directly with DoDEA since both OFT and DoDDS-E agree that this is a DoDEA headquarters issue.

Smart Tech and Smart Board. OFT asked if the revised DoDEA standards had been sent to Smart Tech for correlation with SmartBoard activities. At the last JLMC meeting, management agreed to follow up on this issue. **Management reported that the revised standards had been sent to Smart Tech and no timeline for this project has been provided. This, too, is at the DoDEA level.** OFT noted that they would pursue this at the DoDEA level also.

Cleanliness of the Naples Schools. OFT complained about the cleanliness of the Naples Schools and noted that this is an ongoing problem and that over the years this has been on the JLMC agenda many times. **Management reported that there is a problem with the contractor but will pursue this issue and attempt to resolve it.** OFT insisted that some resolution is needed. OFT will keep this issue as a long standing issue.

Cleaning Curtains in Aviano. OFT noted that the issue of cleaning the curtains in Aviano has been on the agenda for a year and that this project is still incomplete. **Management reported that there was a problem with the contract but will follow up on this item ASAP.**

Need for Teachers' Lounge in at Naples ES. The Union noted that there is no teachers' lounge at Naples ES and requested information on the possibility of providing such a space. **Management reported that if new construction is done at Naples that this problem could be resolved. Without new construction, the chances of finding space for a lounge are very slim.** OFT will keep this issue as a long standing issue.