Francis Howell School District and FHESPA
Memorandum of Understanding

This Memorandum of Understanding ("MOU") is entered into between the Francis Howell Education Support Professional Association ("FHESPA") and the Francis Howell School District ("District"). This MOU is intended to modify the current "Francis Howell School District & FHESPA Closure Document 2024-2027" ("Closure Document") entered into by the parties.

The MOU will be added to the FHESPA agreement and be in effect for the 2024-2025, 2025-2026 and 2026-2027 school year. Agreed upon language from the MOU will be incorporated into the FHESPA Closure Document for 2027-2028. Negotiations will be re-opened for salary discussions for 2026-2027.

- A District IT Technician professional development team, including a representative from FHESPA, will meet to discuss and plan training for the upcoming school year. The District commits to no less than 12 hours and up to 16 hours of training per school year. Dates will be set by the District IT Technician Professional Development Team.

- Administration has developed telecommuting procedures for all employees. District IT Technicians should speak with their immediate supervisor to discuss this option as needed.

- An annual Professional Development line item will be included in the Technology budget for the professional development of the District IT Technicians. Depending on availability of funds, with prior approval from the Director of Technology, funds may be used for certifications that are relevant to the employee's current job title and duties assigned.

- Administration will continue to perform compensation studies as we negotiate annual salary increases with FHESPA. The maintenance/grounds/custodian salary schedule will be amended and retitled to Maintenance/Grounds/Custodian/District IT Technician to include District IT Technicians as Paygrade 21B. For the 2024-2025 school year the range will be $22.37 - $37.95 and in 2025-2026 the range will be listed as $23.26 - $39.47.

- The Director of Technology will review positions within the bargaining unit and make recommendations annually to the Human Resources Department during the District's normal staffing timeline.

- Newly hired District IT Technician will be allowed to bring in up to 9 years of experience, up to a 22.5% (2.5% per year) increase over the minimum starting hourly rate when placed on the salary schedule up to the maximum salary approved by the Board of Education. Current District IT Technicians will have their individual experience reviewed and will be provided an adjustment in salary according to their years of experience, up to 9 years or 22.5%, when hired in addition to the increase provided for the 2024-2025 school year. Current District IT technicians should email Human Resources by November 15, 2024 with information regarding their past experience to be compared to the application submitted when hired. Salary adjustments will be made and go in to effect January 1, 2025.

- Staffing will be reviewed each Spring as camps and summer school sites are selected to ensure balanced workloads across the team. Once summer school is completed, the work of the buildings who hosted summer school will be evaluated and staffing will be reallocated to support the completion of the work.

- Administration will work to find a secure work space in at least one of the assigned buildings for each District IT Technician to complete their assigned duties.

- Equipment will stay in place until the new equipment has arrived. Once the new equipment is in place, the old equipment will be moved out in an efficient manner. Administration is working on a new process to surplus/salvage equipment.

- The parties desire to bargain in good faith. To that end, Technicians will not use their access to District systems and information to obtain records or information for bargaining purposes, or share information learned through their access with other individuals or organizations. Any request for information or records to be used as part of, or in preparation for, bargaining will be made to the District's Custodian of Records. Any violation would be considered a significant breach of confidentiality and treated as such.

Tentatively Agreed:

Heidi K. Nixon
FHESPA Negotiations Chair

9/18/24
Date

BWR
District Chair

9/18/24
Date

Approved by FHESPA membership and the Board of Education:

Heidi K. Nixon
FHESPA Representative

10/10/24
Date

AB
Francis Howell Board of Education President

10-10-24
Date

FRANCIS HOWELL SCHOOL DISTRICT

MAINTENANCE/GROUNDS/CUSTODIAN/DISTRICT IT TECHNICIAN SALARY SCHEDULE

2024-2025

	Custodian	Grounds Crew Warehouse Distribution (Pony)	Lead Custodian 0-4 Staff	Lead Custodian 5-10 Staff	Lead Custodian 11+ Staff	Bldg Maintenance Sweep Crew Painter	Foreman I Warehouse Mechanic	Carpenter Electrician Plumber Foreman II Custodians Foreman II Grounds	District IT Technician	Foreman III Systems Specialist HVAC Tech	Foreman Maintenance	Foreman MEP	
Pay Grade	11A	13A	15A	15B	15C	16A	20A	21A	21B	22A	25A	28A	Pay Grade:
MIN.	$15.86	$16.79	$18.10	$18.32	$18.57	$18.77	$21.36	$22.22	$22.37	$23.12	$26.06	$29.41	MIN.
MAX.	$27.11	$27.67	$30.00	$30.56	$30.87	$31.09	$35.39	$36.90	$37.95	$38.45	$42.60	$49.41	MAX.

Actions:

A. Minimum and Maximum wages increased by 4% in each PG.

B. All eligible employees will receive an increase of 4%.

FRANCIS HOWELL SCHOOL DISTRICT

MAINTENANCE/GROUNDS/CUSTODIAN/DISTRICT IT TECHNICAN SALARY SCHEDULE

2025-2026

	Custodian	Grounds Crew Warehouse Distribution (Pony)	Lead Custodian 0-4 Staff	Lead Custodian 5-10 Staff	Lead Custodian 11+ Staff	Bldg Maintenance Sweep Crew Painter	Foreman I Warehouse Mechanic	Carpenter Electrician Plumber Foreman II Custodians Foreman II Grounds	District IT Technician	Foreman III Systems Specialist HVAC Tech	Foreman Maintenance	Foreman MEP	
Pay Grade	11A	13A	15A	15B	15C	16A	20A	21A	21B	22A.	25A	28A	Pay Grade:
MIN.	$16.49	$17.46	$18.82	$19.05	$19.31	$19.52	$22.21	$23.11	$23.26	$24.04	$27.10	$30.59	MIN.
MAX.	$28.19	$28.78	$31.20	$31.78	$32.10	$32.33	$36.81	$38.38	$39.47	$39.99	$44.30	$51.39	MAX.

Actions:

A. Minimum and Maximum wages increased by 4% in each PG.

B. All eligible employees will receive an increase of 4%.