

PEA and Admin Meetings, 2018-2019

December 18, 2018

Labor Management Discussion Item	Action to Take + Responsible Parties	Status
1. 9/4/18: Non Instructional Duties clarification	<p>Need definition of instructional and non-instructional time (still need)</p> <p>10/16: Tiffany Moler brought a draft of language to consider. We will revisit at next meeting. Employees should work with their building principal if they have concerns</p> <p>11/6: Bob Maxwell brought a definition for review</p> <p>✓ Make sure all teachers are receiving contracted break times (closed)</p>	<p>9/18: In progress</p> <p>10/2: In progress</p> <p>10/16: In progress</p> <p>11/6: In progress</p> <p>12/4: In progress</p> <p>12/18: in progress</p>
2. 9/4/18: Secondary level class sizes		CLOSED on 10/2/18 – see previous meeting notes for details
3. 9/4/18: Committee Responsibilities		CLOSED on 12/4/18 – see previous meeting notes for details
4. 9/4/18: Professional responsibility – Open houses		CLOSED on 9/18/18 – see previous meeting notes for details
5. 9/4/18: MOU related to student discipline		CLOSED on 10/2/18 – see previous meeting notes for details
6. 9/18/18: Calendar		CLOSED on 12/4/18 – see previous meeting notes for details
7. 9/18/18: Kamiak Hiring	<p>9/4/18: We will start to review the hiring process for Kamiak and we will develop an MOU regarding that hiring.</p> <p>Note: no new hires were made specifically to transfer to Kamiak, and no teachers have been told or promised that they will be at Kamiak.</p> <p>10/16: FloAnalytics will help us estimate the population of each school next year so that we can continue planning staffing needs. There will be a teacher interest survey in January.</p> <p>11/6: Reviewed draft of teacher interest survey – decided to send earlier to give more planning time. We will need to work on a letter of agreement to specify how people will be moved if needed or how interviews will be conducted – dependent on interest level.</p> <p>12/4: Discussed update of the staff interest survey which will close of 12/5/18</p> <p>Discussed a draft of the certificated staff hiring plan –suggested a letter of agreement be created with PEA and district to outline the process. In addition, briefly discussed having a meeting with all elementary teachers to review the agreed upon process. Would like to have a good balance of veteran and newer teachers. We hope to have Kamiak staff determined by late January or early February.</p> <p>12/18/2018: continued work on the Kamiak hiring letter of agreement. There will be an informational meeting for all interested staff to hear the agreed upon hiring plan. A tentative informational meeting is scheduled for Friday,</p>	<p>10/2: In progress</p> <p>10/16: In progress</p> <p>11/6: In progress</p> <p>12/4: In progress</p> <p>12/18: In progress</p>

	January 18 th at 3:30 pm in the PHS Theater for staff members interested in the transfer and hiring process for Kamiak elementary. An email will be sent to certificated staff members regarding the meeting date.	
8. 9/18/18: Finances	9/4/18: Any time slip hours for teachers must be preapproved by Dr. Maxwell or Dr. Kramer – this will save significant money. For 8/27 optional day: staff not in attendance that day can meet with their principal to review and approve what they did/will do in lieu of that professional development time to earn the optional day money. Must be submitted to Diane Hodge by 10/1. Email was sent to all staff.	10/2: Will be a continuing discussion
9. 10/16/18: Flex Ed	10/16: Discussed overview of the Flex Ed program structure. A meeting will be scheduled specifically about this topic. 11/6: Reviewed outline of the plan for this year only, including which staff will cover courses. Discussed process for referral, identification, team approval. 12/4 Continuing to explore options for future structure, etc.	10/16: In progress 11/6: In progress 12/4 In progress
10. 11/6/18: Walkie talkies		CLOSED on 12/4/18 – see previous meeting notes for details
11. 11/6/18: Office hours with Bob		CLOSED on 12/4/18 – see previous meeting notes for details
12. 11/6/18: Sub Coverage		CLOSED on 12/4/18 – see previous meeting notes for details
13. 12/18/2018 6700 Wellness Policy Concerns	12/18: Would like consistency amongst schools. If questions about approved foods, please ask Michelle Hyatt. Another all staff and family letter will be sent out in January regarding the 6700 policy.	
14. 12/18/2018 PHS Security Access	12/18: district staff will look into the security system to see if staff can more easily use backdoors on weekends	
15. 12/18/2018 Administrator collaboration time	12/18: challenging for school staff when admins are in meetings out of the building during school. Noted that they can't have admin collab during district collab days since admins should be participating with their school's staff. Will look into ways to make this less impactful.	
16. 12/18/2018 Notices to staff about student needs	12/18: Teachers (especially specialists) would like to receive notifications prior to start of school year of any known challenges with students (biting, hitting, running away, etc.) This will be shared with special services. A reminder that if specialists can also check with the building special services staff and building principal for additional information.	

17. 12/18/2018 Schedule Committee	12/18: We will need to implement a scheduling committee soon to work on elementary schedules, especially specialist schedules, for the next school year.	
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PEA Resolution Item	PEA Desired Outcome	Action to Take + Responsible Parties	Timeline	Status
1. The Superintendent and Assistant Superintendent have not taken procedural input from the building hiring committees but have taken charge of the hiring themselves.		<p>Administrative Responsibility. Bob Maxwell will create and share a Hiring handbook (in process). 10/2 Suggestion by Dr. Maxwell to include training for interview team members. 10/16: Dr. Maxwell has researched a few resources for interview committee training. With training involved for interview committee members, it may be a 1+ year commitment. Dr. Maxwell suggested the need for language related to job fair interviews or hires, in the case that it is needed. 12/4: discussed ideas related to hiring of long term subs and the challenges that presents. We would like to have a training to offer any staff interested in serving on a hiring team, it would be a voluntary training, but would be required to serve on a team. 12/18: A hiring manual and training PowerPoint are nearly complete</p>	Prior to Spring 2019 hiring season	9/4: In progress 9/18: In progress 10/2: In progress 10/16: In progress 11/6: In progress 12/4: In progress 12/18: In progress
2. The Superintendent and Assistant Superintendent have not attended to the concerns and struggles of the Pullman High School staff in working with an administrator that does not fulfill his duties.		CLOSED on 12/18/18 – see previous meeting notes for details		
3. The Superintendent and Assistant Superintendent did not put forth the Collective Bargaining Agreement in a timely manner so members could receive the benefits of the agreement by the beginning of this [2017-2018] school year.		CLOSED on 9/12/18 – see previous meeting notes for details		
4. Math and science curricula are not aligned with state standards. The Science Adoption Committee lead by the Assistant Superintendent has failed to adopt Next Generation Science Standard-aligned curriculum after one and a half years of work and funding.	Resolve current deficits in curricular materials	<p>a. Math TOSA and Curriculum TOSA will investigate what curriculum has been approved by CAC and create a comprehensive list of approved materials</p> <p>b. School representatives on curriculum adoption committees are responsible to communicate committee decisions to their building.</p> <p>c. PEA Building Representatives will print and review CAC minutes, Teaching and Learning newsletters, Superintendent Newsletters, and other pertinent communications with the members in their building.</p>	<p>a. List has been developed and will be shared by Dr. Kramer</p> <p>b. Communications will be ongoing</p> <p>c. Binders have been created. This will be an ongoing piece of communication.</p>	9/4: In progress 9/18: In progress 10/2: In progress 10/16: In progress 11/6/18: In progress 12/4: In progress

		<p>d. Committee meeting minutes will be posted on the district website and a link will be provided in the Curriculum and Instruction newsletter</p> <p>e. Science: Mystery Science will be used for this year. Roberta Kramer and Grace Grow will be gathering input from teachers regarding what materials will be needed and how teachers will be able to access the materials. A time line of actions will be forth coming once the committee has met.</p> <p>f. Science adoption committee meeting will be scheduled and one of the topics at the meeting will include Report Card – notation of NGSS standards.</p> <p>g. Roberta Kramer will send out a communication regarding the current status and future plans regarding the science adoption process and include an Ed Week article with all staff that discusses how the lack of published science curricular materials is a problem.</p> <p>h. Grade level bands: Math: K-1 has developed a pacing guide. The other grades will need to develop a scope and sequence based on the standards in conjunction with the Envisions, which is the district adopted program. Should a teacher have an issue with Envision lesson(s) they are encouraged to take this information to their principal. Should the teacher have a supplemental program or materials they would like to try they should have Joni take a look at it. Should it be deemed practical, the teacher would be allowed to try it and gather data as to what observable, measurable difference it made.</p> <p>i. Professional Development: Kim and Michelle will be training 3,4 and 5th grade.</p> <p>j. Writing standards will need to be reviewed. Anchor papers will be found to help teachers determine markings for report cards. This will be on the PD Menu. Joni with the principals will work together to ensure consistency across buildings.</p> <p>k. Be sure to look at the “Red Book” for further suggestions/interventions.</p>	<p>d. This will be an ongoing communication.</p> <p>e. DONE</p> <p>f. In progress. A meeting will be scheduled after December 13.</p> <p>g. DONE</p> <p>h. In progress. Completed for Grades K-1. Math is complete for 2.</p> <p>i. All trainings have been scheduled.</p> <p>j. To be done</p> <p>k. This has been communicated</p>	
<p>5. Monies have been spent placing teachers on administrative leave, paying for investigators, consultants, and attorneys and hiring a principal two years before a building was completed.</p>		<p>CLOSED on 9/4/18 – see previous meeting notes for details</p>		
<p>6. The Superintendent and Assistant Superintendent have told the staff, in the presence of board members there are no problems in the district that they are aware of.</p>		<p>CLOSED on 9/4/18 – see previous meeting notes for details</p>		

2018-2019 Meeting Dates:

- August 1, 2018, 3:45-5pm
- September 4, 2018, 3:45-5pm
- September 18, 2018, 3:45-5pm
- October 2, 2018, 3:45-5pm
- October 16, 2018, 3:45-5pm
- November 6, 2018, 3:45-5pm
- November 20, 2018, 3:45-5pm
- December 4, 2018, 3:45-5pm
- December 18, 2018, 3:45-5pm
- January 15, 2019, 3:45-5pm
- February 5, 2019, 3:45-5pm
- February 19, 2019, 3:45-5pm
- March 5, 2019, 3:45-5pm
- March 19, 2019, 3:45-5pm
- April 16, 2019, 3:45-5pm
- May 7, 2019, 3:45-5pm
- May 21, 2019, 3:45-5pm
- June 4, 2019, 3:45-5pm
- *Summer as needed*