

| PEA Resolution Item  | PEA Desired Outcome  | Action to Take + Responsible Parties   | Timeline   | Status  |
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| 1. The Superintendent and Assistant Superintendent have no taken procedural input from the building hiring committees but have taken charge of the hiring themselves.  |  | <b>Administrative Responsibility. Bob Maxwell</b> will create and share a Hiring handbook (in process).<br>10/2 Suggestion by Dr. Maxwell to include training for interview team members.<br>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. | Prior to Spring 2019 hiring season   | 9/4: In progress<br>9/18: In progress<br>10/2: In progress<br>10/16: 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.                               | Resolve issues that have been expressed by High School Teachers  | Personnel related matters are confidential and it is not appropriate to discuss. Dr. Maxwell and Dr. Kramer have heard teacher feedback and will follow up appropriately and privately. Dr. Maxwell will have regularly scheduled meetings and support is being provided. Any continuing concerns can be forwarded to Dr. Maxwell and Dr. Kramer.  |  | 9/4: In progress<br>9/18: in progress<br>Note: Bob has followed up with concerns brought to him. Bob and Roberta have attended PHS staff meetings.<br>10/2: In progress<br>10/16: In progress |
| 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. | Timely completion of Collective Bargaining Agreement<br><br>PEA request: CBA ratification on or before August 17, 2018 | <b>The bargaining sessions have been collaborative and productive. PEA:</b> The ratification meeting was held on August 28 and the contract was approved by PEA members.   | Ratified by PEA on 8/28/18<br><br>Will go to school board on 9/12/18<br><br>Approved by board on 9/12/18 | 9/4: In progress<br>9/12: CLOSED<br>Note: PEA and District leadership will continue to collaborate as a team<br><br>✓   |
| 4. Math and science curricula are not aligned with state standards. The Science Adoption   | Resolve current deficits in curricular materials   | <b>a. Math TOSA and Curriculum TOSA</b> will investigate what curriculum has been approved by CAC and create a comprehensive list of approved materials  | a. List has been developed and will be shared by Dr. Kramer  | 9/4: In progress<br>9/18: In progress<br>10/2: In progress<br>10/16: In progress  |

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| <p>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.</p> |  | <p><b>b. School representatives</b> on curriculum adoption committees are responsible to communicate committee decisions to their building.</p> <p><b>c. PEA Building Representatives</b> will print and review CAC minutes, Teaching and Learning newsletters, Superintendent Newsletters, and other pertinent communications with the members in their building.</p> <p><b>d.</b> Committee meeting minutes will be posted on the district website and a link will be provided in the Curriculum and Instruction newsletter</p> <p><b>e.</b> Science: Mystery Science will be used for this year. <b>Roberta Kramer</b> and <b>Grace Grow</b> 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><b>f.</b> 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><b>g. Roberta Kramer</b> 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>b. Communications will be ongoing</p> <p>c. Binders have been created. This will be an ongoing piece of communication.</p> <p>d. This will be an ongoing piece of communication.</p> <p>e. DONE</p> <p>f. In progress. A meeting will be scheduled after December 13.</p> <p>g. DONE</p> |  |
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|   |   | <p><b>h. Grade level bands:</b> 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><b>i. Professional Development:</b> Kim and Michelle will be training 3,4 and 5<sup>th</sup> grade.</p> <p><b>j.</b> 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><b>k.</b> Be sure to look at the “Red Book” for further suggestions/interventions.</p> | <p>h. In progress.<br/>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>Reduce the amount of dollars spent on administrative leaves, investigations, consultants, legal fees.</p> <p>Before hiring administrative personnel, teachers should be made aware</p> | <p><b>Bob Maxwell</b> and <b>Roberta Kramer</b> will communicate Mr. Hecker’s and Ms. Gould’s schedule and responsibilities. They will both be assisting building principals with various administrative duties including evaluations. Who evaluates you does not determine future location or position.</p>   | <p>August 27<br/>Emailed to staff</p>   | <p>9/4: CLOSED</p> <p>✓</p> |

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|  | of the rationale behind the hire |  |  |                  |
| 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. |                                  | District personnel have posted on district email various communications. There seems to be a lack of attention to these. In an attempt to increase circulation of such information PEA building representatives will print such communications and keep them in binders which will be readily available in building staff rooms. | Binders will be given to PEA Building Reps on 9/11 | 9/4: CLOSED<br>✓ |

**New Matters:**

| <b>Labor Management Discussion Item</b>               | <b>Desired Outcome</b> | <b>Action to Take + Responsible Parties</b>   | <b>Timeline</b>   | <b>Status</b>  |
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| <b>9/4/18: Non Instructional Duties clarification</b> |                        | Need definition of instructional and non-instructional time (still need)<br>10/16: Tiffany Moler brought a draft of language to consider. We will revisit at next meeting.<br><br>✓ Make sure all teachers are receiving contracted break times (closed)  | Employees should work with their building principal if they have concerns | 9/18: In progress<br>10/2: In progress<br>10/16: In progress |
| <b>9/4/18: Secondary level class sizes</b>            |                        | Communicate schedule challenges<br><br>PHS BLT notes to all staff to share information and discussion   | Tiffany Moler will draft clarified language                               | 9/18: in progress<br>10/2: Closed<br><br>✓                   |
| <b>9/4/18: Committee Responsibilities</b>             |                        | Committee job descriptions and responsibilities, including when and how often they meet<br>10/2: Questions about science committee members – they will not be eligible for time slips at this time.<br>10/16: We will review the committee descriptions and responsibilities draft at the next meeting. |   | 9/18: in progress<br>10/2: In progress<br>10/16: In progress |

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|  |  | Committee service can be reflected in TPEP, a facet of professional responsibility   |  |  |
| <b>9/4/18: Professional responsibility – Open houses</b> |  | Attending open house is a professional expectation. If there are extenuating circumstances that lead to a teacher being unable to attend it is the teacher's responsibility to communicate with their principal and discuss rescheduling   |  | 9/18: No further discussed needed, closed.<br><br>✓  |
| <b>9/4/18: MOU related to student discipline</b>         |  | Principals will send OSPI best practices to their staff<br><br>MOU will be created based on the FAQ<br><br>Professional development related to behavior management and best practice<br><br>Parent guide will be posted on website<br><br>Update discipline policy and procedure<br><br>Discipline best practices manual in building PEA binders   |  | 9/18: MOU has been drafted and discussion will continue<br>10/2: MOU signed, CLOSED<br><br>✓ |
| <b>9/18/18: Calendar</b>                                 |  | 9/18/18: Calendar Committee will meet 10/11 and 10/25 from 5:30-6:30pm<br>Members will include PEA VP, 2 PEA representatives, 1 parapro, 1 principal, Joe Thornton, 4 parents from various levels selected by lottery process<br>10/2: Discussed lottery survey and draft of community survey. Lottery will be publicized asap and will close on 10/5.<br>10/16: Calendar committee had first meeting, calendar survey has been sent to all staff and community. |  | 10/2: In progress<br>10/16: In progress  |

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| <b>9/18/18: Kamiak Hiring</b> |  | <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>10/2: In progress<br/>10/16: In progress</p> |
| <b>9/18/18: Finances</b>      |  | <p>9/4/18: Any time slip hours for teachers must be preapproved by Dr. Maxwell or Dr. Kramer – this will save significant money .</p> <p>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.</p>                                  |  | <p>10/2: Will be a continuing discussion</p>    |
| <b>10/16/18: Flex Ed</b>      |  | <p>10/16: Discussed overview of the Flex Ed program structure. A meeting will be scheduled specifically about this topic.</p>  |  | <p>10/16: In progress</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*

#### **Meeting notes:**

#### **Notes from September 4, 2018 Meeting:**

Calendar: We will start to develop the 2019-2020 and 2020-2021 Calendars.

IEP/504 Meetings: Teachers attending these meetings beyond an hour past the contracted day may submit a time slip. It is not recommended that these meetings go longer than 1 hour. Teachers must legally be in attendance for the entirety of these meetings if they are on the pre-approved list of those that will be in attendance. If preapproved and signed off on by the parent at least one day prior to the meeting, specialists may be allowed to attend only part of these meetings. They are still encouraged to attend the entire meeting as there may be discussion or decisions that impact them.

Dr. Maxwell noted that the district is looking into hiring a stipend position to coordinate elementary tutoring.

#### **Notes from August 1, 2018 Meeting:**

10:30am – 12:00pm

Attendance: Bob Maxwell, Roberta Kramer, Shannon Focht, Rena Mincks, and Tiffany Moler

*Clarification:* Prior to the June 13 resolution, the Science Committee determined that there were no published NGSS Materials that truly addressed the standards. The committee chose to detain the adoption/purchasing of any materials until such could be found. School representatives on this committee are responsible to communicate committee decisions to their building. In addition, this was well communicated in Teaching and Learning newsletters.

*Unrelated to resolution:* 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.

*Unrelated to resolution:* Be sure to look at the “Red Book” for further suggestions/interventions.

*Unrelated to resolution:* PHS social studies text are on the list to be updated dependent on funding availability.

*Clarification:* Evan Hecker (and Desiree Gould) have been and will be providing much needed administrative support in our elementary schools. They will be assisting building principals with various duties including evaluations. Who evaluates you does not determine future location or position.

**Note:** Details of the resolution with no comment were not discussed at the August 1, 2018 meeting.