

PEA and Admin Meetings, 2018-2019

March 6, 2019

Labor Management Discussion Item	Action to Take + Responsible Parties	Status
1. 9/4/18: Non Instructional Duties clarification	Need definition of instructional and non-instructional time (still need) 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 11/6: Bob Maxwell brought a definition for review ✓ Make sure all teachers are receiving contracted break times (closed)	9/18: In progress 10/2: In progress 10/16: In progress 11/6: In progress 12/4: In progress 12/18: in progress 1/5/2019:
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	9/4/18: We will start to review the hiring process for Kamiak and we will develop an MOU regarding that hiring. 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. 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. 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. 12/4: Discussed update of the staff interest survey which will close of 12/5/18 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. 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	10/2: In progress 10/16: In progress 11/6: In progress 12/4: In progress 12/18: In progress 1/15/19: In Progress 2/5/2019: In progress 3/6/2019: In progress

	<p>upon hiring plan. A tentative informational meeting is scheduled for Friday, January 18th 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.</p> <p>1/15/2019: MOU signed. There will be a presentation to staff on 1/18 at 3:15pm in PHS Theater. We hope to have numbers of staff needed at Kamiak ready for discussion with PEA by mid-February. A recruiting and hiring manual (current draft) was provided to PEA (Rena and Tiffany) for review and feedback.</p> <p>2/5/2019: Reviewed the tentative number of classes at each grade level for each school next year</p> <p>3/6/2019: Overstaffed positions were notified and assigned to Kamiak positions. The remaining open Kamiak positions will be posted.</p>	
<p>8. 9/18/18: Finances (standing item)</p>	<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>1/15/2019: We will discuss individual staff supply budgets and building workroom supplies. In addition, the district is working on our enrichment spending plan (formerly known as the LEVY) since it must be approved by OSPI.</p> <p>2/5/2019: Changes negatively impacting our funding this year: We are down a significant number of FTE overall, more students taking Running Start, and FTE definition changed so that 5 periods is no longer considered full time enrollment for high school students.</p> <p>3/6/2019: We are waiting on the results of the current legislative session to see how they will impact our finances. We are still anticipating a negative ending fund balance by FY 2020-2021 or sooner.</p>	<p>10/2: Will be a continuing discussion</p>
<p>9. 10/16/18: Flex Ed</p>	<p>10/16: Discussed overview of the Flex Ed program structure. A meeting will be scheduled specifically about this topic.</p> <p>11/6: Reviewed outline of the plan for this year only, including which staff will cover courses. Discussed process for referral, identification, team approval.</p>	<p>10/16: In progress 11/6: In progress 12/4 In progress 1/15/2019: In progress 3/6/2019: In progress</p>

	12/4 Continuing to explore options for future structure, etc. 1/15/2019: We are continuing to look at options for next year	
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		CLOSED on 1/15/2019: see previous meeting notes for details
14. 12/18/2018 PHS Security Access		CLOSED on 1/15/2019: see previous meeting notes for details
15. 12/18/2018 Administrator collaboration time		CLOSED on 1/15/2019: see previous meeting notes for details
16. 12/18/2018 Notices to staff about student needs		CLOSED on 1/15/2019: see previous meeting notes for details
17. 12/18/2018 Schedule Committee	<p>12/18: We will need to implement a scheduling committee soon to work on elementary schedules, especially specialist schedules, for the next school year.</p> <p>1/15/2019: a committee (volunteer) will be established.</p> <ul style="list-style-type: none"> • Positions: PE, Music, Art/STEM, Title I/Core +, SPED, building principals, Assistant Superintendent, K-1 Rep, 2-3 Rep, 4-5 Rep (these last three positions will ideally be from three separate schools) • First meeting will be in January • Will establish guiding principles/criteria • Goal is consistency in schedules and experiences • Voluntary committee <p>3/6/19: First meeting was held last week. The minutes were sent to all staff and posted online</p>	<p>1/15/2019: In Progress</p> <p>3/6/2019: In progress</p>
18. Curriculum Update	3/6/19: Collection of evidence work and training is a professional responsibility and will not be covered by time slip in the future. If appropriate, the training can be completed at collaboration or PD days in the future.	
19. Classroom Coverage when Subs are not available - MOU	<p>2/5/2019: Reviewed draft of MOU outlining process for having classroom coverage, and compensation for teachers covering other classrooms or additional students.</p> <p>3/6/2019: MOU was signed on 2/27/19</p>	<p>2/5/2019: In progress</p> <p>3/6/2019: CLOSED</p>

20. TOSA Positions	2/5/2019: Discussed future of TOSA positions – consider making them continuing positions rather than one year 3/6/19: TOSA positions will be posted as continuing positions and will continue as long as funds available.	2/5/2019: In progress 3/6/2019: CLOSED
21. Teacher schedule on days with two hour delay	2/5/2019: We need clarification of language for what time teachers are expected to be at school on days with a two-hour delay. All other employment groups are expected to arrive at work at their standard time, or take personal time if they can't arrive on time. 3/6/19: Continued discussions. Will be clear in the PEA contract in future negotiations.	2/5/2019: In progress 3/6/19: In progress
22. Collaboration time	2/5/2019: Would like to have a future discussion to clarify the purpose and use of collaboration time 3/6/2019: Focus needs to be on students – data, student growth. Reminder – please send reports to principals and principals should send reports to Shannon. When used effectively, it is valuable time and we want to respect and keep it.	2/5/2019: In progress 3/6/2019: In progress

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 1/15/2019: Shared draft of recruiting and hiring manual. Discussed possible training dates. Dates will be determined and advertised soon. Participation on interview teams is voluntary but members will be required to have completed the training. Staff volunteers for interview teams will be selected by lottery. 3/6/19: Hiring manual is done and will be posted and sent to all staff. Training sessions have been developed, offered, and will continue to be offered.</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 1/15/2019: In progress 3/6/19: CLOSED
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.			CLOSED on 1/15/2019 – see previous meeting notes for details	

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.	CLOSED on 9/4/18 – see previous meeting notes for details
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.	CLOSED on 9/4/18 – see previous meeting notes for details

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 – moved to March 6 at 2pm
- 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*