

PEA and Admin Meetings, 2018-2019

May 23, 2019

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> <p>1/5/2019: 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</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> <p>1/15/19: In Progress</p> <p>2/5/2019: In progress</p> <p>3/6/2019: In progress</p> <p>3/19/19: In progress</p> <p>4/16/19: In progress</p> <p>5/14/19: In progress</p>

	<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>3/19/19: Questions about what materials teachers moving to Kamiak can/should pack up to take with them. Roberta will create a communication for those teachers that outlines what they will take with them.</p> <p>4/16 Additional hires have been made for Kamiak. Discussed how Core + positions at Kamiak and Sunnyside will be opened and filled. Kamiak will be posted in-district and out of district at the same time. Sunnyside will be opened in the building first, and then out of district if no one from in the building fills the position. Staff that were involuntarily transferred to Kamiak will be considered as “in-building” for same current grade level position in current building.</p> <p>5/14/19: Positions still needed to be hired: Core+ and some specialist time</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</p>	<p>10/2: Will be a continuing discussion</p>

	<p>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>5/14/19: We will have a levy on the ballot in February. If new legislature related to levy collection passes, we will get more levy dollars, but still less than we've been able to collect in the past. A committee will be created to make a bond recommendation to the board related to LMS expansion/remodel. The goal is to keep taxes at or less than current rate.</p>	
9. 10/16/18: Flex Ed	<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>12/4 Continuing to explore options for future structure, etc.</p> <p>1/15/2019: We are continuing to look at options for next year</p> <p>5/14/19: District is looking to add some PHS flex ed courses that will be in-person, and offer less online offerings. The goal is to keep more students in school for more of the day.</p>	<p>10/16: In progress</p> <p>11/6: In progress</p> <p>12/4 In progress</p> <p>1/15/2019: In progress</p> <p>3/6/2019: In progress</p> <p>5/14/19: In progress</p>
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 5/14/19: revisited to explore back entrance security access		CLOSED on 1/15/2019: see previous meeting notes for details 5/14/19: Re-opened
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>3/19/19: Second committee meeting was held. Minutes were sent to all staff and posted online. The third meeting is scheduled for 3/21.</p>	<p>1/15/2019: In Progress</p> <p>3/6/2019: In progress</p> <p>3/19/19: In progress</p> <p>5/14/19: In progress</p>
18. Curriculum Update	<p>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.</p> <p>5/14/19: Elementary ELA and math adoption will happen next year</p>	<p>3/6/2019: In progress</p> <p>3/19/19: In progress</p> <p>5/14/19: In progress</p>
19. Classroom Coverage when Subs are not available - MOU		<p>CLOSED on 3/6/2019: see previous meeting notes for details</p>
20. TOSA Positions <p>5/14/19: revisited – discussed that TOSA positions were opened only in-district because the expectation was that individuals in this position should already be familiar with our district and staff.</p>		<p>CLOSED on 3/6/2019: see previous meeting notes for details</p>
21. Teacher schedule on days with two hour delay	<p>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.</p> <p>3/6/19: Continued discussions. Will be clear in the PEA contract in future negotiations.</p> <p>3/19/19: No decisions made yet. We will continue to revisit this and reach resolution prior to the next school year.</p>	<p>2/5/2019: In progress</p> <p>3/6/19: In progress</p> <p>3/19/19: In progress</p>
22. Collaboration time	<p>2/5/2019: Would like to have a future discussion to clarify the purpose and use of collaboration time</p>	<p>2/5/2019: In progress</p> <p>3/6/2019: In progress</p> <p>3/19/19: In progress</p>

	<p>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.</p> <p>3/19/19: The PEA and Admins will do a joint project next school year to look into other collaboration options that may offer a shorter amount of time, but on a more consistent basis.</p>	
23. Snow Closure Makeup Days	<p>3/19/19: We are required to have 180 days of school for students. We've missed two days this year due to snow. If we are approved for a waiver from the state teachers will make up day # 180 after school gets out. Day #179 instructional time will be made up by adding minutes of instructional time to days of school (varies on number of days depending on how many minutes we choose to add). PEA is wondering if teachers can make up that 180th day any time during the week after school gets out, rather than it having to be on Monday. We will further explore when that day must be completed by, and how it will be tracked.</p>	5/14/19: CLOSED
24. CEE Survey Data Rollout	<p>3/19/19: CEE Survey data will be shared with staff starting next week. The content and timeline of data sharing and discussions will be consistent across all schools.</p>	5/14/19: CLOSED
25. In Building hiring procedures	<p>4/16/19: Questions about in-building hiring procedures for teachers. Bob and Roberta will look into and seek clarification to be sure we are following CBA processes.</p>	5/14/19: CLOSED
26. LMS Assistant Principal Position	<p>4/16/19: LMS staff will be surveyed for their feedback regarding current LMS assistant principal (currently an interim position).</p>	5/14/19: In progress
27. Curriculum and Materials moving to Kamiak	<p>4/16/19: Reviewed a draft of a document that outlines what materials stay in classrooms and what materials to pack – for teachers moving to Kamiak. Will add dates, refine and review again at next meeting.</p> <p>5/14/19: Dr. Kramer had a meeting with future Kamiak staff. Staff should send their specific questions to Dr. Kramer.</p>	5/14/19: CLOSED
28. PHS Bus Loop Supervision	<p>5/14/19: concern that the bus loop is not being monitored regularly. Dr. Maxwell will discuss bus loop supervision duty with principal</p>	
29. One year positions	<p>5/14/19: Noted that Career Choices teaching position was offered as one-year position because the course is piloting one more year and we can't guarantee the position will be offered again after 2019-2020</p>	
30. Art/STEM positions	<p>5/14/19: Still exploring options for 2019-2020 structure of position/s</p> <p>5/23/19: Exploring the required endorsement/s for these positions.</p>	5/23/19: In progress

31. TPEP	5/14/19: Discussed need for a process for TPEP evals and training for teachers hired mid-year or long term subs	
32. PHS Science Teaching positions	5/23/19: PHS is changing the course sequence for science instruction. To allow flexibility in the future years, the open science position is listed as “science teacher” in the hopes that there might be multiple endorsement areas.	
33. Staffing during interviews	5/23/19: We’ve seen a lack of subs available when some teachers are out of the classroom to participate on interview teams. We will continue to utilize TOSAs as subs as needed to allow teachers to participate in interview process.	
34. School Staff Meeting Structure	5/23/19: PEA noted shift in staff meeting structure from a nuts and bolts and announcements type format to more professional development. There is a desire to use this time to build community and culture as well. We will work to explore how to balance these meetings. <u>Clarification more PD was also high priority reported on staff survey and an important piece to improve our practice.</u> Perhaps look into offering some of the PD as after hours with clock hours available, or introduce a topic during a staff meeting and then have an optional extended session after school to allow more depth and opportunity for discussion.	

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 23, 2019, 3:45-5pm
- June 4, 2019, 3:45-5pm
- *Summer as needed*