

PEA and Admin Meetings, 2018-2019

December 4, 2018

Labor Management Discussion Item	Desired Outcome	Action to Take + Responsible Parties	Timeline	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.</p> <p>11/6: Bob Maxwell brought a definition for review</p> <p>✓ Make sure all teachers are receiving contracted break times (closed)</p>	Employees should work with their building principal if they have concerns	<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>
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		<p>Committee job descriptions and responsibilities, including when and how often they meet</p> <p>10/2: Questions about science committee members – they will not be eligible for time slips at this time.</p> <p>10/16: We will review the committee descriptions and responsibilities draft at the next meeting.</p> <p>11/6: Reviewed draft of committee responsibilities that Dr. Kramer wrote – it incorporates some of the cultural beliefs language.</p> <p>Committee service can be reflected in TPEP, a facet of professional responsibility</p> <p>12/4: committee responsibilities description was approved by all.</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: CLOSED</p>
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		<p>9/18/18: Calendar Committee will meet 10/11 and 10/25 from 5:30-6:30pm Members will include PEA VP, 2 PEA representatives, 1 parapro, 1 principal, Joe Thornton, 4 parents from various levels selected by lottery process</p> <p>10/2: Discussed lottery survey and draft of community survey. Lottery will be publicized asap and will close on 10/5.</p> <p>10/16: Calendar committee had first meeting, calendar survey has been sent to all staff and community.</p> <p>11/6: PEA will vote on the conference week schedule and get that info to the calendar committee.</p> <p>12/4: will go to the board on 12/12</p>	<p>10/2: In progress 10/16: In progress 11/6: In progress 12/4: CLOSED</p>
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. 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 Discussed a draft of the certificated staff hiring plan –suggested a letter of agreement be</p>	<p>10/2: In progress 10/16: In progress 11/6: In progress 12/4: In progress</p>

		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.		
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		11/6: Dr. Maxwell will research and make sure each school has an adequate number 12/4: Jefferson is taking care of this as needed.		12/4 CLOSED
11. 11/6/18: Office hours with Bob		11/6: clarification of purpose – office hours are for open dialogue, still important to speak with supervisor if appropriate 12/4: Dr. Maxwell noted the addition of Feedback Fridays (specific feedback for Bob or if asked for feedback from Bob). To be scheduled periodically for the remainder of the year.		12/4: CLOSED

<p>12. 11/6/18: Sub Coverage</p>		<p>11/6: Would like a set protocol or checklist for what should be done to get a sub before getting an admin in the class, splitting a class amongst other teachers, etc. Perhaps include language that trainings or PD may have to be cancelled if we are short on subs. Suggestions to create emergency plans with appropriate, new content, in the case of having to combine classes.</p> <p>12/4: Still struggling with sub shortage. Admins, Joni, and Grace have been stepping in as needed. We will develop a plan to compensate teachers in the case that they take half of a class in a sub shortage (ie short a 2nd grade sub so the students are split amongst two other 2nd grade classes). We are actively working to approve more emergency subs and recruit subs. We will continue to discuss as needed.</p>		<p>12/4: CLOSED</p>
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PEA Resolution Item	PEA Desired Outcome	Action to Take + Responsible Parties	Timeline	Status
<p>1. The Superintendent and Assistant Superintendent have no taken procedural input from the building hiring committees but have taken charge of the hiring themselves.</p>		<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.</p>	<p>Prior to Spring 2019 hiring season</p>	<p>9/4: In progress 9/18: In progress 10/2: In progress 10/16: In progress 11/6: In progress 12/4: In progress</p>
<p>2. The Superintendent and Assistant Superintendent have not attended to the concerns and struggles of the Pullman High School</p>	<p>Resolve issues that have been expressed by High School Teachers</p>	<p>Personnel related matters are confidential and it is not appropriate to discuss. Dr. Maxwell and Dr. Kramer have heard teacher feedback and</p>		<p>9/4: In progress 9/18: in progress Note: Bob has followed up with concerns brought to</p>

<p>staff in working with an administrator that does not fulfill his duties.</p>		<p>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.</p>		<p>him. Bob and Roberta have attended PHS staff meetings. 10/2: In progress 10/16: In progress 11/6: in progress 12/4: In progress</p>
<p>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.</p>			<p>CLOSED on 9/12/18 – see previous meeting notes for details</p>	
<p>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.</p>	<p>Resolve current deficits in curricular materials</p>	<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>	<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>

		<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 forthcoming 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</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>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>h. In progress. Completed for Grades K-1. Math is complete for 2.</p> <p>i. All trainings have been scheduled.</p>	
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		<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>j. To be done</p> <p>k. This has been communicated</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.		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

- 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.