

February 18, 2020

Labor Management Discussion Item	Action to Take + Responsible Parties	Status
<p>1. Non Instructional Duties clarification</p>	<p>From 2018-2019: Need definition of instructional and non-instructional time 8/13/19: Will revisit as needed 9/17/19: No current concerns</p>	<p>8/13/19: In progress 9/17/19: CLOSED</p>
<p>2. Finances (ongoing discussion item)</p>	<p>8/13/19: Will continue to discuss the bond and levy. Dr. Maxwell will attend upcoming staff meetings to share info with staff. 9/17/19: Potential charter school to open in Pullman, unknown impact at this time 10/15/19: No updates 11/19/19: Still learning more about potential Pullman charter school, and possible impact on PSD 12/17/19: The Montessori School of Pullman/Pullman Charter School is working on their application to establish a charter school in Pullman. The group submitted their "Notice of Intent to Apply". Their anticipated opening is the 2021-2022 school year, and they intend to eventually serve approximately 240 students in grades K-9. Legislative session starts soon, not anticipating any major changes in education funding. 1/21/20: The district will receive approximately \$30,000 less in special education funding from the state than we anticipated and budgeted for, due to a formula error from the state. The 4-year levy total collection amount will remain the same but we know that our expenses will increase. We are looking at all areas of the budget carefully to find areas that we might be able to trim expenditures. 2/18/20: The levies and bond passed which is great news! We are still carefully reviewing budget expenditures to be fiscally responsible.</p>	<p>8/13/19: In progress 9/17/19: In progress 10/15/19: In progress 11/19/19: In progress 12/17/19: In Progress 1/21/20: In Progress 2/18/20: In Progress</p>
<p>3. Curriculum Updates (ongoing discussion item)</p>	<p>8/13/19: Second Step SEL curriculum has been purchased for each elementary classroom 9/17/19: There will be Second Step PD at the next LID day. ELA and Math curriculum adoption process will kick off next week. New social studies standards just released by OSPI, we will phase the new standards in over time. 10/15/19: IMAC team is meeting regularly for the ELA and math curriculum adoptions 11/19/19: Rob Matthews proposed a new PHS Vet Science CTE Course to most recent CAC meeting. IMAC still working on reviewing curriculum see IMAC minute meeting notes for additional information. 12/17/19: Check out IMAC minutes sent via email and posted to the website. Grade level reps should also be sharing updates. 1/21/20: IMAC minutes are emailed to all staff. A field test of a set of math materials will start soon. 2/18/20: School representatives should be sharing IMAC updates with their school.</p>	<p>8/13/19: In progress 9/17/19: In progress 10/15/19: In progress 11/19/19: In progress 12/17/19: In Progress 1/21/20: In Progress 2/18/20: In Progress</p>

<p>4. Teacher schedule on days with two hour delay</p>	<p>8/13/19: Discussed benefits of having teachers at school as soon as safely possible while keeping reasonable expectations. Will continue this discussion with intent of having an MOU in place prior to winter weather. 9/17/19: We will develop a joint memo to staff with a friendly reminder about expectations for days with a snow delay. 10/15/19: Continued to discuss the language for the joint memo to all staff. Will be finalized and sent soon. 11/19/19: Memo sent to all staff on 11/13 outlining snow delay and cancellation procedures. 1/21/20: We are looking at the possibility of having a one-hour delay as an option, as well as a one hour in-town delay/two-hour rural delay option depending on road access/conditions. 2/18/20: One-hour delay will be an option in the future.</p>	<p>8/13/19: In progress 9/17/19: In progress 10/15/19: In progress 11/19/19: CLOSED 1/21/20: Update 2/18/20: Update</p>
<p>5. Collaboration Time</p>	<p>8/13/19: Will revisit in the spring</p>	<p>8/13/19: In progress 9/17/19: In progress 10/15/19: In progress 11/19/19: In progress 12/17/19: In Progress 1/21/20: In Progress</p>
<p>6. PHS Bus Loop Supervision</p>	<p>9/17/19: Well organized, no current concerns.</p>	<p>8/13/19: In progress 9/17/19: Closed</p>
<p>7. Academic Calendar</p>	<p>8/13/19: Will need to have a calendar committee meet in the spring to develop the 2021-2022 calendar 10/15/19: The calendar committee will start to be put together. Stephanie Horn and representatives from other bargaining groups will serve on the committee, in alignment with bargaining agreement language. 11/19/19: The calendar committee will start seeking members for the committee– keep your eyes open for more info. 12/17/19: Plan to have the first of 4-5 committee meetings starting the first week of March. The committee will be established no later than 2/20/20 2/18/20: The calendar committee lottery was completed on 2/14 – the first meeting will be on 2/24.</p>	<p>8/13/19: In progress 9/17/19: In progress 10/15/19: In progress 11/19/19: In progress 12/17/19: In Progress 1/21/20: In Progress 2/18/20: In Progress</p>
<p>8. Furnishing Kamiak</p>	<p>9/17/19: Challenge to have all requested furniture and supplies in place by first day of Kamiak opening. Friendly reminders to talk with principal about any items needed still for classrooms. Will still take some time to accumulate similar gadgets and things that other schools may have. PTA and PEF offer annual mini grants that are a great opportunity to add materials to classrooms. 10/15/19: Kinder classes at Kamiak are still short on some desired materials. Furnishings are all set. Encourage teachers to talk to principal if there are furniture or materials needs. 12/17/19: No additional Kamiak furniture needs currently. Lani sent out an email to all elementary schools to determine what supply replenishments the schools need.</p>	<p>9/17/19: In progress 10/15/19: In progress 11/19/19: In progress 12/17/19: CLOSED 2/18/20: Update</p>

	2/18/20: Question about additional shelves in the Kamiak library. School specific furnishing questions can be directed to the school principal.	
9. Para Hiring	9/17/19: Still hiring a few more para positions – thank you for patience! 10/15/19: Two more paras hired today, several more in progress 11/19/19: JES office para position to be filled soon. All other para positions filled.	9/17/19: In progress 10/15/19: In progress 11/19/19: CLOSED
10. Classroom Fundraisers	9/17/19: Reminder that and Donors Choose or Go Fund Me type fundraisers need to be approved by principal first. (Policy 6114) See information below in number 11. Grants.	9/17/19: Informational Item
11. Grants	9/17/19: Any grants over \$10,000 needs board approval. We are developing a policy and procedure related to grant communication and approval process – would require principal/district approval prior to applying to ensure the district capacity to support and alignment with goals. PEF and PTA mini grants would be exempt from this process. 10/15/19: Working on procedure revisions for grant application approval process. Hope to have an online form created by end of October or beginning of November. PEF/PTA/PTO/Booster grants will be exempt from this approval process. 11/19/19: Dr. Maxwell shared a draft of the policy and application related to grants. Goal is to make it simple, not to make it a barrier to teachers seeking grant funds. The draft will go to the board for first reading in December or January. Note that grants over \$10,000 require board approval. 12/17/19: Policy, procedure, and form have been approved by the board. See 6114/P/F for details.	9/17/19: Informational Item 10/15/19: Informational item 11/19/19: In progress 12/17/19: CLOSED
12. Student Privacy	9/17/19: District is reworking our electronic resources and protection of student info policies to refine guidelines related to free software used in the district, to better protect student information. We will communicate guidelines as they are developed. 10/15/19: Discussion about confidentiality – student privacy is vital. Reminder to all staff to use care when talking about our students, staff may only discuss or access records if there is a legitimate educational need. Reminder to not use student names in email subject lines. 11/19/19: Currently working on new and improved social media policy and procedures. There will be a registration form for any staff member/program/club/sport wanting a district associated social media account. We will consider including language that staff are not to post any identifiable photos of students on any account unless it is a registered district account. 12/17/19: The social media policy and related procedures will likely have their first review by the board in January. 1/21/20: We are still working on the policy and procedures related to social media. 2/18/20: The social media policy is still being refined, we want to be sure it is done right.	9/17/19: Informational Item 10/15/19: Informational Item 11/19/19: In progress 12/17/19: In Progress 1/21/20: In Progress 2/18/20: In Progress
13. Kamiak Morning Supervision	10/15/19: Some Kamiak buses are arriving at school as early as 7:40am, which poses a supervision challenge. We are working through reworking the bus route to have a later arrival time, or getting consistent supervision in place. 11/19/19: Visible improvement after the schedule was reworked to shorten time students are at Kamiak before school starts, after bus drop-off. Will continue to observe before closing this item.	10/15/19: In progress 11/19/19: In progress 12/17/19: CLOSED

	12/17/19: Morning supervision is much smoother, after bus route adjustment and reworked supervision plan.	
14. Collaboration Schedule	10/15/19: The collaboration day schedule/plan is on the district website under District/Collaboration	10/15/19: Informational Item
15. Academic Calendar – Week after End of School Year	10/15/19: The week after school gets out is reserved as school make up days and notes that staff must be available to work. This is clarified in a PEA MOU which can be found on the website.	10/15/19: Informational Item
16. School Based Mental Health Therapist	<p>11/19/19: Clarification of responsibilities for this position: Currently, this position is funded with only by IDEA funds, which limits which students are qualified for services (i.e. students receiving SPED of 504 services).</p> <p>A referral manual is in the works, hope to have complete within 2 weeks</p> <p>Services from our mental health therapist have a specific approval process requiring parent permission and potentially health records – this can be a time intensive process. The specific responsibilities of this role are still being developed. We hope that all teachers and students can benefit from this position, through staff professional development.</p> <p>12/17/19: Roberta gave an update – there is a referral process in place now – two referral options: RTI and emergency. Jessica Viergutz-Cavagnetto is hosting a networking breakfast with local providers to discuss how to better collaborate and communicate. Jessica will also have a practicum student next semester which will help provide additional support.</p> <p>2/18/20: Jessica will be visiting a staff meeting at each school to introduce herself and share information about her role.</p>	<p>11/19/19: Informational Item</p> <p>12/17/19: Informational Item, Update</p> <p>2/18/20: Update</p>
17. TPEP Evaluations for Counselors, Psychs, and SLPs	<p>11/19/19: Counselors, Psychs, and SLPs have expressed interest in having their evaluations more in line with the Danielson and TPEP model. Some draft examples have been shared with the special services administrative staff. Since this is a part of the PEA CBA, it needs to be developed in partnership with PEA and Admin. This is typically a committee process, and would require joint approval.</p> <p>12/17/19: PEA will follow up with counselors/psychs/SLPs to see if there is still interest in a Danielson and TPEP model.</p> <p>2/18/20: There is still interest in updating the evaluation process for Counselors, Psychs and SLPs – suggestion to have a sub-committee to work on the evaluation process to have a document ready to go to be included in the bargaining process, to save significant time during bargaining.</p>	<p>11/19/19: Informational Item</p> <p>12/17/19: Informational Item, Update</p> <p>1/21/20: In Progress</p> <p>2/18/20: In Progress</p>
18. SPED Staff Discretionary Days	11/19/19: SPED teachers have 4 extra contract days, one is being requested for a required transition process day. Concern about this being a required use of one of the 4 discretionary days. Agreement that transitioning students is a vital process. This transition process is impactful to many staff and departments, not only SPED teachers. There is value in finding quality time to have the necessary conversations to ensure that our students start the next school year well, with transportation, nursing, IEPs, accommodations, and more proactively planned well in advance. If staff have suggestions for ways to accomplish this process other than using one of the four discretionary days, please send them to PEA or district administrators.	<p>11/19/19: In progress</p> <p>12/17/19: In Progress</p> <p>1/21/20: In Progress</p> <p>2/18/20: In Progress</p>

	<p>12/17/19: Luke shared a few potential options: 1) Pay SPED teachers a per diem rate for an additional day, 2) Use a LID day for this work, 3) Get subs to cover SPED teachers for a day while this work is done.</p> <p>Bob and Roberta will explore ideas with special ed directors and bring some feedback and/or ideas to the next meeting.</p> <p>1/21/20: Bob noted that the transition process can be completed in a half day. The four extra days bargained into special education teacher contracts were included with the intention of using part of that time for the transition process. This transition process has historically been done at a time the individual teacher chose, not as part of extra days negotiated at a time outside of the contract day that the district decides. Caseloads for special education teachers have been reduced as the district has hired many more special education teachers. This process can potentially be done on an evening or weekend, not just the Monday after school gets out – scheduling is flexible and can be on a mutually agreeable day and time.</p> <p>2/18/20: The May 13th collaboration time will be used for the transition meeting for Special Education teachers.</p>	
19. Conference Week Schedule	11/19/19: Great feedback from teachers and families about this new conference week schedule!	11/19/19: Informational Item
20. Classroom Supplies	<p>11/19/19: Questions about basic supplies for classrooms, such as sanitizing wipes. Will bring back for clarification and more information. A reminder to see the building administrator first for supply needs.</p> <p>12/17/19: Update – Joe Thornton will provide staff with a bottle of approved sanitizer and reusable towels that can be washed by the custodian each week. Classrooms are to avoid use of hand sanitizer and stick with soap and water.</p> <p>1/21/20: A few more supplies remain to be ordered. The new process for classroom cleaning supplies will be communicated and implemented soon. This is a great way to support our district’s sustainability goals.</p> <p>2/18/20: All requested supplies have been ordered and delivered to schools.</p>	<p>11/19/19: In progress</p> <p>12/17/19: In Progress</p> <p>1/21/20: In Progress</p> <p>2/18/20: In Progress</p>
21. Substitute Teachers	<p>11/19/19: Review of classroom sub process – refresher to be sure we’re doing everything we can to fill teacher absences. All in agreement that we are in need of more subs. TOSAs are subbing in schools, we have processed a few emergency sub certs, and we are working on communications to attract more subs.</p> <p>12/17/19: Ongoing challenge we are working to alleviate</p> <p>2/18/20: There have been significant advertising efforts, and some interest. Student teachers are being encouraged to apply for their conditional certificates so that they can help sub in the classroom they are student teaching in, freeing up the classroom teacher to assist as needed. Reminder to staff to enter their sick leaves as soon as possible to help the district get subs in place quickly. TOSAs, district administrators, and principals have all been utilized to fill sub openings. District/schools continue to work hard to creatively fill unfilled positions each day. Note – if a classroom must be split between two other classrooms, the two teachers receive half of the daily sub rate as compensation.</p>	<p>11/19/19: In progress</p> <p>12/17/19: CLOSED</p> <p>2/18/20: Update</p>

22. Transition to SEBB	11/19/19: Teachers felt very well informed and supported!	11/19/19: Informational Item
23. State Discipline Law Changes + Discipline Toolbox	<p>11/19/19: PEA voiced teacher concerns about feeling unsafe in classrooms, having unsafe classroom environments, high levels of anxiety, classrooms having to be evacuated. All acknowledged that the new laws are challenging, statewide and nationwide. Steps the district is taking: Behavior Support TOSA, Mental Health Therapist position, CLEAR, an additional CLEAR grant application, administrator support, consultants and specialists. Working hard to address these concerns and challenges within the law. Working to develop additional discipline training and mental wellness opportunities for staff.</p> <p>Staff should document any violent behaviors with the following forms (as they apply): incident report, restraint form, exclusion report form, de-escalation form. This also helps us get the most accurate data for better supports.</p> <p>11/19/19: Would like to collaboratively develop a comprehensive toolbox that teachers can use to see discipline related options they CAN use. OSPI also has a best practice menu/manual available: https://www.k12.wa.us/student-success/support-programs/learning-assistance-program-lap/menus-best-practices-strategies/behavior-menu-best-practices-strategies</p> <p>12/17/19: Bob shared a list of 17 different discipline/behavior/classroom management offerings from LID days in the last two years – we know discipline and law changes are a challenge and are working hard to provide support to teachers. Stephanie suggested a “primer” – an overview of the basics and a very clear list of what teachers can do to address behavior challenges. Stephanie and Luke will collect questions and scenarios from teachers that we can use to collaboratively develop a resource for our staff to use. Stephanie and Luke shared that teachers would like more training. Roberta noted we could potentially have something ready by the March LID day – would likely be mandatory for all teachers to ensure that everyone hears the same information. Roberta noted that the OSPI best practice manual (linked above) is lengthy – best sections are the first four pages and the toolbox sections.</p> <p>1/21/20: An update related to LID days: SB 5082 will require that one LID day in 2021-22, and then one day every other school year after that, be used to focus solely on social emotional learning or a related issue. More information: https://app.leg.wa.gov/bills/summary?Year=2019&BillNumber=5082</p> <p>2/18/20: Some principals have done training to help support their building and staff well. The district still plans to do a training for teachers at a LID day.</p>	<p>11/19/19: In progress</p> <p>12/17/19: In Progress</p> <p>1/21/20: In Progress</p> <p>2/18/20: In Progress</p>
24. Potential New Staff Intranet Site	1/21/20: Garren introduced a potential new “Sharepoint” website that would be used as a new staff website. It would automatically open when staff log into a district account. The staff website would have a wealth of useful resources for staff, organized by topic and department	1/21/20: Informational Item

	and searchable. It would also feature important staff announcements and information. Garren will visit staff meetings at each school to share information and seek feedback. Stay tuned for updates!	
25. Future Teacher Scholarship	2/18/20: The Pullman Education Foundation has offered a Future Teacher Scholarship for many years, based on funding this will be the last year it is offered unless a new funding source is found. Discussion about potential for PEA helping to fund this in the future. Will revisit at next meeting.	2/18/20: In Progress

2019-2020 Meeting Dates:

3:45-5pm

- August 13, 2019
- September 17, 2019
- October 15, 2019
- November 19, 2019
- December 17, 2019
- January 21, 2020
- February 18, 2020
- March 17, 2020
- April 21, 2020
- May 19, 2020