

PEA and Admin Meetings, 2019-2020

October 15, 2019

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</p>	<p>8/13/19: In progress 9/17/19: In progress 10/15/19: 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</p>	<p>8/13/19: In progress 9/17/19: In progress 10/15/19: 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.</p>	<p>8/13/19: In progress 9/17/19: In progress 10/15/19: In progress</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</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</p>	<p>8/13/19: In progress 9/17/19: In progress</p>

	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.	10/15/19: In progress
8. Furnishing Kamiak	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.	9/17/19: In progress 10/15/19: In progress
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	9/17/19: In progress 10/15/19: In progress
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)	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.	9/17/19: Informational Item 10/15/19: Informational item
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.	9/17/19: Informational Item 10/15/19: Informational Item

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.	10/15/19: In progress
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

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