

**8/24/04 Labor-Management Cooperation Committee**

**Present: B. Kitchen, B. Ludeman, K. Popa, L. Herbst, C. Vento-Bente, J. Delaney, K. Wachholz, C. Probst, S. Nass, T. Dayne, K. MacDonald, K. Shepardson, G. Stewart, C. Lehman, D. Beyer, J. Miller, D. Ziemendorf, K. MacDonald, J. Butler**

The meeting was called to order at 3:35pm.

1. Reports from subcommittees that met over the summer
  - a. Options related to the school day: Vento-Bente, Ludeman, Shepardson, Beyer – several options were discussed including year-round school, early bird & late bird classes, & offering some classes during the summer months; more feedback from the larger group is needed in order to provide further direction; another meeting will be scheduled
  - b. PI.34/mentoring: Herbst – have established units & procedures for new teachers which address the legal requirements put forth by DPI; there will be a need for teachers to serve as Ongoing Orientation Guides, or “OOGs” (formerly known as “buddies”) to new teachers in their buildings, Support Seminar facilitators to provide Staff Development options in specific topic areas to new teachers, & highly qualified mentors to complete quarterly observations of new teachers; there are a variety of ways for teachers involved in the mentoring of new teachers to earn units for their work; this was an outcome of a proposal 18 months ago by Herbst & Ludeman by which the Association would work collaboratively with the District in developing a comprehensive mentoring program; was further addressed during bargaining; a sub-group met with the task of defining what the program would look like & how participants would address requirements of PI.34; another sub-group met during the summer to further outline how units would be earned; Herbst & Beth Erenberger developed the final model for presentation & approval; work is continuing as teachers throughout the District are approached for various roles; further discussion about the higher level of support for new teachers established by PI.34
  - c. Advocacy for education: Wachholz, Probst – VOICE group (Voices of Informed Citizens for Education) has taken on the task of getting the message out to our community about issues relevant to public education; VOICE is comprised of representatives from the WA-WM School Board, WA-WM PTA Council, WA-WM Education Association, & WA-WM School District/Administration; an informational piece is planned for the public; a program will be produced for the local cable network which addresses the key elements of education; four programs are in the works with the eventual goal of producing monthly programs; the first show will provide background education on the financing of public education; each month a different topic will be discussed among a mixed panel of folks; the panel will rotate in members; these topics will eventually be followed with more of the advocacy information
  - d. Communication Model: Vento-Bente, Herbst, Probst – BLTs will discuss how District initiatives are implemented under the structure of the Communication Model (meetings Sept. 21 & Sept. 22); the building principals & head building reps will receive separate training in order to implement a problem-solving model for their building that uses the Communication Model (Sept. 20 from 3:30-5pm)
2. Units/review of plan: Vento-Bente, Ludeman – the goal this year is to work through the process; this will allow us to set up a sound procedure; the expectation is that people will be active participants; this is really about educators taking ownership of their own professionalism & coming forth with ideas that will improve their best practices with their students; we will be reviewing templates & providing an explanation of the process at Friday’s inservice; the ultimate responsibility is for the educator to maintain the documentation within his/her portfolio, much in the same way that records were previously kept for people taking grad classes; 0.5 units is equated to at least a 15-hour increment of time which includes a product piece; 1.0 units is equated to at least a 30-hour increment of time which includes a product piece; 2.0 units is equated to at least a 45-hour increment of time which includes a product piece; our expectation is for people to have 3.0 units by the end of the school year; it should be easily attained & not become a difficult process; all principals need to be on the same page in their understanding of

hours/units; procedures/unit submissions will be reviewed monthly at Labor-Management meetings; there will be challenges for facilitating this at the secondary levels because of the higher numbers of staff needing direction; newly established administrative support positions will be integral in providing direction/assistance as needed; it should also be made clear that C&I pay will still be offered for curriculum writing & options will continue to be available; people will not be able to receive payment in addition to earning units but they may be given a choice; the District is charged with establishing what activities will offer C&I pay; in the future, people attending Sally Ride will have to choose whether they wish to receive units or the stipend for attending; for summer 2004, that policy was not made clear to participants so they will be able to receive both

3. Discussion about units for Association involvement: Herbst – proposal for the awarding of units for active Association involvement was distributed; a subcommittee will meet to review & revise proposal as needed so this can be presented at the first RA scheduled for Sept. 8; subcommittee comprised of Shepardson, Delaney, Vento-Bente, Herbst, Probst, Popa will meet at 3:30pm on Sept. 2.
4. Use of contractual non-teaching days before school: Herbst – clarification requested about time provided in classrooms for teachers prior to the beginning of the year; preparing classrooms/materials for students is a significant piece that does have an impact on meeting District goals; Wachholz responded that it takes two pieces for teachers to get ready for school – it is important to establish a common understanding of the District's initiatives in addition to providing an opportunities for teachers to prepare their classrooms for students; this year, the first day back (Thursday) has been designated for teachers to work in their classrooms after their faculty meetings; Friday has been designated for focusing on District goals; Tuesday's emphasis will be on building goals; there are exceptions for various groups (ie, specialists) who are excused for planning meetings; in general, teachers will continue to have one and one half days in their buildings to prepare for students; September 1 is a Staff Development Day (relocated from where it had been previously scheduled on the calendar) & room preparation is not & will not be a focus on that day; some schools are having Orientation Days on that day & received waivers, which will allow them to deviate from the expectation
5. Use of surveys to gather information: Herbst, Probst – some surveys which were distributed to teachers with the intent of evaluating specific programs appeared to be evaluative toward individual teachers; it is important for the District to provide a communication piece to explain the purpose of surveys & who is sending them out before they go out; Wachholz will review the process with administrators, but surveys will continue to be used to obtain information; an annual school survey is planned with questions that are both District-related & specific to a school; the evaluation of programs is very important, but the Association does not want to see surveys misconstrued as being evaluative of teachers
6. Report on "break in service" and other related issues: Nass – a review of those who have job-shared lead to many discrepancies; Nass will sort through this with Deb Rouse & create a list of all the names that we now have; at the point which we believe that we have made our best effort, we will all agree to sign off on this issue; many opportunities have been given for people to provide us with this information; in the past, record-keeping has not always been accurate on the part of the District or on the part of the teachers who participated in job-sharing; the "break in service" issue really only becomes an issue at time of retirement & continues to be reviewed
7. Bargaining for the year: Shepardson – there is a general agreement that we need to work as hard as we can to get the next bargain completed by the end of the year; smaller break-out groups may be used to complete some of the work; a discussion will be had at the next LBM in order to determine how to proceed; it appears that one priority will be to provide some type of preliminary training session for all of our new team members

8. Labor-Management dates for the year: Shepardson, Herbst – Wednesday, September 22 is established for our next meeting; meetings the rest of the year will be held on the second Tuesdays (beginning Oct. 12); location will be the Adm Bldg Board Rm unless otherwise noted
9. Technology update: Wachholz – part of the referendum project has been to install the fiber-optic lines; internal work dealing with changes made on the computers has impacted progress; there will be computer difficulties to begin the school year; however, this year we DO have a long-term solution which will pull everything together for the future; Pinnacle will be impacted & this will be explained to people; email is another issue because we have gone from Novell to Outlook; there will be training information provided; everyone will need to have patience as we work through this process; the goal is for every elementary school to have an established quality piece as we move into the second semester; building principals will be the conduit for information about progress at the buildings; further discussion about those who use laptops & that is seen as the second phase after all the buildings are up; the District will be converting to Microsoft
10. Other agenda items: Dayne – 2003-05 Teacher Contracts were distributed to those at the table, providing closure to eighteen months of hard work

Next meeting scheduled for: **Wednesday, September 22 at 4pm**

The meeting was adjourned at 5:36pm.  
Minutes submitted by L. Herbst